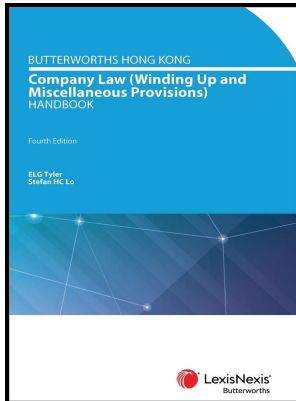


Butterworths company secretarial procedures and precedents

Butterworths. - Bruce Wallace



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Butterworths Company Secretarial Procedures and Precedents

While much of the work relates to public, as well as private, companies, additional Stock Exchange requirements are often required for quoted companies.

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The text is looseleaf and can therefore be easily updated and enhanced by additional or amended precedents. Both the qualified and unqualified company secretary should be able to use this work to deal quickly and effectively with company secretarial matters that arise from time to time.

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She then went on to work at BNP Paribas London Branch where her key responsibilities included the day-to-day management and operation of the Company Secretariat function for CIB BNP Paribas. The work aims to be as comprehensive as possible and to provide notes and precedents for most of the procedures that are carried out for a private company: for example, precedents such as shareholder agreements, draft objects clauses and various forms of Articles. It covers such subjects as incorporation, capital, general administration, meetings, accounts and secretarial administration.

Bruce Wallace

The law is as stated at 1 December 1992. Subscribers are then charged annually for subsequent updating. Susan advises directors on UK governance and regulatory issues, she also assists other professional tax and legal advisers with ad hoc technical restructuring share issues and the administration of all types of incentive plans from set up to dealing with the annual reporting obligations.

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Her experience extends over a wide range of associated disciplines, including board evaluation, intellectual property and trade mark registration,

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The law is as stated at 1 December 1992. This text does not attempt to give a detailed exposition of the law and a certain background knowledge of company law is assumed. The book should be of value to accountants in practice who are instructed by their clients to carry out routine company secretarial procedures on their behalf.

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