

**A 6-WEEK SELF-MANAGED, WRITTEN, DISTANCE LEARNING COURSE**

**Start 1 November 2010 • End 10 December 2010**

**Alternatively start anytime or download it**

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for details...

# Successful Company Secretarial Administration

Responsibilities and legal obligations in company secretarial administration are critical – but they don't have to be daunting. Supercharge your knowledge in just 6 modules over 6 weeks (approximately 3-4 hours per week)



## THIS COURSE WILL:

- **Detail** in full the role, responsibilities, and statutory duties of the company secretary
- **Explain** everything you need to know about shares
- **Highlight** the rules and best practice on governing meetings to ensure that you fulfil your duties professionally and lawfully
- **Deliver** a comprehensive update on the implications of the new companies act to company secretaries
- **Answer** your questions in a list of FAQs at the end of each module
- **Provide** all the information you require in a jargon-free format, no legalese, just clear explanations of what the law means in practice

## Designed for:

Company secretaries and directors, lawyers, accountants and accounting staff, legal advisors, administration support staff, executives and managers responsible for the company secretary function

[www.falconbury.co.uk/distancelearning](http://www.falconbury.co.uk/distancelearning)

**Save up to 50%**

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## Why you should choose the Successful Company Secretarial Administration distance learning course?

**With the Companies Act 2006 now in full effect there are now over 200 offences under company law, which can lead to company directors being fined along with the company secretary; in serious cases a custodial sentence can result.**

The seriousness of the role makes it essential to stay up-to-date with new developments and to understand their implications across a wide range of business activities. A company's reputation is one of its most prized possessions in pursuit of sustained growth. It is essential that this asset is not undermined by breaches of the law or failure to follow best practice.

Being able to access this information without sustaining long periods of study away from the office is difficult. However there is a sensible way to tackle the learning curve. Falconbury have designed this course which gives you expert, practical guidance on the complex duties, rights and responsibilities of this crucial role – all in just six modules.

## 8 important reasons to enrol on the Successful Company Secretarial Administration distance learning course

- 1 Quick to complete:** just six modules designed to give you everything you need to fulfil your role efficiently
- 2 Jargon-free:** no legalese, just clear explanation of what the law means in practice
- 3 Accessible:** easy to work through and to find what you're looking for
- 4 Practical:** the accent is on what you need to do and how to do it
- 5 Expert:** the authors combine wide experience as Company Secretary, Director, consultant and speaker
- 6 Your questions answered:** each module ends with FAQs and valuable explanations
- 7 Test yourself:** each module includes self-test questions and a set of guidelines answers
- 8 Optional online assessment** on completion of course
- 9 Includes** up-to-date information on the impact of the Companies Act 2006 now it has been implemented

## Structured to fit into your working day

The course is designed to fit around your current commitments with each module requiring an average study time of up to 3-4 hours. It offers the flexibility of studying at work, at home or on the move, whilst having access to confidential help and support from the experts.

## Online Final Assessment

The final external assessment is an OPTIONAL appraisal and those participants not wishing to undertake it will automatically receive the 'General Certificate of Completion' for their personal development/training profile.

## Need it for your whole team?

This course can provide fantastic value for training and developing your whole team. If you are interested in a corporate multi-participant deal or licence agreement please contact **Customer Services on +44 (0)20 7729 6677** or email **info@falconbury.co.uk**



## Module 1 THE ROLE

- The position of the Company Secretary
- The Company Secretary as an officer of the company
- The statutory duties of the Company Secretary
- The role of the Director
- What makes a person a Director?
- Restrictions and qualifications relating to appointment
- Appointment, retirement and removal of Directors
- Rights and responsibilities of Directors
- The statutory registers
- The company seal
- Frequently asked questions

## Module 2 EVERYTHING YOU NEED TO KNOW ABOUT SHARES

- Dividends and interest payments
- The significance of different classes of share
- Procedure for declaration and payment of dividends
- Share capital and shareholders
- Authorised and issued share capital
- Different classes of share
- The issue of shares and the reduction of share capital
- Procedures for the issue of shares for cash and for non-cash consideration
- The issue of shares at a premium and at a discount
- Debentures and loan stock
- Transfer and transmission of shares
- CREST
- Share certificates
- Stamp duty
- Form J30: stock transfer
- Frequently asked questions

## Module 3 THE MEM AND ARTS AND WHEN A COMPANY GOES DOWN

- The Memorandum of Association
- The name and registered office of the company
- The objects of the company
- Disclosure of company information
- Articles of Association
- Model sets of articles
- Registration procedure and required format of articles
- Receivership and administration
- The appointment of an administrator
- The stages of administration and the conclusion
- Winding up and striking off
- Members' voluntary winding up
- Creditors' voluntary winding up
- Winding up by the court
- Order of priority in the distribution of funds
- Restoration to the register
- Frequently asked questions

Start 1 November 2010  
End 10 December 2010

# Contributors

## Module 4

### RULES AND BEST PRACTICE IN GOVERNING MEETINGS

- General meetings and the ways that members make decisions
- The annual general meeting
- The general meeting
- Elective regime
- Electronic communication and website communication
- Board meetings
- The calling of board meetings
- Quorum
- Minutes
- Committees and other meetings
- Frequently asked questions

