

A Manual Of Secretarial Practice

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the official icsa information service company secretarial practice offers clear succinct and practical commentary and procedural guidelines on all of the events that normally occur from the formation to the liquidation of companies incorporated in the uk companies legislation and regulation is a dynamic area of the law the format of the manual the accompanying cd rom and the integrated

updating service have been specifically designed to keep users up to date and to help them find the information they need when they need it organised into fifteen chapters the manual is packed with additional material including specimen resolutions documents forms and checklists for all core company secretarial procedures a comprehensive proposed changes section which reviews key legislation and consultations in progress the full text of relevant codes of practice including the london stock exchange model code combined code and best practice guidelines from for example the association of british insurers and the icsa the full text of table a as amended by the companies act 1985 electronic communications order 2000 a directory of useful addresses and other sources of information including websites full cross referencing a quick reference section and indexes to assist navigation through the text an all inclusive annual subscription provides a practical comprehensive and authoritative reference guide to all aspects of company secretaryship your subscription includes the company secretarial practice manual in 2 volumes with accompanying cd rom plus 3 print and cd rom supplements6 printed newsletters csp bulletin monthly web updates company secretary s briefing access to the icsa enquiry service first year subscription price is 475 00 subsequent year subscriptions including all the updates for the reduced annual renewal of c 250 the subscription year starts in august and runs to the following july mid year subscriptions will be backdated to 1st august and all supplements back to the beginning of the subscription year are supplied with the binder includes cd rom updated 3 times a year the csp cd rom comprises a fully searchable version of csp cross referenced to the following additional features full text of the relevant statutes and statutory instruments including the 1985 and 1989 companies acts incorporating the electronic communications order 2000 the 2000 financial services and markets act fully indexed versions of all precedents which can be downloaded and customised for your own use a range of procedural checklists organised by topic the 50 most frequently used companies house forms downloadable in a format acceptable to companies house the text of the latest companies house guidance booklets links to useful websites company secretarial practice is available on 21 day free trial

written specially for practitioners in hong kong hong kong company secretary s practice manual provides a concise explanation of the laws and issues affecting corporate secretarial practice the guide provides a comprehensive mix of commentary specimen minutes and resolutions as well as full reproduction of prescribed forms and selected guidelines and codes all these help the company secretary or those in a compliance role understand and apply the requirements under company and securities law in fulfilling their obligations to their company and its offices company secretaries will benefit from time saving features which include a step by step guide to the completion of corporate secretarial forms comprehensive checklists sample resolutions and articles of associations and a concise commentary on the law to help determine the best approach to adopt in line with their business needs authored by belinda wong of leader corporate services ltd who has over 25 years experience in the company secretarial field hong kong company secretary s practice manual is unrivalled in terms of comprehensives of areas covered in great detail and the practical approach taken

this manual adopts a practical step by step approach to all aspects of company secretarial practice each topic is dealt with in three sections narrative procedure and precedent the narrative is concise with brief reference to the law the procedure is presented in numbered paragraphs with precedents provided for each step written by a leading expert on company secretarial work this book should cover all the amendments made by the new companies act including the adoption of the 7th and 8th ec directives it should be of use to all company secretaries dealing with the increasing

complexities introduced by recent legislative developments

excerpt from secretarial practice the manual of the chartered institute of secretaries the present volume has been prepared by the council of the chartered institute of secretaries with the object of providing a practical working treatise covering the general routine of a secretary s duties though intended primarily for secretaries of companies incorporated under the companies acts special chapters are devoted to statutory companies and secretarial work in relation to local government administration the council desire to express their indebtedness to mr f shewell cooper m a barrister at law who has not only written a large portion of the book but has given them very valuable assistance and advice their thanks are also due to mr v st clair mackenzie b a barrister at law for the valuable chapter on powers of attorney to the glasgow and west of scotland branch for the article on scottish companies and to the special committee of the council who have been associated with mr shewell cooper in the arrangement and preparation of the work owing to considerations of space the present volume does not deal with an important branch of the company secretary s work viz liquidation and reconstruction about the publisher forgotten books publishes hundreds of thousands of rare and classic books find more at forgottenbooks com this book is a reproduction of an important historical work forgotten books uses state of the art technology to digitally reconstruct the work preserving the original format whilst repairing imperfections present in the aged copy in rare cases an imperfection in the original such as a blemish or missing page may be replicated in our edition we do however repair the vast majority of imperfections successfully any imperfections that remain are intentionally left to preserve the state of such historical works

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