

A Manual Of Secretarial Practice

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Company Secretarial Practice
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A Manual of Secretarial Practice
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The Chartered Secretaries Manual of Company Secretarial Practice
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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

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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

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