

Practical Company Secretarial Workshops (Re-run)

The roles of company secretaries have evolved from performing only compliance and administrative functions to having a much more strategic and deliberative role as an organisation's governance advisor. The level of responsibility calls for a thorough knowledge of the business of the organisation and of the laws, rules and regulations that govern its activities. It also requires astute judgment and considerable confidence.

In 2018, HKICS organised its first series of Practical Company Secretarial Workshops. The workshops received an overwhelming response. HKICS is pleased to have primarily Mrs April Chan, Past President and Chairman of Technical Consultation Panel of the Institute and Inaugural President of Corporate Secretaries International Association Limited (CSIA), to re-run a series of practical workshops to facilitate company secretarial and governance professionals at their various stages of careers to appreciate the dynamic and evolving roles of company secretaries. The workshops comprise four parts with 12 modules (details attached) and each module will be conducted in small interactive groups. Applicants are free to choose those modules which are of interest to them to attend.

<p>Part 1 – How to Manage Board Meetings Effectively?</p> <p>*Module 1 - Effective Board Meetings</p> <p>*Module 2 - Board Dynamics at Meetings</p>	<p>Part 2 – Getting to Know Your Board?</p> <p>*Module 3 - Board Composition and Succession Planning</p> <p>*Module 4 - Board Directors</p> <p>Module 5 - Board Evaluation</p>
<p>Part 3 – How to Communicate Effectively with Your Management, Shareholders and Other Stakeholders?</p> <p>*Module 6 - The Company Secretary: The Board's Communicator</p> <p>*Module 7 - Annual General Meetings</p>	<p>Part 4 – What You Can Do More?</p> <p>Module 8 - Strategy: Development and Analysis</p> <p>Module 9 - Risk and Business Continuity Planning</p> <p>Module 10 - Building Ethical Cultures</p> <p>Module 11 - Corporate Finance</p> <p>Module 12 - Financial Oversight & Analysis</p>

Language:	Cantonese
Accreditations:	HKICS 3.5 ECPD points per module
Fee:	HK\$900 per module per HKICS Member HK\$800 per module per HKICS Student
* Selected modules with elements applicable to students of HKICS as well as members practicing in the company secretarial field.	

Presenter:



Mrs April Chan FCIS FCS
Past President and
Chairman of Technical
Consultation Panel
HKICS
Inaugural President
CSIA

Seats are limited and enrolment is on first come first served basis.

For enquiries, please contact the Professional Development Section at 2881 6177 or email to ecpd@hkics.org.hk.

Organiser:

Venue sponsors:



Training materials sponsor:



About the workshop

Part 1 – How to Manage Board Meetings Effectively?

Module(s)	Date and Time	Venue
<p>*Module 1 : Effective Board Meetings</p> <ul style="list-style-type: none"> - Prepare for a meeting and during and after a meeting - Identify good practices, processes and procedures for company secretaries - Best practices in minutes drafting 	<p>5 July 2019 2.00 pm – 6.00 pm</p>	<p>BDO Limited 25/F, Wing On Centre 111 Connaught Road Central Hong Kong</p>
<p>*Module 2 : Board Dynamics at Meetings</p> <ul style="list-style-type: none"> - Identify styles of behavior that impact the dynamics of a meeting - Identify the challenges and solutions in conducting effective meetings - Describe the skills a company secretary needs to support a productive working climate during a board meeting - Explain how a company secretary can help a chairman manage conflict 	<p>12 July 2019 2.00 pm – 6.00 pm</p>	<p>Vistra Corporate Services (HK) Limited 20/F, Lee Garden One 33 Hysan Avenue Causeway Bay Hong Kong</p>

Part 2 – Getting to Know Your Board?

Module(s)	Date and Time	Venue
<p>*Module 3 : Board Composition and Succession Planning</p> <ul style="list-style-type: none"> - Identify the characteristics and benefits of a balanced board - Explain the processes for director selection, appointment and departure - Develop a succession plan for the board 	<p>19 July 2019 2.00 pm – 6.00 pm</p>	<p>KPMG 8/F, Prince's Building 10 Chater Road Central Hong Kong</p>
<p>*Module 4 : Board Directors</p> <ul style="list-style-type: none"> - Role of company secretaries in the appointment, induction and development of a board director - Advise the board on remuneration policy and disclosure issues - Develop policies and strategies on conflicts of interest, related party transactions and breaches of duty 	<p>26 July 2019 2.00 pm – 6.00 pm</p>	<p>KPMG 8/F, Prince's Building 10 Chater Road Central Hong Kong</p>
<p>Module 5 : Board Evaluation</p> <ul style="list-style-type: none"> - Role of company secretaries in developing and organising a board evaluation - Identify the key elements of board evaluations and issues arising out of them - Develop strategies to deal with issues raised by a board evaluation 	<p>2 August 2019 2.00 pm – 6.00 pm</p>	<p>Vistra Corporate Services (HK) Limited 20/F, Lee Garden One 33 Hysan Avenue Causeway Bay Hong Kong</p>

About the workshop

Part 3 – How to Communicate Effectively with Your Management, Shareholders and Other Stakeholders?

