

# Company Secretarial Practice



A one-day seminar  
Thursday 2 February 2006  
Wednesday 10 May 2006  
Tuesday 5 September 2006  
Tuesday 5 Dec 2006

The Institute of Chartered Secretaries  
and Administrators  
16 Park Crescent  
London  
W1B 1AH

**Introductory/  
Intermediate  
Level**

This seminar will provide a basic introduction to the roles and responsibilities of the Company Secretary. It will cover the duties of the company secretary including all the day to day requirements under Company Law and the regulations for maintaining the companies records at Companies House.

## Programme

- 09.00** Registration and Tea/coffee
- 09.30** Introduction – Company legislation
- 10.00** Position of the Company Secretary – Duties and liabilities
- 10.30** Company Names – Restrictions on choice of names, business names
- 10.45** Coffee/Tea
- 11.00** The Constitution of the Company – Memorandum, Articles of Association, membership, ultra vires
- 11.30** Introduction to Directors – An Introduction to Directors with basic information
- 12.00** Statutory Books – Contents, rights of inspection, supply of copies
- 12.45** Lunch
- 14.00** Other Statutory requirements – Seal, minutes, directors' service contracts, display of name, registered office
- 14.30** Accounts – Legislative requirements, accounting reference date, abbreviated accounts, auditors
- 15.15** Tea/coffee
- 15.30** Filing at Companies House – Annual returns, reports and accounts, other filing requirements, document quality
- 16.15** Meetings – General meetings, directors' meetings, written resolutions, elective regime  
Case study integrating various elements covered during the day
- 17.00** Summary and Close

## Who Should Attend?

- Company Secretaries
- Finance Directors
- HR and Personnel Directors
- Accountants
- Bankers
- Chief Executives
- Founder Shareholders
- Consultants
- Venture Capital providers
- Solicitors

**CPD: ICSA, ILEX & Law**

**Society Accredited 6 Hours**

## Course Presenter

**Roger Woolley** FCIS is a Chartered Secretary in Public Practice with many years practical experience who lectures extensively on Company Secretarial Practice. He has a particular interest in corporate governance issues.

