



UNIVERSITI TEKNOLOGI MARA

ADM340: COMPANY SECRETARIAL PRACTICE WORKSHOP

Course Name (English)	COMPANY SECRETARIAL PRACTICE WORKSHOP APPROVED
Course Code	ADM340
MQF Credit	5
Course Description	This is an introductory course to Company Secretarial Practise (CSP), designed to equip students on the principles and general practises of CSP and the compliance requirements with the Companies Act, 1965. The course explores the procedures, requirements and regulations of company's registration and share administration. The combinations of seminars and simulation will provide students with conceptual and technical knowledge from practical work of CSP
Transferable Skills	- effective communicator - creative and innovative - Independent and Critical Thinker
Teaching Methodologies	Simulation Activity, Problem Based Learning (PBL), Workshop, Industrial Talk
CLO	CLO1 PREPARE THE DOCUMENTS OF COMPANY INCORPORATION CLO2 MANAGE THE ADMINISTRATION OF SHARES CLO3 PREPARE ANNUAL RETURN OF COMPANY
Pre-Requisite Courses	No course recommendations
Topics	
1. Incorporation of a private company 1.1) 1. Choose the name of a private company and request for availability of name 1.2) 2. Prepare documents for incorporation of the company 1.3) 3. Lodgement of documents to CCM	
2. Post Incorporation Documents and First Board of Directors meeting 2.1) 1. Prepare documents for post incorporation and lodgement to CCM 2.2) 2. Notice and Agenda of the First Board of Director of Meeting 2.3) 3. Minutes of Meeting	
3. Register of Private of Company and Issuance of Share Certificates 3.1) 1. Prepare all statutory registers required by ca 1965 3.2) 2. Prepare and Issue Share Certificates	
4. Change of Company Secretary and Registered Office 4.1) 1. Prepare notice of resignation from existing Company Secretary 4.2) 2. Prepare Letter of Appointment for New Company Secretary 4.3) 3. Update Register of Directors, managers and secretaries 4.4) 4. Prepare directors' resolution in writing for the changes of company secretary and registered office 4.5) 5. Lodgement necessary documents to CCM	
5. Appointment of an Additional Director and Alternate Director 5.1) 1. Prepare notice, agenda and minutes for appointment of alternate director by substantive director 5.2) 2. Update the register of directors, managers and secretaries 5.3) 3. Lodgement to CCM of relevant documents	
6. Annual General Meeting and Annual Return 6.1) 1. Duties of Secretary before, during and after AGM 6.2) 2. Prepare and Lodge to CCM annual return of exempt private company	

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Simulation Evaluation	Workshop 3	5%	CLO2
	Simulation Evaluation	Workshop 2	10%	CLO1
	Simulation Evaluation	workshop 5	10%	CLO3
	Simulation Evaluation	Workshop 4	15%	CLO2
	Simulation Evaluation	Workshop 1	20%	CLO1
	Writing Test	short essay questions @ 5 marks each based from workshop 4 and workshop 5	15%	CLO3
	Written Report	Student shall prepare written report on their company simulation based from workshop 1 and workshop 2	25%	CLO3

Reading List	Reference Book Resources	Kang Shew Meng 2005, <i>Handbook on Company Secretarial Practice in Malaysia</i>, 4th Ed., Lexis Nexis Kuala Lumpur
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	