Module(s)	Date and Time	Venue
<p>*Module 6 : The Company Secretary: The Board's Communicator</p> <ul style="list-style-type: none"> - Best practices to maintain communication with management and shareholders and engage with stakeholders - Explain the drivers for disclosure and greater transparency - Analyse the procedures for managing policies related to confidential information 	<p>9 August 2019 2.00 pm – 6.00 pm</p>	<p>KPMG 8/F, Prince's Building 10 Chater Road Central Hong Kong</p>
<p>*Module 7 : Annual General Meetings (AGMs)</p> <ul style="list-style-type: none"> - Role of corporate secretaries in before, during and after the AGMs - Manage the company's relationship with shareholders - How to advise chairman on potentially contentious issues at AGMs 	<p>16 August 2019 2.00 pm – 6.00 pm</p>	<p>Vistra Corporate Services (HK) Limited 20/F, Lee Garden One 33 Hysan Avenue Causeway Bay Hong Kong</p>

Part 4 – What You Can Do More?

Module(s)	Date and Time	Venue
<p>Module 8 : Strategy: Development and Analysis</p> <ul style="list-style-type: none"> - Analyse the steps in the strategic planning process - List and compare the tools for formulating strategy - Identify different types of restructuring for strategic growth and role of the company secretary 	<p>23 August 2019 2.00 pm – 6.00 pm</p>	<p>Vistra Corporate Services (HK) Limited 20/F, Lee Garden One 33 Hysan Avenue Causeway Bay Hong Kong</p>
<p>Module 9 : Risk and Business Continuity Planning</p> <ul style="list-style-type: none"> - Role of company secretaries in the risk management framework - The importance of business continuity planning - Advise the board on business continuity planning 	<p>8 November 2019 2.00 pm – 6.00 pm</p>	<p>Vistra Corporate Services (HK) Limited 20/F, Lee Garden One 33 Hysan Avenue Causeway Bay Hong Kong</p>
<p>Module 10 : Building Ethical Cultures</p> <ul style="list-style-type: none"> - Define business ethics, ethical principles and ethical values - The importance and benefits of an ethical culture - How company secretaries can assist boards in reducing instances of unethical behavior 	<p>15 November 2019 2.00 pm – 6.00 pm</p>	<p>KPMG 8/F, Prince's Building 10 Chater Road Central Hong Kong</p>

About the workshop

Part 4 – What You Can Do More?

Module(s)	Date and Time	Venue
Module 11 : Corporate Finance <ul style="list-style-type: none">- What basic understanding of corporate finance a company secretary needs to have- How to assess critical issues associated with determining a company's capital gearing, dividend policy, and valuation- Explain capital investment appraisal methods- Watch out for signals indicating a company is heading towards a financial crisis	22 November 2019 2.00 pm – 6.00 pm	BDO Limited 25/F, Wing On Centre 111 Connaught Road Central Hong Kong
Module 12 : Financial Oversight & Analysis <ul style="list-style-type: none">- Role of company secretaries in assisting the board in fulfilling their financial oversight responsibilities- How to work with internal and external auditors and help the board evaluate the effectiveness of internal controls- Assess whether the financial position of a company is misrepresented	29 November 2019 2.00 pm – 6.00 pm	KPMG 8/F, Prince's Building 10 Chater Road Central Hong Kong

* Selected modules with elements applicable to students of HKICS as well as members practising in the company secretarial field.

The above schedule may be changed due to unforeseen circumstances. Should that happen, HKICS will make its best endeavors to inform members via email, as soon as practicable.

The Hong Kong Institute of Chartered Secretaries
Enhanced Continuing Professional Development (ECPD) Training
Seminar Enrolment Form



Seminar Title: _____ Practical Company Secretarial Workshops (Re-run)

Full Name (Mr/Ms/Mrs): _____ Membership No.: _____

Mobile No.: _____ (SMS notification in case of urgent notice)

