



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)

Course Code 0625

Training Series - Mastering Company Secretarial Practices

Speaker: Mr. Webster Ng Kam Wah

22 & 29 March, 5 & 12 April 2025 (Saturday)

Training Series – Mastering Company Secretarial Practices

(Course Code 課程編號: 0625)

Highlights: 課程重點:

Service providers in the company secretarial sector or someone who are looking to gain from the basic to the latest developments are invited to join this series of training, which is designed to not only enhance the basic skills of company secretaries but also provide actionable guidance for service providers offering secretarial support, ensuring that businesses that can thrive under compliant and efficient governance structures. The program outline is summarized as follows:

1. Introduction to Company Secretarial Practice

- Overview of the Company Secretary Role
- History development and legal framework for compliance
- Core skills for secretarial professionals

2. Company Formation and Governance Essentials

- Directors' Duties
- Incorporation, maintenance, dissolution, and restoration
- Procedure on common reporting on secretarial matters
- Hybrid mode of filing
- 3 phases of the New Inspection Regime
- Unique Business Identifier
- Common reasons for returning specified forms for correction
- Other non-common secretarial procedures
- Case study

3. Anti-Money Laundering and Counter-Terrorist Financing Requirements for Trust or Company Service Providers

- Background of AML/CFT from Financial Action Task Force ("FATF")
- Guidelines on compliance of AML/CFT with procedure for conducting CDD/EDD
- Issues on application and maintenance for TCSP licensee
- Report requirement under AMLO

4. Updates and Latest Development

- Companies (Amendment) Ordinance 2025
- Revamped Integrated Companies Registry Information System and New e-Services Portal
- Limited Partnership Fund Regime
- Re-domiciliation Mechanisms

香港灣仔駱克道八十八號六樓 6/F., 88 Lockhart Road, Wanchai, H.K

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- Open-ended Fund Company
- Treasury shares for listed companies incorporated in Hong Kong

Participants will gain insights into practical strategies, current best practices, and the latest updates in the company secretarial profession. The speaker will share his knowledge and practical insights, covering everything from basic operations to the most up-to-date developments in the field.

Speaker:
講者:



Mr. Webster Ng Kam Wah

Being the proprietor and founder of Webster Ng & Co., Managing Director of AC CPA Limited and Senior Partner of Uniontax (Shenzhen) International Tax Agent Firm Co. Ltd, Mr. Ng is a Fellow Certified Public Accountant (Practising), Chartered Tax Adviser and Registered Six Sigma Champion. He is currently the Independent Non-Executive Director and Chairman of Audit Committee of two listed companies. Mr. Ng is a member of the Sixth Election Committee (Accountancy), the Advisory Committee Member of Accounting and Financial Reporting Council (AFRC), and the Immediate Past President of the Society of Chinese Accountants and Auditors (SCAA), Past President and Advisor of the Taxation Institute of Hong Kong (TIHK), Director of Accountancy Caring Alliance Limited and World Chinese Accountants Consortium Limited. Mr. Ng is a member of Tax Policy Committee of the TIHK and has been named as Honorary Council member of the China Certified Tax Agents Association (CCTAA), Research Committee Member of China International Taxation Research Institute and Accounting Consultant of the Department of Finance of Guangdong Province.

Mr. Ng served in various positions in accountancy sectors, and is currently a member of the Small and Medium Practices Committee, representative of Companies Registry Customer Liaison Group of Hong Kong Institute of Certified Public Accountants (HKICPA) and SME committee member of The Association of Chartered Certified Accountants (ACCA), as well as member of Finance, Audit and Risk Committee, Medecins Sans Frontieres (HK) Limited.

In terms of public service, Mr. Ng currently serves as a member of the Lump Sum Grant Steering Committee (LSGSC) and Competition Commission (CC), Honorary Treasurer of Social Workers Registration Board (SWRB) and Non-Executive Director and Chairman of Audit Committee of eMPF Platform Company Limited. Mr. Ng was commended as Distinguished Service for Community Building Awardee in 2018 and appointed as Justice of the Peace in 2022.

Mr. Ng holds the fellow membership of HKICPA, ACCA, TIHK, SCAA, the Institute of Chartered Accountants in England and Wales (ICAEW), and The Hong Kong Institute



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of Directors (HKIoD). He is also an ordinary member of The Hong Kong Independent Non-Executive Director Association (iNEDA) and The Association of Hong Kong Professionals and a founding member of the Hong Kong Professionals and Senior Executives Association (HKPASEA).

Chairman:

主持人：

Ms. Jenny Kun

Chairlady of SCAA Training Committee

Date:

日期：

22 & 29 March, 5 & 12 April 2025 (Saturday)

2025 年 3 月 22 及 29 日、4 月 5 及 12 日(星期六)

Time:

時間：

9:30 am – 12:30 pm

上午 9:30 – 下午 12:30

Format:

授課形式：

Hybrid seminar 混合形式研討會 (A/B)

A. Face-to-face seminar 實體研討會 (Limited seats available 座位有限)

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. Webinar (Live via zoom) 網路研討會 (zoom 直播)

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 three lessons or above will be provided with a CPD certificate.

出席滿三堂或以上的學員，將可獲發 CPD 證書。

Fee:

費用：

HK\$1,400 for full member/ affiliate/ members' staff; HK\$1,800 for non-member

華師正式會員/ 附屬會員/ 正式會員之僱員，每位 HK\$1,400; 非會員，每位 HK\$1,800

Enrolment:

報名：

A. 如欲參與**實體形式**研討會，請**按此**報名。

If you would like to join the seminar through **physical mode**, please click **HERE** to enroll.

B. 如欲參與**網絡形式**研討會，請**按此**報名。

If you would like to join the seminar through **online mode**, please click **HERE** to enroll.

*如選擇以支票形式付款，請完成網上表格連同支票寄回本會秘書處。報名將以收妥支票為準。

** For participants paying by cheque, please be reminded to complete the online form and send together with your cheque to the Secretariat. Enrolment will be processed upon receipt of the cheque.

Remarks:

備註：

The link to the zoom webinar will be sent to registered participants via email prior to the webinar.

Zoom 研討會連結將於課程舉行前發送至參加者的登記電郵地址。



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Enquiry:
查詢:

SCAA Secretariat 華師秘書處

Tel 電話: 2869 6680

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