



創於1913年
Founded in 1913

香港華人會計師公會 The Society of Chinese Accountants & Auditors

(在香港註冊成立之有限公司)

(Incorporated in Hong Kong as a company limited by guarantee)

Training Course - Company Secretarial Practices (Course Code: 0617)



27 May & 3, 10, 17, 24 June 2017
(Saturdays)

Ms Gloria Ma

Training Course - Company Secretarial Practices

(Course Code 課程編號: 0617)

Highlights: 課程重點:

This is an induction course on “Company Secretarial Practices” specially organized for those secretarial/audit junior professional staff working in smaller practitioners. The course is to strengthen their knowledge on company secretarial practices with reference to the Companies Ordinance Chapter 622. The contents of the course are summarized as follows:

- I. **Incorporation, Meetings**
Business organizations, types of companies, incorporation, post-incorporation formalities, meeting of directors and shareholders, record of resolutions and registers
- II. **Directors and Secretaries**
Appointment, resignation and removal of directors, loans to a director, appointment and resignation of secretaries
- III. **Share Capital, Debenture**
Type of shares, increase of share capital and other variations of share capital, allotment, debenture and charges
- IV. **Transfer of Shares**
Different scenarios for share transfer, share certificate and seal
- V. **Accounts and Audit**
Reporting exemption, changes in the requirements for financial statements and reports, auditors
- VI. **Annual General Meeting, Annual Return, Dormant Company**
Annual general meeting, annual return, dormant company procedures and filing requirements
- VII. **Deregistration, Non-Hong Kong Company**
Deregistration, registration of non-Hong Kong companies and reporting requirements

Trainer(s): 導師:

**Ms. Ma Sau Kuen, Gloria, Fellow of HKICS and ICSA
Consultant, KE Corporate Services Limited**

Gloria used to work with a professional corporate service provider and an international accounting firm. She has extensive knowledge and experience in company secretarial from incorporation of a company, corporate restructure to closing down of a company.



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Date: 日期:	27 May & 3, 10, 17, 24 June 2017 (Saturdays) 2017 年 5 月 27 日及 6 月 3、10、17、24 日 (星期六)
Time: 時間:	9:30 am – 12:30 pm 上午 9:30 – 下午 12:30
Venue: 場地:	SCAA Premises (6/F, 88 Lockhart Road, Wanchai, Hong Kong) 香港華人會計師公會 (香港灣仔駱克道 88 號 6 樓)
Language: 語言:	Cantonese (with English Handouts) 廣東話授課並備以英文講義
Certificate: 證書:	Participants who have attended at least four lessons or above will be provided with a CPD certificate. 出席滿四堂或以上的學員，將可獲發 CPD 證書。
Fee: 費用:	HK\$1,500 for full member/ affiliate/ members' staff 華師正式會員/ 附屬會員/ 正式會員之僱員，每位 HK\$1,500 HK\$2,250 for non-member 非會員，每位 HK\$2,250
Enrolment: 報名:	Online application is on a first-come, first-served basis. Please click HERE to enroll and settle the payment via PayPal, Credit Card or **Cheque. **No seat can be reserved through online or telephone. Enrolment will be processed until receipt of cheque payment. Please be reminded to complete the online form and send together the cheque to the Secretariat. 研討會以先到先得形式於網上報名，請 按此 報名並以 PayPal、信用卡或**支票付款。 **本會不設網上及電話留位，報名以收妥支票為準。請完成網上表格連同支票寄回本會秘書處。 Enroll Now 現正接受報名
Remarks: 備註:	Bad weather arrangement <u>Typhoon signal no. 8 or above / Black rainstorm warning</u> : is hoisted at or after 7:00 a.m. on the date of event, seminar will be postponed. 惡劣天氣安排 <u>八號風球或以上警告信號 / 黑色暴雨警告信號</u> : 課程當日上午 7:00 或之後仍然生效，課堂將會延期舉行。
Enquiry: 查詢:	SCAA Secretariat 華師秘書處 Ms Christine Yuen 袁小姐 Tel 電話: 2869 6003 Email 電郵: info@scaacpa.org.hk Facebook: www.facebook.com/scaacpa

