



UNIVERSITI TEKNOLOGI MARA

ADM656: COMPANY SECRETARIAL PRACTICE

Course Name (English)	COMPANY SECRETARIAL PRACTICE APPROVED
Course Code	ADM656
MQF Credit	3
Course Description	The course only available for Part Time students under old course structure
Transferable Skills	Demonstrate ability to identify and articulate self skills, knowledge and understanding confidently and in a variety of contexts
Teaching Methodologies	Lectures, Presentation, Workshop
CLO	CLO1 incorporate companies, undertake company share transfers and registration, and convene all types of company meetings CLO2 advise company directors and shareholders on regulations and procedural matters CLO3 apply for stock exchange listing and comply with Exchange Regulations
Pre-Requisite Courses	No course recommendations
Topics	
1. Registration of Companies 1.1) n/a	
2. Issue of Shares and other Securities 2.1) n/a	
3. Share Registration 3.1) n/a	
4. Directors 4.1) n/a	
5. Borrowing by Companies 5.1) n/a	
6. Secretary 6.1) n/a	
7. Meetings 7.1) n/a	
8. Auditors 8.1) n/a	
9. Accounts and Reports 9.1) n/a	
10. Stock Exchange 10.1) n/a	
11. Reconstruction & Amalgamation 11.1) n/a	
12. Ways in which a Company's life may be terminated 12.1) n/a	

Assessment Breakdown	%
Continuous Assessment	40.00%
Final Assessment	60.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Workshop with simulation practical work	10%	CLO1 , CLO2
	Group Project	Mock Meeting	5%	CLO1 , CLO2 , CLO3
	Presentation	Oral presentation and written report	5%	CLO1 , CLO2
	Test	Written Test (1 hour & 30 Minutes)	20%	CLO1 , CLO2

Reading List	Recommended Text	• Kang Shew Meng, <i>Handbook on company secretarial practice in Malaysia</i> , 5th Ed.
	Reference Book Resources	<ul style="list-style-type: none"> • Lawton, P. and Rigby, E. 1992, <i>Meetings: Their law and practice</i>, 5th Ed., Mac Donald and Evans • Yap, Priscillia. P.Y. 2001, <i>Company meetings law and practice in Malaysia</i>, CCH

Article/Paper List	This Course does not have any article/paper resources
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Other References	<ul style="list-style-type: none"> • Guidelines <i>Bursa Malaysia Securities Berhad Main Market Listing Requirements</i> • Statutes <i>Companies Act 1965</i> • Statutes <i>Capital Markets & Securities Act 2007</i> • Statutes <i>Securities Commission Act 1993</i> • Guidelines <i>Securities Commission Guidelines</i> • Guidelines <i>Malaysian Code of Corporate Governance</i>
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