## Module 5

### DEALING WITH COMPANIES HOUSE

- The annual return
- Time limits for filing the annual return
- Companies House forms
- Penalties and prosecutions in connection with late and non-filing
- Obtaining information from Companies House
- Methods of filing including electronic filing
- Frequently asked questions

## Module 6

### UNDERSTANDING EMPLOYMENT LAW/HR ISSUES

- Constructive dismissal
- Contract
- Dismissal
- Data protection
- Loans
- National minimum wage
- Redundancy
- Termination
- Wage payment
- Expenses
- Preservation of records

### PLUS – ADDITIONAL VALUABLE REFERENCE MATERIAL

**Table A** to the Companies Act 1985 – Regulations for management of a company limited by shares.

**Table C** to the Companies Act 1985 – Regulations for management of a company limited by guarantee and not having a share capital.

*'I found it extremely useful. It has reinforced aspects with which I was already familiar and filled in gaps in my knowledge'*

AMANDA BEANE, JOHN DOYLE GROUP PLC

**Roger Mason** FCCA, FCIS, ACIB is a highly experienced company director and company secretary. His early career was with Midland Bank and the Ford Motor Company before becoming Finance Director of ITC Entertainment Ltd. He was, for 14 years, Company Secretary and Finance Director of a leading British greetings card company. He lectures on finance and business matters and has written a number of well respected books.

**David Martin** FCIS, FCIPD, FioD was a Director and Secretary of one of the top 250 listed PLC's for nearly 10 years. David was responsible for a range of disciplines – including personnel, property and insurance as well as statutory and legal requirements and corporate/internal communications (three of his annual reports won national awards). David is an employer's representative for the panel of members for the Employment Tribunals and a member of one of the Registrar of Companies committees.

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## Three ways to take this course

- 1** Start on 1 November and receive one module every week for 6 weeks
- 2** Start the course at anytime and receive all the modules all in one go
- 3** Go to [www.falconbury.co.uk/distancelearning](http://www.falconbury.co.uk/distancelearning) and enrol to receive the course as pdf downloads immediately upon payment

## Plus receive a 50% discount if you attend...

### Fulfilling your Company Secretarial Role and Duties 21 October 2010 – Offer Price £325 + VAT

A concise one-day programme that will complement the learning from the distance learning course and allow you to get your questions answered directly by the expert.

**For more information call customer services on +44 (0)20 7729 6677 or email [info@falconbury.co.uk](mailto:info@falconbury.co.uk)**

## Continuing Professional Development

This course is accredited for **18 CPD hours** by The Solicitors Regulation Authority (CPD ref: CSC/FALI).

**NB:** Distance learning courses can only contribute to a maximum of 75% towards The Solicitors Regulation Authority CPD requirements.

## THE FALCONBURY TRAINING PARTNERSHIP SCHEME

**With our Training Partnership Scheme you will get great savings:  
Enrol 2 get 1 free, enrol 6 get 3 free, enrol 10 get 5 free.**

For more information on the substantial discounts offered by our Training Partnership Scheme please visit our website:

[www.falconbury.co.uk/content/training-partnership-scheme](http://www.falconbury.co.uk/content/training-partnership-scheme)

## SUCCESSFUL COMPANY SECRETARIAL ADMINISTRATION

6 WEEKLY MODULES

Start 1 November 2010 • End 10 December 2010

Ref: 1506

Start anytime • Download it: [www.falconbury.co.uk/distancelearning](http://www.falconbury.co.uk/distancelearning)

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**Please note if you are an EU organisation registered for VAT in your own country please use the price before VAT**

### IT IS IMPORTANT TO FILL OUT ALL THE INFORMATION BELOW

For more than three participants please photocopy the form as needed

| 1st participant's details<br>Full Price |                                | Download now!<br>SAVE £209/€249     |                                     | Partnership Price<br>SAVE £424/€524 |                               |
|---|--------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------|
| <input type="checkbox"/> £849           | <input type="checkbox"/> €1049 | <input type="checkbox"/> £640 + VAT | <input type="checkbox"/> €800 + VAT | <input type="checkbox"/> £425       | <input type="checkbox"/> €525 |

Mr/Mrs/Ms (surname) \_\_\_\_\_

First names \_\_\_\_\_

Job title \_\_\_\_\_

Tel \_\_\_\_\_

Email \_\_\_\_\_

| 2nd participant's details<br>SAVE 15% |                                  | Download now!<br>SAVE 15%           |                                     | Partnership Price<br>SAVE £424/€524 |                               |
|---------------------------------------|----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------|
| <input type="checkbox"/> £721.65      | <input type="checkbox"/> €891.65 | <input type="checkbox"/> £544 + VAT | <input type="checkbox"/> €680 + VAT | <input type="checkbox"/> £425       | <input type="checkbox"/> €525 |

