



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 Course - Company Secretarial Practices

Code 1321 Hybrid seminar

Ms. Gloria Ma

3, 10, 17, 24, 31 July 2021 (Saturdays)

### Training Course - Company Secretarial Practices (Course Code 課程編號: 1321)

#### Highlights: 課程重點:

This is an induction course on “Company Secretarial Practices” specially organized for those secretarial/audit junior professional staff working in smaller practitioners. The course is to strengthen their knowledge on company secretarial practices 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, Debenture**

Type of shares, increase of share capital and other variations of share capital, allotment, debenture and charges

IV. **Transfer of Shares**

Different scenarios for share transfer, share certificate and seal

V. **Significant Controllers Register**

VI. **Accounts and Audit**

Reporting exemption, changes in the requirements for financial statements and reports, auditors

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

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

VIII. **Deregistration**

#### Trainer(s): 導師:

**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.



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<b>Dates:</b> 日期:	3, 10, 17, 24, 31 July 2021 (Saturdays) 2021 年 7 月 3、10、17、24、31 日 (星期六)
<b>Time:</b> 時間:	9:30 am – 12:30 pm 上午 9:30 – 下午 12:30
<b>Format:</b> 授課形式:	A. Face-to-face seminar (For SCAA member/affiliate/member's staff only) 實體研討會 (只限華師正式會員/ 附屬會員/ 正式會員之僱員)  B. Webinar (Live via zoom) (For SCAA member/affiliate/member's staff/ Non-member) 網路研討會 (zoom 直播) (適用於華師正式會員/ 附屬會員/ 正式會員之僱員/ 非會員)
<b>Venue*:</b> 場地*:	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) *For face-to-face seminar 適用於實體研討會
<b>Language:</b> 語言:	Cantonese (with English Handouts) 廣東話授課並備以英文講義
<b>Certificate:</b> 證書:	Participants who have attended at least four lessons or above will be provided with a CPD certificate. 出席滿四堂或以上的學員，將可獲發 CPD 證書。
<b>Fee:</b> 費用:	HK\$1,500 for full member/ affiliate/ members' staff; HK\$2,000 for non-member 華師正式會員/ 附屬會員/ 正式會員之僱員，每位 HK\$1,500; 非會員，每位 HK\$2,000
<b>Enrolment:</b> 報名:	A. 如欲參與 <b>實體形式</b> 研討會，請 <a href="#">按此</a> 報名。 If you would like to join the seminar through <b>physical mode</b> , please click <a href="#">HERE</a> to enroll.  B. 如欲參與 <b>網絡形式</b> 研討會，請 <a href="#">按此</a> 報名。 If you would like to join the seminar through <b>online mode</b> , please click <a href="#">HERE</a> to enroll.  Online application is on a first-come, first-served basis. Please settle the payment via PayPal, Credit Card or **Cheque.  研討會以先到先得形式於網上報名，報名請以 PayPal、信用卡或**支票付款。  **No seat can be reserved through telephone. Enrolment will be processed upon receipt of payment. Please be reminded to complete the online form and send together with your cheque to the Secretariat.

**Enroll Now** 現正接受報名

**請即報名**



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## Remarks: 備註:

The link to the zoom webinar will be sent to registered participants via email one working day prior to the webinar.

Zoom 研討會連結將於課程舉行前一個工作天發送至參加者的登記電郵地址。

### Bad weather arrangement

This event may be cancelled or re-scheduled when typhoon no.8 or black rainstorm warning is hoisted. Please refer to our website [www.scaacpa.org.hk](http://www.scaacpa.org.hk) for the arrangement.

### 惡劣天氣安排

八號風球或黑色暴雨警告信號生效時，課程將會延期舉行或取消。詳情請留意華師網站 [www.scaacpa.org.hk](http://www.scaacpa.org.hk) 公佈。

## Enquiry: 查詢:

SCAA Secretariat 華師秘書處

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