

# DISTANCE-LEARNING CERTIFICATE PROGRAMME

(6 January - 6 April 2011)



- ❑ DLCP on Key Fundamentals of Corporate Finance
- ❑ DLCP on Credit Management and Debt Collection
- ❑ DLCP on The New Executive Secretary Course
- ❑ DLCP on How to Manage a Limited Company - Company Secretarial Practices and Procedures
- ❑ DLCP on Managing Customer Services - Tactical Steps to Achieve Customer Satisfaction
- ❑ DLCP on Excellent Writing Skills for Secretaries
- ❑ DLCP on Making of a Successful Manager
- ❑ DLCP on How to Improve Managerial Efficiency
- ❑ DLCP How to Reduce Office Expenses and to Maximize Operational Efficiency
- ❑ ISO 9000 國際品質管理和品質保證的應用與實施函授證書課程
- ❑ 零售業管理精要透視函授證書課程
- ❑ 銷售技巧與客戶管理函授證書課程
- ❑ 人力資源管理高級函授證書課程
- ❑ 商業管理高級函授證書課程

## **ABOUT DISTANCE LEARNING PROGRAMME**

Hong Kong is commonly known as a prosperous International Financial Centre. Business Executives are eager to strengthen the knowledge on management in order to enrich themselves and enhance the opportunity for promotion. However, due to busy or irregular working schedule, lots of people do not have an opportunity for further training

Distance Learning Programmes cater to the needs of social and individual needs, to help working people make full use of their time to undergo self-learning, complete assignments and enrich their management knowledge.

This study mode is an economical, time-saving but effective study format for very busy executives

## **FORMAT**

This is a three-month certificate programme conducted through distance-learning. A self-tutorials package will be sent to participants. Participants are required to send the assignments for marking. All marked assignments will then be returned to participants with suggested answers.

## **STUDY PACKAGE**

Participants are entitled to the full set of course materials with a study schedule. The self-tuition package consists of an effective study guide, course material, assignments and a participant information folder.

## **AWARD OF CERTIFICATE**

Certificate will be awarded by The Hong Kong Management Association to participants who have successfully completed and passed 3 out of the total 4 assignments for each course.

## **函授知多少**

眾所週知香港是個繁榮的國際金融中心，在職人士大都希望加強管理知識，以求充實自己，增加晉升機會。然而生活節奏急速，很多人都可能因工作繁忙，或工作時間不固定而失去進修機會。

函授課程正好配合社會及個人需要，使在職人士能充份利用時間，以函授形式自學及完成習作，提升個人管理知識，成為出色的管理人員。

課程形式富彈性，打破傳統課堂面授的局限，按個人時間修習，不會影響日常工作及工餘活動。

## **課程形式**

本證書課程為期三個月，課程的結構採函授形式進行，無需出席任何堂課。學員將會收到一套實用而全面的學習教材，學員可按專人編訂之學習進度指引自修學習，按時完成習作，批閱後之習作將寄回給學員。

## **研習教材**

學員將會收到一套實用而全面的學習教材。教材包括課程講義，學習進度指引，習作和學員手冊。

## **證書頒發**

凡學員在四次習作中完成三次而成績及格者，將可獲香港管理專業協會頒發所選讀之函授證書。

## **FEE FOR EACH COURSE**

HKMA Member: HK\$990  
Non-member: HK\$1,060

including

- all self-study materials
- marking of assignments
- award of certificate

## **課程費用( 每項課程)**

本會會員：HK\$990  
非會員：HK\$1,060

包括：

- 研習教材
- 習作批改
- 證書頒發

## **EXTRA POSTAGE FEE FOR NON-LOCAL STUDENTS**

China, Taiwan and Macau: HK\$90  
South East Asia: HK\$110  
Other Countries: HK\$160  
(For each course)

## **非本港學員須另繳額外郵費( 每項課程)**

中國、台灣及澳門：HK\$90  
東南亞國家：HK\$110  
其他國家：HK\$160

## **DURATION**

6 January - 6 April 2011

## **課程為期三個月**

2011 年 1 月 6 日至 4 月 6 日

## **RECEIPT OF STUDY PACKAGE**

Participants will receive the study package by registered mail within 7 days after the commencing date of the programme.

