

An Introduction to Corporate Secretarial Practice & ASIC Compliance



- ASIC Forms rejected or sent back for correction or clarification?
- No experienced staff? • Or new staff?

If you or your staff would like to know how to easily manage your clients' corporate responsibilities without having to memorise countless form numbers, dates and deadlines, and the various requirements for different company classes, we have the solution.

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:

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

* We currently run annual training seminars for several large accounting practices, aimed at new graduates. If you are interested in having Sue come to your office for a specialised training seminar for your graduates, please contact us on the details provided below.

Presenter



Sue Norfolk has over 20 years experience in corporate secretarial practice and government compliance.

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 14 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.



"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, Ambrey Legal

Norfolk Corporate Support

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