

# Company Secretarial Practice

## Understanding the Basic Functions of the Company Secretary

**Attend our upcoming training on Company Secretarial Practice to ensure effective compliance at minimum cost**

**The training will cover the following areas:**

- The duties of the company secretary under the Companies Code;
- Corporate statutory changes and filing requirements;
- Setting up and developing the company secretarial system within the organisation; and
- Relevant legislation that impacts the company secretarial function.

**Who should attend?**

- Company Secretaries;
- Executive and Non-Executive Directors;
- Corporate Lawyers;
- Executive Management Staff;
- Company Secretarial/Legal Assistants;
- Share Registrars; and
- Corporate Consultants

**Date, Time & Venue**

**Date:** 21 March 2012

**Time:** 8:30am – 12:30am

**Venue:** African Regent Hotel, Accra

**Cost per participant:** GH¢700 (including VAT & NHIL) to cover course materials, snacks, lunch and PwC Certificate of Participation

**To register please contact:**

**Brenda Asare**

**Tel:** 030 2761500 or **Fax:** 030 2761544

**Email:** [brenda.asare@gh.pwc.com](mailto:brenda.asare@gh.pwc.com)

**Registration is in progress**

