

LETTER OF TRANSMITTAL

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Sir,

Submission of Project Paper

Here with enclosed the project paper entitled "Analysis on the Acceptance of the Company Secretary by the Companies that Operate in the Area of Kuala Lumpur City Centre". This research has been conducted as a way to study whether the companies are accepting the Company Secretary and to show of its importance in this ever-changing world.

I hope this project paper will fulfill the requirement and meet the objectives of the research besides giving valuable benefit to many parties.

I am to grateful for all of your guidance, kindness, and support during the completion of this project paper.

Thank You.

Yours sincerely,

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(Ainulradhiah Mohd Radhi)

PREFACE

The duties and responsibilities of the Company Secretary are entirely different from those of the secretary. A secretary normally reports to a single person that usually an Executive of a company. While a Company Secretary carry out his or her duties reporting directly to the Board of a company. The secretary who works for and assist a single boss is usually female, but in the case of the Company Secretary, can be both male and female who posses the qualifications and experience in the laws and regulations of the Secretarial Management. At the same time, a secretary cannot be the same secretary of the other company. The company appoints her or him, to be responsible for those duties required by the company. This would be different from the Company Secretary. The Company Secretary can be an individual or a company who appointed by the Board of the company or companies, as the Company Secretary. They can be the secretaries of one or more companies. Besides, they must posses license in order to act legally through the laws and regulations.

People get confused with the duties and the responsibilities of the secretary and the Company Secretary. Some do not realise the existance of the Company Secretary. Today, the role of the Company Secretary is becoming increasingly demanding. Members of the society, workers and students alike, should be well informed of the importance of the Company Secretary. When they enter an organisation, they will either directly or indirectly be involved with the Company Secretary. This is especially important for those who wish to become directors of company or companies.

ACKNOWLEDGEMENT

Knowledge on Company Secretarial Management is vital, in order to ably manage the company in line with the company's goals and objectives and at the same time, in accordance with the laws and regulations. Besides, the company secretary today, has a key role to play in ensuring that company's regulations and procedures are complied with by the company and the ever changing and exacting corporate regulation environment.

I owe much to my advisor that is En. Azman Che Omar, for his guidance, support and valuable advice, in preparing this thesis. My thanks also go to the company members of Hagma Corporate Management Services, En Azhar Mohamad and Pn. Sabita Akbar, for their valuable ideas and suggestions. I also owe a great deal to the staffs of Hagma's HR for their encouragement and support.

An additional thanks goes to En. Saif, Pn. Nur Hafizah Yusoff, for his advice and continued support. I want to acknowledge the help of the Hagma's Human Resource, for his comments and his able editing assistance. Finally, I like to thank my family as my cheerleaders, for their constant support and encouragement. Last but not least, this thesis is especially dedicated to my beloved family.

It is hoped that, this thesis will add knowledge, experience and ideas for the students and those pertaining in the field of company secretarial management.

ACKNOWLEDGEMENT

This thesis is done in fulfillment of the special requirement of Bachelor in Business Administration (Hons) Marketing by the Part IV students of Mara University of Technology.

Syukur Alhamdulillah, with the help and guidance of Allah, this thesis has been successfully completed. I owe much to my advisor that is En. Azman Che Omar, for his guidance, support and valuable advice, in preparing this thesis. My thanks also go to the company Directors of Haqita Corporate Management Services, En Azhar Mohamad and Pn. Salina Alias, for their valuable ideas and suggestions. I also owe a great deal to the staffs of Haqita's for their encouragement and support.

An additional thanks goes to En. Safri Ya, our Course Tutor, for his advice and continued support. I want to acknowledge En. Hj Mohd Radhi Mohd Amin, for his comments and his able editing assistance. Finally, I also owe much thanks to my classmates, for their constant support and encouragement. And last but not least, this thesis is especially delivered to my beloved family.

It is hoped that, this thesis will serve invaluable references and ideas for the students and those practicing in the field of corporate governance in their work.

ABSTRACT

This thesis is carried out in order to study and gain some insight knowledge on the duties and responsibilities. Findings from the study were analysed and discussed according to the various Hypothesis and questionnaires prepared to bring out the information needed and later establish the importance of the company secretary. At the beginning of this study, some information on the company secretary, which consists of general background of the company secretary, the appointment, duties and responsibilities and also some problems facing by them were gathered. This study also supported by Literature Review, Research Methodology and some Definition of Terms. The main topic of this study is "The Acceptance of the Company Secretary by the Companies that Operate in the Area of Kuala Lumpur City Centre ". Findings, information collected from the data analysis was interpreted. For example, Table 21 and Bar Chart 12 showed at the following page, illustrate the responds to the statement, "The number of the company secretary had increased drastically". It was found that 22 out of 50 respondents' equivalent to 44% had agreed with the statement. This was followed by 13 respondents or 26%, who strongly agreed with the statement and only 22% or 11 out of 50 respondents opted for nil. None of the respondents strongly disagreed. Therefore, it can be said that the findings had clearly assisted in providing evidence to help establish the true facts that support the topic of this thesis. The fact that the number of the company secretaries had increased drastically, it is clear proof that, the company secretary is being accepted by the companies that operate in the area of Kuala Lumpur city center. It is also a clear indication that their roles, duties and responsibilities of the company secretary had become increasingly important.