For enquiries concerning the receipt of study package, please contact Ms Kathy Cheng on 2774-8511 Ext 313 (Distance Learning Programme Secretariat) during normal office hours.

## **寄遞研習教材**

研習教材將於開課後 7 天內以掛號形式郵寄予各學員。

如欲查詢教材之郵遞，請於正常辦公時間內致電 2774-8511 內線 313 與鄭惠燕小姐聯絡(函授課程秘書處)。

## **ENQUIRIES**

For reservations and enquiries, please call 2774-8501 (Customer Service Department). For course details other than reservations and enquiries, please contact Ms Kathy Cheng on 2774-8511 ext 313 or Ms Shirley Chan on 2774-8569; or visit the HKMA website: [www.hkma.org.hk/dlcp](http://www.hkma.org.hk/dlcp); Mobile website: [www.m.hkma.org.hk](http://www.m.hkma.org.hk).

## **查詢**

報名及一般查詢請電 2774-8501 (客戶服務部)。有關本課程詳情，請電 2774-8511 內線 313 與鄭惠燕小姐或 2774-8569 陳沙麗小姐聯絡，或網址：[WWW.HKMA.ORG.HK/DLCP](http://WWW.HKMA.ORG.HK/DLCP)；手機網址：[WWW.M.HKMA.ORG.HK](http://WWW.M.HKMA.ORG.HK)。



# **DISTANCE-LEARNING CERTIFICATE PROGRAMME ON HOW TO MANAGE A LIMITED COMPANY - COMPANY SECRETARIAL PRACTICES AND PROCEDURES**

**N-47532-2011-1**

## **INTRODUCTION**

It is increasingly common in Hong Kong to conduct business through limited companies. However, the concept of a "Limited Company", and the procedures for formation, maintenance and liquidation of such companies have not always been fully understood in the business community, particularly by smaller trading and manufacturing firms. As legislation affecting limited companies has been strengthened over the past few years, there is a genuine need to equip our businessmen and women and new recruits in professional firms offering company secretarial services, with a thorough and comprehensive knowledge of company secretarial practice.

## **OBJECTIVES**

Upon completion of the programme, participants should:

- have a better understanding of the legal concept of a "Limited Company".
- understand thoroughly the procedures required for the formation, maintenance and liquidation of limited companies;
- appreciate the role of company secretary in the various stages of the life of limited companies; and
- be able to apply the knowledge and skills to their career development

## **DESIGNED FOR**

This programme is specifically designed for:

- business owners and executives using or intending to use limited companies to conduct their business; and
- staff working in professional firms offering company secretarial services.

## **FORMAT**

This is a three-month certificate programme conducted through distance-learning. A self-tuition package which consists of the following will be sent to participants.

- 7 sections                      - an effective study guide
- 4 assignments                - a participant information folder

Participants are required to send the assignments for marking. All marked assignments will then be returned to participants with suggested answers.

## **STUDY MATERIALS**

English

## **DURATION**

6 January - 6 April 2011

## **CONTENTS**

### **I. What is a "Limited Company?"**

1. Types of Business Organization
2. Types of Companies
3. Trust Companies
4. Oversea Companies
5. PRC Companies

### **II. Incorporation of a Company**

1. Company Name
2. Memorandum & Articles of Association
3. Post Acquisition Formalities of a Shelf Company

### **III. Capital Structure & Issue of Shares**

### **IV. Management of a Company**

1. Meetings
2. Resolutions

### **V. Officers of a Company**

1. Directors
2. Secretaries
3. Auditors

### **VI. Winding-up**

1. Voluntary Winding-up
2. Compulsory Winding-up
3. Dissolution
4. Striking Off

### **VII. Appendix**

1. Registration Procedure
2. Procedures for Setting Up An Oversea Company
3. Categorised Specimen Minutes (Private Companies)
4. Categorised Specimen Minutes (Public Companies)
5. Specimen Forms to be filed with the Companies Registry



# DISTANCE-LEARNING

## CERTIFICATE PROGRAMME (6 January - 6 April 2011)

### 函授證書課程

(2011年1月6日至4月6日課程)

Please indicate by ticking ☒ the appropriate box, which programme you would like to enrol:

