



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 (Session 1-5)

Speaker:
Ms. Ma Sau Kuen, Gloria

27 Aug 2022 & 3, 17, 24 Sep 2022 & 8 Oct 2022 (Sat)

Training Course - Company Secretarial Practices (Course Code 課程編號: 2922)

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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- Dates:** 27 August, 3, 17, 24 September, 8 October 2022 (Saturdays)
日期: 2022 年 8 月 27、9 月 3、17、24、10 月 8 日 (星期六)
- Time:** 9:30 am – 12:30 pm
時間: 上午 9:30 – 下午 12:30
- Format:** A. Face-to-face seminar 實體研討會 (Limited seats available 座位有限)
授課形式: (Negative COVID-19 test result is required for physical event attendee)
(實體研討會的參加者需提供活動當日的 COVID-19 快速測試陰性結果證明)
- 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:** Cantonese (with English Handouts)
語言: 廣東話授課並備以英文講義
- Certificate:** Participants who have attended at least four lessons or above will be provided with a
證書: CPD certificate.
出席滿四堂或以上的學員，將可獲發 CPD 證書。
- Fee:** HK\$1,500 for full member/ affiliate/ members' staff; HK\$2,000 for non-member
費用: 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
- Enrolment:** A. 如欲參與**實體形式**研討會，請**按此**報名。
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.
- ^ 《轉數快》識別碼 FPS Identifier: 101751873
(Please send successful payment image to training@scaacpa.org.hk after making payment.)
(付款後請截圖相關資料並電郵至 training@scaacpa.org.hk 供秘書處作記錄。)
- *本會不設電話留位，報名以收妥支票為準。請完成網上表格連同支票寄回本會秘書處。
**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.



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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。

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

