



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)

Webinar Code 0720

Training Course - Company Secretarial Practices

Ms. Gloria Ma

20, 27 June 2020 & 4, 11, 18 July 2020 (Saturdays)

Training Course - Company Secretarial Practices

(Course Code 課程編號: 0720)

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

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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Dates: 日期:	20, 27 June 2020, 4, 11 & 18 July 2020 (Saturdays) 2020 年 6 月 20、27 日及 7 月 4、11、18 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:	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 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; HK\$2,000 for non-member 華師正式會員/ 附屬會員/ 正式會員之僱員，每位 HK\$1,500; 非會員，每位 HK\$2,000
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 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](#)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



Remarks:
備註: A Zoom account is not required to attend the webinar. However, participant need to install Zoom first (The software is compatible with smartphone, tablet and computer). 參加者無須註冊 Zoom 帳號也可參與研討會，但必須安裝 Zoom 軟體(智能手機及電腦皆可)。

Guide to downloading Zoom, user guide on zoom and link/ ID of the webinar will be sent to registered participants by email the day before the course starts.
Zoom 安裝方法、Zoom 使用教學及研討會連結/ID 將於課程舉行前一天發送至參加者的登記電郵地址，以讓參加者進行連線。

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