



創於1913年
Founded in 1913

香港華人會計師公會 The Society of Chinese Accountants & Auditors

(在香港註冊成立之有限公司)

(Incorporated in Hong Kong as a company limited by guarantee)



Training Series - Company Secretarial Practices

Speaker: Ms. Gloria Ma

25 May, 1, 8 & 15 June 2024 (Saturday)

Training Series - Company Secretarial Practices (Course Code 課程編號: 0724)

Highlights: 課程重點:

This is an induction course on “Company Secretarial Practices” specially organized for those secretarial or audit professional staffs working in practices or accountants in business. The course is to strengthen their knowledge on company secretarial practices starting from company incorporation to various disciplines with reference to the Companies Ordinance Chapter 622. The contents of the course are summarized as follows:

I. **Incorporation, Meetings**

Types of companies, incorporation, post-incorporation formalities, meeting of directors and shareholders, record of resolutions and registers

II. **Directors and Secretaries**

Appointment, resignation and removal of directors, loans to a director, appointment and resignation of secretaries

III. **Share Capital**

Type of shares, increase of share capital and allotment

IV. **Transfer of Shares**

Documents required and time for presenting the documents for share transfer, share certificates and seal

V. **Significant Controllers Register**

VI. **Auditors**

Appointment and resignation

VII. **Annual General Meeting, Annual Return, Dormant Company**

Annual general meeting, annual return, dormant company procedures and filing requirements

Speaker: 講者:

Ms. Ma Sau Kuen, Gloria

Gloria used to work with a professional corporate service provider and an international accounting firm. She has extensive knowledge and experience in company secretarial from incorporation of a company, corporate restructure to closing down of a company.

Chairman: 主持人:

Ms. Joann Chan

Chairman of SCAA Training Committee



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Date: 日期:	25 May, 1, 8 & 15 June 2024 (Saturday) 2024 年 5 月 25 日、6 月 1、8 及 15 日(星期六)
Time: 時間:	9:30 am – 12:30 pm 上午 9:30 – 下午 12:30
Format: 授課形式:	Hybrid seminar 混合形式研討會 (A/B) A. Face-to-face seminar 實體研討會 (Limited seats available 座位有限) SCAA Premises (6/F, 88 Lockhart Road, Wanchai, Hong Kong) 香港華人會計師公會 (香港灣仔駱克道 88 號 6 樓) B. Webinar (Live via zoom) 網路研討會 (zoom 直播)
Language: 語言:	Cantonese (with English Handouts) 廣東話授課並備以英文講義
Certificate: 證書:	Participants who have attended at least three lessons or above will be provided with a CPD certificate. 出席滿三堂或以上的學員，將可獲發 CPD 證書。
Fee: 費用:	HK\$1,400 for full member/ affiliate/ members' staff; HK\$1,800 for non-member 華師正式會員/ 附屬會員/ 正式會員之僱員，每位 HK\$1,400; 非會員，每位 HK\$1,800
Enrolment: 報名:	A. 如欲參與 實體形式 研討會，請 按此 報名。 If you would like to join the seminar through physical mode , please click HERE to enroll. B. 如欲參與 網絡形式 研討會，請 按此 報名。 If you would like to join the seminar through online mode , please click HERE to enroll.
	*如選擇以支票形式付款，請完成網上表格連同支票寄回本會秘書處。報名將以收妥支票為準。 ** For participants paying by cheque, please be reminded to complete the online form and send together with your cheque to the Secretariat. Enrolment will be processed upon receipt of the cheque.
Remarks: 備註:	The link to the zoom webinar will be sent to registered participants via email prior to the webinar. Zoom 研討會連結將於課程舉行前發送至參加者的登記電郵地址。
Enquiry: 查詢:	SCAA Secretariat 華師秘書處 Tel 電話: 2869 6003 Email 電郵: training@scaacpa.org.hk Facebook: www.facebook.com/scaacpa