#### FEE FOR EACH COURSE

- |   |  |                       |
|---|--|-----------------------|
| <input type="checkbox"/> N-27544-2011-1 | DLCP on the Key Fundamentals of Corporate Finance                                      | HKMA Member: HK\$990  |
| <input type="checkbox"/> N-27558-2011-1 | DLCP on Credit Management and Debt Collection  | Non-member: HK\$1,060 |
| <input type="checkbox"/> N-37510-2011-1 | DLCP on The New Executive Secretary Course   |                       |
| <input type="checkbox"/> N-47532-2011-1 | DLCP on How to Manage a Limited Company - Company Secretarial Practices and Procedures |                       |
| <input type="checkbox"/> N-87543-2011-1 | DLCP on Managing Customer Services - Tactical Steps to Achieve Customer Satisfaction   |                       |
| <input type="checkbox"/> N-A7509-2011-1 | DLCP on Excellent Writing Skills for Secretaries                                       |                       |
| <input type="checkbox"/> N-A7516-2011-1 | DLCP on Making of a Successful Manager   |                       |
| <input type="checkbox"/> N-A7518-2011-1 | DLCP on How to Improve Managerial Efficiency   |                       |
| <input type="checkbox"/> N-A7521-2011-1 | DLCP on How to Reduce Office Expenses and to Maximize Operational Efficiency           |                       |

## ENROLMENT FORM

\*Applicants should include their HKID card number and fill in their details in block letters.  
The Association will issue certificates based on following details and name format.

Name (Mr/Ms): \_\_\_\_\_

HKID Card No.: \_\_\_\_\_ HKMA Membership No.: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Address of Company: \_\_\_\_\_

Nature of Business (e.g. Toy Manufacturing), please specify: \_\_\_\_\_

Job Responsibilities: \_\_\_\_\_

Tel No. (Co): \_\_\_\_\_ (Home): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Fax No. (Office): \_\_\_\_\_ E-mail: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Cheque Number: \_\_\_\_\_ Cheque Amount: HK\$ \_\_\_\_\_

Education Level: ☐ Master or above ☐ Bachelor ☐ HKMA Diploma ☐ Other Diploma  
☐ Matriculation ☐ Secondary ☐ Others (Please specify) \_\_\_\_\_

Total Number of Years' Working Experience: \_\_\_\_\_ Years of Working Experience in Course-Related Field: \_\_\_\_\_

Name and Title of Nominator (Mr/Ms): \_\_\_\_\_

Nominator Email / Address: \_\_\_\_\_

Sponsorship ☐ Company-sponsored ☐ Self-sponsored

Where did you **FIRST** learn about this programme?

☐ Mail ☐ Newspaper/Magazine (Please specify): \_\_\_\_\_ ☐ HKMA email

☐ Email promotion from other websites (Please specify): \_\_\_\_\_

☐ Website Advertisement (please specify): \_\_\_\_\_

☐ HKMA Website (From where did you learn about, please specify): \_\_\_\_\_

☐ MTR Station (Please specify): \_\_\_\_\_

Exhibition ☐ Education & Careers Expo (EEX) ☐ Jobmarket Career & Education (EJEX)

☐ Others (please specify): \_\_\_\_\_

I understand that all handout materials obtained are strictly for my own educational purposes.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Registration must be made on the Enrolment Form provided and returned to the Association **7 days before the programme commencement date(s)** with full fee.
- Acceptance is subject to the discretion of the Association.
- Applicants will be notified by telephone to confirm receipt of the application form and full programme fee. An official receipt will be sent to you within two weeks. For **ENQUIRIES** please call **2774-8501 (Customer Service Department)** during normal office hours or fax **2774-8503**. No refund will be made after payment.
- The HKMA reserves the right to make alterations regarding the details. **For course details, please contact Customer Service Department on 2774-8501; Ms Kathy Cheng on 2774-8511 ext 313 or Ms Shirley Chan on 2774-8569.** Website: WWW.HKMA.ORG.HK Mobile Website: WWW.M.HKMA.ORG.HK
- Personal data will be used for the purposes of market research, programme development and direct mailing.
- This form together with a crossed cheque payable to **The Hong Kong Management Association** should be returned to:  
Director General, The Hong Kong Management Association, 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.
- The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.