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Company Secretarial Practice Manual

Third Edition



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The Company Secretarial Practice Manual

Belinda Wong



The Company Secretarial Practice Manual:

Butterworths Company Secretarial Practice Manual David Venus, 1990 **Hong Kong Company Secretary's Practice Manual** Belinda Wong, 2011-10 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 under company and securities law in fulfilling their obligations to their company and its offices Company secretaries will benefit from time saving features which include a step by step guide to the completion of corporate secretarial forms comprehensive checklists sample resolutions and Articles of Associations and a concise commentary on the law to help determine the best approach to adopt in line with their business needs Authored by Belinda Wong of Leader Corporate Services Ltd who has over 25 years experience in the company secretarial field Hong Kong Company Secretary's Practice Manual is unrivalled in terms of comprehensives of areas covered in great detail and the practical approach taken

Company Secretarial Practice Stanley James Sidney Eley, Institute of Chartered Secretaries and Administrators, *The Company Secretarial Practice Manual* K. R. Chandratre, 2001 **Manual on Company Secretarial Practice**, 1981

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The Chartered Secretaries Manual Company Secretarial Practice R. C. Hetherington, Stanley James Sidney Eley, 1970 *The ICSA Company Secretary's Checklists* Douglas Armour, 2000 This Checklists volume offers procedural

checklists timetables and other quick reference material associated with the functions and responsibilities of the company secretary The 2000 edition includes material on corporate governance including the Cadbury Greenbury and Hampel Codes of Practice the Companies House electronic filing procedures and procedural checklists on directors disqualification liquidation and receivership Each entry also includes references to the relevant statutes and Companies House requirements and gives page references to ICSA Publishing s comprehensive looseleaf manual service Company Secretarial Practice and Armour s companion volume The ICSA s Company Secretary s Handbook

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