



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)

Company Secretarial Practical Training Series

Ms Gloria Ma



Module A: 26 Oct 2017 (Code 2017)
Module B: 30 Oct 2017 (Code 2117)
Module C: 2 Nov 2017 (Code 2217)
Module D: 6 Nov 2017 (Code 2317)

ENROLL>>

Thank you all for your support & feedback to the Company Secretarial Practices Workshop. We understand that it is essential to update Company Secretarial Knowledge and Practice. Therefore, SCAA is now organizing Company Secretarial Practical Training Series with 4 modules, and each module is independent from each other. Members can either enroll module individually or enroll all 4 modules according to your needs.

NOTE: Some of the topics may be overlapped with topics covered in Com Sec Workshop.

Module A (Course Code 課程編號: 2017)

Highlights:
課程重點:

- Hong Kong Company Formation
- Dormant Company
- Company Record
- Compounding

Date:
日期:

26 October 2017 (Thursday)
2017年10月26日(星期四)

>>ENROLL 報名<<

Module B (Course Code 課程編號: 2117)

Highlights:
課程重點:

- Company Meetings
- Brief Introduction on Directors
- Annual Return
- First Board Meeting
- Annual General Meeting

Date:
日期:

30 October 2017 (Monday)
2017年10月30日(星期一)

>>ENROLL 報名<<

Module C (Course Code 課程編號: 2217)

Highlights:
課程重點:

- Share Capital
- Alteration of Share Capital per S170
- Share Certificate
- Issue of Shares
- Transfer of Shares

Date:
日期:

2 November 2017 (Thursday)
2017年11月2日(星期四)

>>ENROLL 報名<<

Module D (Course Code 課程編號: 2317)

Highlights:
課程重點:

- Dissolution of Hong Kong Company including Deregistration
- Non-Hong Kong Company Registration
- Members' Voluntary Winding Up

Date:
日期:

6 November 2017 (Monday)
2017年11月6日(星期一)

>>ENROLL 報名<<



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Speaker (s):

講者:

Ms. Ma Sau Kuen, Gloria, Fellow of HKICS and ICOSA

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.

Time:

時間:

6:30pm – 8:30pm

Venue:

場地:

SCAA Premises (6/F, 88 Lockhart Road, Wanchai, Hong Kong)

Language:

語言:

Cantonese (with English Handouts)

CPD hours:

CPD 時數:

2 hrs for each module

Fee:

費用:

Each Module HK\$200 for full member/ affiliate/ members' staff

華師正式會員/ 附屬會員/ 正式會員之僱員，每單元每位 HK\$200

請即
報名

Enrolment:

報名:

Online application is on a first-come, first-served basis. Payment can be settled by PayPal, Credit Card or **Cheque.

**No seat can be reserved through telephone. Enrolment will be processed upon receipt of payment. Please be reminded to complete the online form and send together with your cheque to the Secretariat.

研討會以先到先得形式於網上報名，並以 PayPal、信用卡或**支票付款。

**本會不設電話留位，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

請即報名

Remarks:

備註:

Bad weather arrangement

Typhoon signal no. 8 or above: is hoisted at or after 2:00 p.m. on the date of event, seminar will be postponed.

Black rainstorm warning: is hoisted at or after 5:30 p.m. on the date of event, seminar will be postponed. he Secretariat.

惡劣天氣安排

八號風球或以上警告信號: 課程當日下午 2:00 或之後生效，課堂將會延期舉行。

黑色暴雨警告信號: 課程當日下午 5:30 或之後生效，課堂將會延期舉行。

Enquiry:

查詢:

SCAA Secretariat 華師秘書處

Ms Christine Yuen 袁小姐

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Facebook: www.facebook.com/scaacpa

同心展關懷

caringorganisation²⁰¹⁴⁻¹⁷

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