



THE COMPANY SECRETARY'S DESKTOP GUIDE

Roger Mason

AN EXPERT AND ACCESSIBLE GUIDE TO THE COMPLEX DUTIES, RIGHTS AND RESPONSIBILITIES OF THIS CRUCIAL ROLE

FULLY UPDATED TO TAKE ACCOUNT OF ALL THE LATEST CHANGES TO THE LAW AND PRACTICE

- **Accessible:** detailed contents list enables you to find what you're looking for instantly
- **Practical:** emphasis on what to do and how to do it
- **Jargon-free:** clear, concise explanations of all your duties and responsibilities

COMPLETELY NEW SECTIONS ON:

- Substantial property transactions
- Restoration to the register
- Indemnity and insurance
- Electronic filing
- Accounting standards

NEW CONTENT ON:

- Web filing at Companies House
- New limits for the compulsory statutory audit
- New definitions for small and medium-sized companies
- Changes made by the Companies [Audit, Investigations and Community Enterprise] Act 2004

A new chapter explaining all the proposed changes in the Companies Law Reform Bill – they are all likely to become law and will have a massive effect on company secretaries' duties and obligations. Be forewarned.

NEW EDITION fully up-to-date with all the latest law and practice

PLUS CD containing the most important Companies House forms with explanatory notes and completed examples

CONTENTS

- The position of the company secretary
- Directors – appointment, restrictions, responsibilities
- The statutory registers and the company seal
- The accounts – content, standards, auditor's report
- Dividends and interest payments
- Share capital and shareholders
- The issue of shares and the reduction of share capital
- Debentures and loan stock
- The Memorandum of Association
- Articles of Association
- General meetings
- Board meetings
- Transfer and transmission of shares
- Receivership and administration
- Winding up and striking off

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Contents continued...

- The annual return
- Dealing with Companies House
- Proposed contents of the expected Company Law Reform Bill

APPENDICES

- Table A to the Companies Act: Regulations for a company limited by shares
- Table C to the Companies Act: Regulations for a company limited by guarantee and not having share capital
- Companies House details and guidance booklets
- Examples of completed Companies House forms
- Full list of Companies House forms
- Company statistics

Roger Mason is a highly experienced author and Company Secretary. He now acts as a consultant to a wide range of companies and presents seminars on company law and the duties of company secretaries and directors. His books include *The Credit Controller's Desktop Guide* and *501 Questions and Answers for Company Directors and Company Secretaries* [published by Thorogood].

THOROGOOD DESKTOP GUIDES

are a practical source of reference, guidance, techniques and best practice – packed with checklists, charts, do's and don'ts, summaries, special tips and case studies. The ring-bound format is easy to use and offers plenty of space for your additional notes.

NEW FROM THOROGOOD

THE COMPANY DIRECTOR'S DESKTOP GUIDE (RING-BOUND)

David Martin

A fully revised edition of the bestseller, designed to guide company directors through the existing maze of legislation and obligations. Including new material on corporate social responsibility, human capital management, age discrimination, corporate killing legislation, working overseas and problems with TUPE.