Module(s)	Date	Time
<input type="checkbox"/> Module 1 - Effective Board Meetings	05 July 2019	2.00 pm – 6.00 pm
<input type="checkbox"/> Module 2 - Board Dynamics at Meetings	12 July 2019	
<input type="checkbox"/> Module 3 - Board Composition and Succession Planning	19 July 2019	
<input type="checkbox"/> Module 4 - Board Directors	26 July 2019	
<input type="checkbox"/> Module 5 - Board Evaluation	2 August 2019	
<input type="checkbox"/> Module 6 - The Company Secretary: The Board's Communicator	9 August 2019	
<input type="checkbox"/> Module 7 - Annual General Meetings	16 August 2019	
<input type="checkbox"/> Module 8 - Strategy: Development and Analysis	23 August 2019	
<input type="checkbox"/> Module 9 - Risk and Business Continuity Planning	8 November 2019	Please stay tuned for registration dates.
<input type="checkbox"/> Module 10 - Building Ethical Cultures	15 November 2019	
<input type="checkbox"/> Module 11 - Corporate Finance	22 November 2019	
<input type="checkbox"/> Module 12 - Financial Oversight Et Analysis	29 November 2019	

Total Fees: HKICS Member/ HKICS Student. HK\$ _____

Proper form completion and full payment made required prior to HKICS acceptance and arrangement of requested matters

Payment Method (Please tick as appropriate)

By EPS/ UnionPay - in person

By cheque - in person/by post (Payable to 'HKICS'. Post-dated cheque will NOT be accepted)

Bank : _____ Cheque No. : _____

(Specify at back '[Description]' and '[Membership/Student No.]')

By Credit Card - in person/by post (I, as the cardholder, authorise HKICS to debit the payment from my credit card)

Please fill in the below information if by post.

Chartered Secretaries American Express VISA MasterCard

Name of Cardholder (in Block letters) : _____

Credit Card No. : _____ Card Expiry date: _____ MM _____ YY

Cardholder's signature: _____ Date: _____

(As with credit card)

If the cardholder and the applicant are not the same person, please explain basis for third party payments (e.g. employer payment). Applicant to bear consequences for unauthorised third party payments: _____

To facilitate payment, credit cards should not expire in less than one month.

Statement on Collection of Personal Data

- (i) Your supply of personal data to HKICS is on a voluntary basis.
- (ii) The information provided by you to HKICS will be used for administration and management; membership admission, registration maintenance and administration; enforcement of members' compliance of the provisions of the Charter and Byelaws of ICSA and the Articles of Association of HKICS for the time being in force and related matters; communications; assessment of qualifications and experience; examinations; continuing professional development; surveys, analysis, research and development; promotion of the profession, ICSA and HKICS; and marketing and provision of services and benefits and organising activities to members, graduates and students.
- (iii) The information provided by you herein may be made available to the related companies or associates, group sister associations, agents, contractors, business associates or service providers of the HKICS or other professional bodies or government bodies or regulators, as may be necessary for any of the above purposes.
- (iv) Apart from the purposes stated above, your personal information will not be transferred to any other parties, unless such parties are authorised by law and request the information.
- (v) Under the Personal Data (Privacy) Ordinance, you have a right to request access to and correction of your personal data. Such requests may be made in writing to our Data Protection Officer at 3/F, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong or by email to us at privacyofficer@hkics.org.hk.

Terms & Conditions

- (i) All applications are on a first-come, first-served basis. Enrolment will only be processed upon receipt of full payment. Priority of enrolment will be given to HKICS Fellow, Associate and Graduate. Seat guarantee will only be given to HKICS Fellows and/or Practitioner's Endorsement (PE) holders if registered 10 clear working days with payment prior to the date of the event.
- (ii) Post-dated cheque is not accepted.
- (iii) NO REFUND/CANCELLATION/ALTERNATION will be entertained after the application is processed.
- (iv) The Institute reserves the right to change the listed presenter(s), date, time and venue if necessary. Any change of date, time and venue will be notified by email/sms. Please visit www.hkics.org.hk for latest seminar information.
- (v) When attending seminar, attendees should make sure that their attendance at the entire seminar is noted by signing in and signing out of the seminar. No ECPD hour will be awarded without signing in/out record.
- (vi) There may be photography, filming and sound recording at the Institute events. By participating in this Institute event, you consent to be photographed, filmed or sound recorded, and consent to your images and sounds (which may include your identifiable images and sounds) being used by the Institute in the future promotional materials. If you do not agree that your identifiable images and sounds which may have taken at this event be used, please contact Institute so that necessary arrangements may be made.
- (vii) ECPD hours will be deducted for late arrival or early departure of the seminar. According to the CPD Policy (Appendix 2, clause 1.8), 0.5 ECPD hour will be deducted for late arrival or early departure of over 10 minutes to 30 minutes. 1 ECPD hour will be deducted for late arrival or early departure of over 30 minutes to 60 minutes. NO ECPD hour will be awarded for late arrival or early departure of over 60 minutes.

I hereby declare that I have read and fully understand the above.

Signature: _____ Date: _____

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