



創於1913年  
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# 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

Ms Gloria Ma

1, 8, 15, 22 & 29 June 2019 (Saturdays)



### Training Course - Company Secretarial Practices

(Course Code 課程編號: 0519)

#### 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**  
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. **Significant Controllers Register**
- VI. **Accounts and Audit**  
Reporting exemption, changes in the requirements for financial statements and reports, auditors
- VII. **Annual General Meeting, Annual Return, Dormant Company**  
Annual general meeting, annual return, dormant company procedures and filing requirements
- VIII. **Deregistration**

#### Trainer(s): 導師:

**Ms. Ma Sau Kuen, Gloria, Fellow of HKICS and ICSA**

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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<b>Date:</b> 日期:	1, 8, 15, 22 & 29 June 2019 (Saturdays) 2019 年 6 月 1、8、15、22 及 29 日 (星期六)
<b>Time:</b> 時間:	9:30 am – 12:30 pm 上午 9:30 – 下午 12:30
<b>Venue:</b> 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)
<b>Language:</b> 語言:	Cantonese (with English Handouts) 廣東話授課並備以英文講義
<b>Certificate:</b> 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。
<b>Fee:</b> 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
<b>Enrolment:</b> 報名:	Online application is on a first-come, first-served basis. Please click <a href="#">HERE</a> to enroll and settle the payment via 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，請按此 <a href="#">報名</a> 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。
<b>Remarks:</b> 備註:	<p><a href="#">Enroll Now</a> 現正接受報名</p> <p><b>Bad weather arrangement</b> This event may be cancelled or re-scheduled when typhoon no.8 or black rainstorm warning is hoisted. Please refer to our website <a href="http://www.scaacpa.org.hk">www.scaacpa.org.hk</a> for the arrangement.</p> <p><b>惡劣天氣安排</b> 八號風球或黑色暴雨警告信號生效時，課程將會延期舉行或取消。詳情請留意華師網站 <a href="http://www.scaacpa.org.hk">www.scaacpa.org.hk</a> 公佈。</p>
<b>Enquiry:</b> 查詢:	<p>SCAA Secretariat 華師秘書處 Ms Christine Yuen 袁小姐 Tel 電話: 2869 6003 Email 電郵: <a href="mailto:training@scaacpa.org.hk">training@scaacpa.org.hk</a> Facebook: <a href="http://www.facebook.com/scaacpa">www.facebook.com/scaacpa</a></p>

