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to in this broadcast
CPA - COMPANY
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SECRETARIES -
LESSON 1

What is COMPANY
SECRETARY? What
does COMPANY
SECRETARY mean?
COMPANY
SECRETARY
meaning
Material, 6 Hidden

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~~Secrets Role of the
Company Secretary
- Loretto Leavy~~

COMPANY

SECRETARIAL

PRACTICE

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Secretary, Auditors

- ACCA Corporate

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(LW) (ENG)

Company Affairs

\u0026 Secretarial

Practice Company

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Question How to

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AND/OR
GOVERNANCE
PROFESSIONAL | -

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Ch.1 Lecture 05

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SINGH
~~SECRETARY~~
~~INTERVIEW~~

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~~Y. J. C Secretarial
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~~OF SECRETARY~~

~~for Beginners~~

Lecture 1 |

Secretary | chapter

No- 1 | 11th

Commerce |

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The Position of a
Untitled1 Company
Secretary in the
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structure of a
Company, Duties
and qualification of
a Company
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Practice relating to

(i) Allotment of
Shares (ii)

Forefeiture of

Company shares

and re-issue of

forfeited shares.

(iii) Transfer and

Transmission of

Shares. (vi)

Payment of

Dividend.

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Company Law &
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Company Law &
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7 Q.4 What is a
Government

Company? Ans.:

According to

Section 617 “ a Govt.

company means any

company in which

not less than 51%

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of the paid up share capital is held by the following : (i)

By the Central Govt; (ii) By any State Govt. or Governments; or (iii) Partly by Central Govt.

Concept based
notes Company Law
& Secretarial

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Company

Whether you have recently started

working in company secretarial practice

in your company, law or accountancy

firm or you are about to start

working in this area, this

introductory course

will give you a basic grounding in the

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key aspects of day to day company secretarial practice.

The course will give you the tools to allow you to approach routine company secretarial compliance tasks with confidence and an understanding of the company law framework within which these are

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of the students. The book has been written keeping in mind the general weakness in understanding the fundamental concepts of the topics. The book is self-explanatory and adopts the “ Teach Yourself ” style. It is based on question-

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Practice

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for Support Staff. A

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beginners' guide to
company law and
the duties of the
company secretary.
9am - 4.30pm.

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Secretarial Practice
for Support Staff
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and the teams that
manage them. This
intensive course,
delivered by
experts, covers the
essential knowledge
and activities of the
successful company

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Company

Secretarial Practice
for PLCs - ICSA
information to
callers. Following
are the job roles for
a Secretarial
Practice (English):

- Answer
telephones and give
information to

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callers, take messages, or transfer calls to appropriate individuals. •

Arrange conferences, meetings, and travel reservations for office personnel. •

Complete forms in accordance with company procedures.

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Secretarial

SECRETARIAL
PRACTICE

(ENGLISH)

Fundamentals of
Corporate
Secretarial Practice
(FCSP) Login to
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Objectives. By
attending this
course, participants
will be able to: ...

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Company

Secretary.

Definition of a
Company

Secretary;

Qualification, role,
power, duties &
liabilities of

Appointment,

Resignation &

Removal; Auditors.

Fundamentals of

Page 30/47

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Corporate Secretarial Practice (FCSP)

The secretary is an officer of the company and their duties can be wide ranging. While the Companies Act does not generally specify the role of the company secretary, they usually undertake

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the following duties:

Maintaining the company 's statutory books, including: a register of present and past directors and secretaries

The role of the
company secretary
| Institute of
Directors ...

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The company secretarial department is responsible for providing services to Puma ' s shareholders and ensures services to shareholders are reviewed regularly so that they remain cost effective. In addition to the parent company,

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Company has about 50

Secretarial

Practice

Corporate

Secretarial Practice

A full set of notes

will be provided

downloaded. This

course will give you

the background to

company law in

regard to company

secretarial practice

that you need to

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know before you can use any electronic system effectively. Even if you do company secretarial work manually this course will be of great benefit to you! The course is led by Mark Silberman B.Acc C.A. SA who has been lecturing and

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Company
Secretarial
Practice
consulting on
company law and
secretarial practice
since the new act
was implemented
and many years ...

BASIC COMPANY
LAW AND
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PRACTICE -
ACCFIN
SOFTWARE

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SECRETARY IN
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Reckoner ICSI

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011-4534 1000 fax
+91-11-2462 6727
email info@icsi.edu
website
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COMPANY SECRETARY IN PRACTICE - ICSI

Definition of
Secretarial
Practice:

Nowadays, the word ' Secretary ' means not only a confidential officer but also one whose office is to write for another, especially

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one who is employed to conduct correspondence, to keep records and to transact various other businesses, for another person or for a society, corporation and public body. In India, the secretary is known as ' Sachiva ' .

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Importance of Secretarial Practice: Practice

Secretarial
Practice: Definition,
Importance and ...
Company Secretary
job is a very vital
role in any
company? To clear
the you must have a
very good

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knowledge on company matters and affairs. We provide you with the complete Company Secretary interview Question and Answers on our page. To be precise about the secretary, is a senior position in a private sector company or public-sector organisation.

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Company Secretary
Interview Questions
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A guide to Practical
Law's statutory
compliance
materials relevant
for company
secretaries. This is
a guide to Practical
Law's resources on

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Certain matters commonly dealt with by a company secretary that require compliance with statutory formalities and procedures.

Company secretary:
statutory
compliance
materials ...

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Readings: 1. M.C.

Bhandari : Guide to
Company Law

Procedure; Wadhwa
& Company, Agra &
Nagpur 2. K.V.

Shanbhogue :
Company Law

Procedure; Bharat
Law House, New

Delhi-34 3. M.L.

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Sharma : Company
Procedures and
Registrar of
Companies, Tax
Publishers, Delhi. 4.
A.M. Chakraborti, :
Company Notices,
Meetings and

ICSI - Home

2. Student Company
: ICSI Publication
Secretary 3.

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Corporate Law

Adviser : Corporate
Law Advisers, Post
Bag No. 3, Vasant
Vihar, New Delhi. 4.

Company Law

Journal : L.M.

Sharma, Post Box
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