

ADVANCED

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 course is designed for staff looking after **Public** Companies, Listed and Unlisted, **Companies Limited By Guarantee, Foreign Companies registered in Australia** AND non-standard Pty Ltd companies. Simply presented with practical examples.

Outline

This two and a half hour program will cover:

- ASIC compliance for:
 - ◇ Large Proprietary Companies
 - ◇ Unlisted Public Companies
 - ◇ Listed Public Companies (ASC Forms only—not ASX)
 - ◇ Company Limited by Guarantee
 - ◇ Foreign Registered Bodies
 - ◇ Australian Companies wholly owned by foreign entities
- Which companies need to lodge Financial Accountants and the deadlines
- Which companies need to appoint an auditor
- How an Auditor is appointed, resigned and removed
- Subsidiary companies and ASIC reporting obligations
- Annual General Meetings and which companies must still hold an AGM
- Maintaining company registers
- What documents are required to change the Trustee of a Trust
- Beneficial ownership of shares
- Common review dates
- Execution of documents
- Company's Constitution
- Meetings and member communications
- Share Buy-Backs.



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 those with some experience but wanting to update their knowledge including:

- Graduates
- Administrative or secretarial staff
- New staff members
- Other staff involved 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.



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

“This Course was very valuable to me.....it gave me information on non standard companies and ASIC forms which I have to use only occasionally.” **Robyn Riley, WHK Horwath Melb**”

“Three things I found most useful.....detailed notes, practice ASIC forms with feedback and explanation of ASIC forms”
Louise Miles, Edwards Pearl Pty Ltd

Norfolk Corporate Support

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