

An **INTRODUCTION** to Corporate Secretarial Practice and ASIC Compliance

Introduction

Ensuring compliance with all the regulations and The Corporations Act 2001 is of vital importance. Failure to comply can have severe implications for company officers and the professionals who advise them. Keeping up to date is a prime concern.

This training program will give participants an overview of the role of the Australian Securities & Investments Commission (ASIC) and the importance of corporate secretarial compliance.

Outline

This half day program will cover:

- The role of ASIC, the National regulator of companies
- ASIC documents database
- What is a company?
- Requirements upon registration of a company
- Commonly lodged forms
- ASIC lodgement deadlines
- How to avoid common pitfalls, late lodgement fees and penalties
- Practical examples of incorrect forms and how to fix them
- What is an ASIC registered agent?
- Responsibilities of Directors
- Constitution or Replaceable Rules
- Different types and classes of companies
- Keeping company registers
- What is an annual review?
- What changes to notify ASIC
- Solvency declarations
- Common review dates for groups of companies
- Beneficial ownership of shares
- What is a company compliance statement?
- Collecting Annual Review statements
- Execution of documents
- What is a corporate key?



Course Manual

All participants will receive a comprehensive manual including copies of presentation notes, resource material and practical examples of ASIC forms for future reference.

Audience

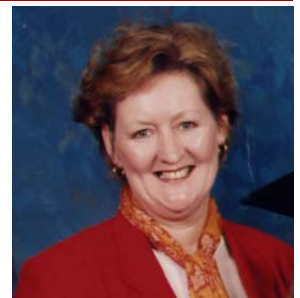
The program is suitable for accounting or administrative staff who will be responsible for corporate secretarial compliance. The practical, hands-on nature will suit those staff who actually prepare and lodge ASIC forms.

Staff who should attend include:

- Graduates
- Administrative or secretarial staff
- New staff members
- Current staff wanting to update their knowledge in this area

Presenter

Sue Norfolk has over 20 years experience in corporate secretarial practice. Her many and varied roles have included: managing corporate compliance for 1000+ private companies at an accounting practice; assisting the Company Secretary of various Public Companies in their very responsible role; and 11 years running her own specialist corporate registry and company secretarial practice.



Norfolk Corporate Support

Norfolk Corporate Support (NCS) was established in 1995 after many years working for various accounting firms in the corporate secretarial area. NCS is recognised in the marketplace for professionalism and tailored services and training to suit individual client needs. NCS provides a wide range of corporate registry services including onsite support to maintain your clients' companies compliance.



"I got so much out of it! I feel a lot more confident.I believe that teaching people to do a manual preparation of the ASIC forms is vital as it truly gives you an understanding of the actual changes you are making and what process you need to take. The folder is a great keepsake—I have already had another read through. It's a great resource to refer to..... I look forward to a follow on course.....(I will be there!" **Jody Charles, Outlook Financial Solutions**

"The seminar was a great help and I've found the materials to be a useful resource.....the seminar was well presented and easy to follow" **Andrea Vosti, Ambry Legal**

Norfolk Corporate Support

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