

Basic Principles of Company Secretarial Practice

£85 plus VAT per person

25% Discount for Local Members

Free for National Members

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OBJECTIVES

Participants on this course will learn about common company secretarial requirements with emphasis on the smaller limited company. The course examines the documentation routinely needed by a limited company incorporated under the 2006 and earlier Companies Acts.

CONTENT

The content includes:

- The types of limited company
- Corresponding with Companies House
- Common statutory forms
- The statutory books
- Minutes and meetings

WHO SHOULD ATTEND

It is a useful introduction for any member of staff who is asked to deal with company secretarial work. It is an introductory course and so is not suitable for participants with extensive current knowledge of company secretarial work.

CPD HOURS: 3