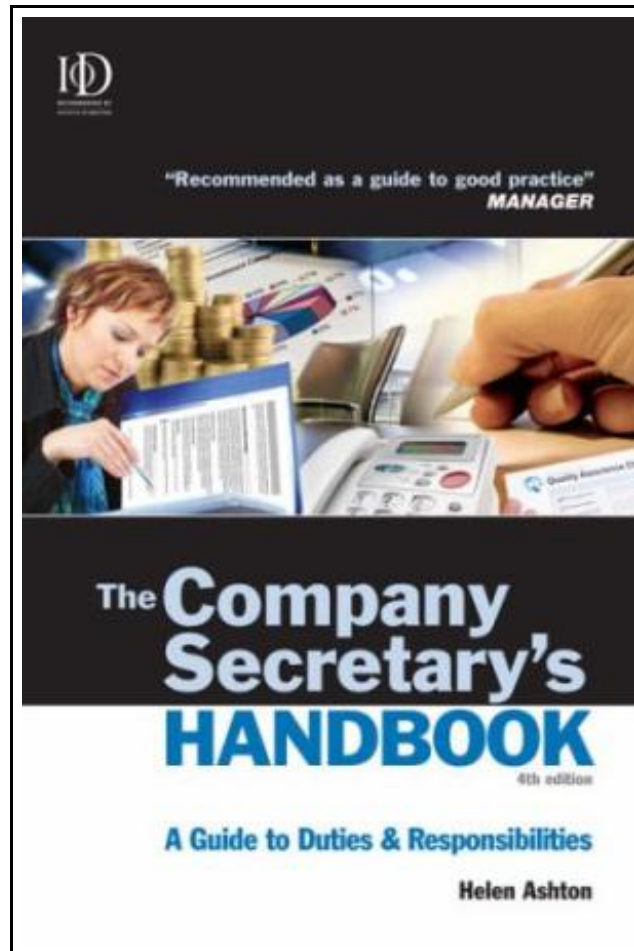


## The Company Secretary's Handbook: A Guide to Duties and Responsibilities



Filesize: 3.42 MB

### ***Reviews***

*If you need to adding benefit, a must buy book. It really is writter in straightforward words and phrases rather than difficult to understand. Your life period is going to be change the instant you total reading this ebook.*

*(Letha Okuneva)*

## THE COMPANY SECRETARY'S HANDBOOK: A GUIDE TO DUTIES AND RESPONSIBILITIES



Kogan Page Ltd, 2006. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: 1. Duties of a company secretary 3 2. Types of company 10 Public limited companies 11; Private limited companies 13; Companies limited by guarantee 14; Other types of company 15; The limits of liability 17 3. Formation of companies 19 Checking company names 19; How to check a name 20; Incorporation 22; Buying a company off the shelf 24; Memorandum and Articles of Association 25; Trade mark registration of a name 28 4. Getting started 29 The registered office 29; Disclosure - notepaper 30; Company notepaper 30; Directors and secretaries 34; The first allotments - subscriber shares 57; Opening a bank account 57; Selecting an accounting reference date 58; Choosing an auditor 59 5. Corporate governance and day-to-day administration 60 Board meetings 60; Keeping the minutes 66; Statutory books and notices to Companies House 67; Corporate governance 74 6. Keeping the statutory records 77 The registers - computer or manual 80; Security 81 7. Annual routines 83 Accounts/financial statements 84; Annual general meeting 88; Annual return forms 90 8. Extraordinary events 93 Resolutions 93; Board changes 97; Share transactions 98; Dividends 100; Registration of mortgages and charges 102; Resolving to change the company name 103; Changing Memorandum and Articles of Association 103; Changing auditors 106 9. Dissolution 109 Dissolution of a dormant company 109 Appendices Appendix 1. Copies of Companies House forms referred to in the text 112 Appendix 2. Useful addresses 152 Appendix 3. Deregulation of private companies 154.



**[Read The Company Secretary's Handbook: A Guide to Duties and Responsibilities Online](#)**



**[Download PDF The Company Secretary's Handbook: A Guide to Duties and Responsibilities](#)**

## Relevant Kindle Books



### **Maisy's Christmas Tree**

Candlewick, 2014. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: The final scene of the gang caroling around the tree, complete with paper crowns from British Christmas crackers, is...

[Read PDF »](#)



### **Grandpa Spanielson's Chicken Pox Stories: Story #1: The Octopus (I Can Read Book 2)**

HarperCollins, 2005. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Foreword by Raph Koster. Introduction. I. EXECUTIVE CONSIDERATIONS. 1. The Market. Do We Enter the Market? Basic Considerations. How...

[Read PDF »](#)



### **Star Flights Bedtime Spaceship: Journey Through Space While Drifting Off to Sleep**

CreateSpace Independent Publishing Platform, 2013. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: "Star Flights Bedtime Spaceship" is a charming and fun story with the purpose to help children...

[Read PDF »](#)



### **The Web Collection Revealed, Premium Edition: Adobe Dreamweaver CS6, Flash CS6, and Photoshop CS6 (Stay Current with Adobe Creative Cloud)**

Cengage Learning, 2012. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: You can now maximize and integrate the design and development power of Adobe Creative Suite 6 with WEB...

[Read PDF »](#)



### **TJ new concept of the Preschool Quality Education Engineering the daily learning book of: new happy learning young children (3-5 years) Intermediate (3)(Chinese Edition)**

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date :2005-09-01 Publisher: Chinese children before making Reading: All books are the...

[Read PDF »](#)