

# FSA Listing Rules

## A guide for Company Secretaries



A one-day seminar

Tuesday 23 May 2006

Wednesday 15 November 2006

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

**Introductory level**

### Programme

**09.00** Registration

**09.30** Introduction to the FSA and the London Stock Exchange

Financial Services and Markets Act 2000 as amended. Why, who, when, where and how? Timings procedures, methods and guidance on consulting and informing the FSA and the LSE.

**10.00** Obtaining a Listing for Securities - The Role of the Company Secretary and Professional Advisors

Project managing a flotation, methods of issuing shares and the documents required.

**11.00** Tea/coffee

**11.20** The Company Secretary and the Listing Rules  
Continuing obligations, financial information and company announcements.

**12.00** Directors' Dealings and Responsibilities  
The Model Code

**12.45** Lunch

**14.00** Corporate Transactions

Acquisitions, disposals, transactions with related parties, class tests and shareholder circulars

**14.30** Inside Information

Managing insider lists, prohibiting dealings in securities and when to make announcements

**15.00** Growing the business

Using the market to grow the business rights issues, further funding, checklists, documents and announcements required

**15.30** Tea/coffee

**15.45** Corporate Governance

A guide to The Combined Code and other relevant rules and regulations

**16.15** Closing session with questions and answers

**16.30** Close

### Who Should Attend?

- Company Secretary
- Finance Director
- Financial Controller
- Chief Accountant
- In-House Lawyer
  
- Compliance Officer
- Investment Manager
- Internal Auditor
- Company/Commercial

**CPD: ICSA, ILEX & Law  
Society Accredited 6 Hours**