Mr/Mrs/Ms (surname) \_\_\_\_\_

First names \_\_\_\_\_

Job title \_\_\_\_\_

Tel \_\_\_\_\_

Email \_\_\_\_\_

| 3rd participant's details<br>FREE |                                | Download now!<br>SAVE 15%           |                                     | Partnership Price<br>SAVE £424/€524 |                               |
|-----------------------------------|--------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------|
| <input type="checkbox"/> £FREE    | <input type="checkbox"/> €FREE | <input type="checkbox"/> £544 + VAT | <input type="checkbox"/> €680 + VAT | <input type="checkbox"/> £425       | <input type="checkbox"/> €525 |

Mr/Mrs/Ms (surname) \_\_\_\_\_

First names \_\_\_\_\_

Job title \_\_\_\_\_

Tel \_\_\_\_\_

Email \_\_\_\_\_

### Contact details (ALL INVOICES WILL BE ADDRESSED TO THIS CONTACT)\*

**NOTE:** Enrolments received within 7 working days of the start date may experience a delay in receiving the first Module.

Mr/Mrs/Ms (surname) \_\_\_\_\_

First names \_\_\_\_\_

Job title \_\_\_\_\_

Tel \_\_\_\_\_

Email \_\_\_\_\_

### Organisation details

Company \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

### Payment details

**NB Please note that payment must be made in advance of the course, Falconbury reserves the right to refuse the release of modules if payment has not been received.**

I enclose a cheque made payable to Falconbury Ltd  PO Number \_\_\_\_\_

I would like to pay by bank transfer (BACS) payment:

In GBP Sterling (£) to Nat West Sort Code 60-04-16 • Account No. 30212820

In Euros (€) to Nat West Sort Code 60-04-16 • Account No. 90618831  
IBAN No. GB78NWBK60721190618831

### VAT NUMBER FOR EU COUNTRIES ONLY

Please charge my credit card  Mastercard  Visa

Card no. \_\_\_\_\_

Expires \_\_\_\_\_ Security number (last three digits on signature strip) \_\_\_\_\_

**Alternatively book via our secure booking form on our website or call us with your card details.**

Cardholder name \_\_\_\_\_

Signature \_\_\_\_\_

## 5 WAYS TO ENROL

WEB [www.falconbury.co.uk/distancelearning](http://www.falconbury.co.uk/distancelearning)

E-MAIL [distancelearning@falconbury.co.uk](mailto:distancelearning@falconbury.co.uk)

FAX +44 (0)20 7729 6110

TEL +44 (0)20 7729 6677

POST Falconbury Ltd, 10-12 Rivington Street  
London EC2A 3DU, UK

### THE FEE INCLUDES

- 6 weekly, mailed, distance learning course module booklets with self-aid progress questions
- Certificate of participation on completion of the course
- A ring binder to hold the module booklets
- An email contact address for on-going support and advice from the course contributors throughout the course
- Guideline answers to self-assessment questions
- Optional online marked final assessment

### HOW TO REGISTER AND PAY

An invoice and enrolment confirmation will be sent within 7 days, please contact us if you have not heard anything after that time.

Payments may be made by credit card, by bank transfer (for bank account details please see payment details section of enrolment form) or cheque made payable to Falconbury Ltd and posted to the address above. Any questions please contact **customer services on +44 (0)20 7729 6677.**

### MULTIPLE ENROLMENT DISCOUNTS

A multiple enrolment discount of 15% is available on the 2nd and subsequent participant if booked at the same time from the same organisation. This discount can apply to any online discount but, unless otherwise stated, this may not be used in conjunction with any other offer or the Falconbury Training Partnership Scheme.

### ALWAYS READ THE SMALL PRINT

#### CANCELLATIONS AND TRANSFER:

Once we have received your enrolment form the place(s) are confirmed.

#### Up to 28 days before the course

- Cancellation – 10% administration fee
- Transfers – Free of charge
- Substitute delegates – Free of charge

#### 27 to 14 days before the course

- Cancellations – 100% fee
- Transfers – 10% fee
- Substitute delegates – Free of charge

#### 13 to 0 days before the course

- Cancellations – 100% fee
- Transfers – 100% fee
- Substitute delegates – Free of charge

A maximum of one transfer is allowed. After the transfer no cancellation can be accepted and the full invoiced fee will be charged. Transfers are subject to payment of the difference on higher value courses. No substitute may be made after the start of the course.

#### PARTNERSHIP CONDITIONS

The Falconbury Training Partnership Scheme cannot be used in conjunction with any other discount offer, including multiple booking discounts, unless otherwise stated or negotiated.

#### PLEASE NOTE

- It may be necessary, for reasons beyond the control of Falconbury, to alter the line-up of authors or course content. However, every effort will be made to adhere to the published syllabus
- Every effort will be made to distribute the materials according to the schedule. However, certain unforeseen circumstances may delay the despatch of materials

#### DATA PROTECTION

The personal information provided by you on this form will be held on a database. Sometimes your details may be made available to external companies for marketing purposes. If you do not wish your details to be used for this purpose please write to: The Database Manager, Falconbury Ltd, 10-12 Rivington Street, London EC2A 3DY, UK.

Falconbury registered address: Acre House, 11-15 Williams Road, London, NW1 3ER. Company No. 3937398