

COURSE FEE

MVR 500/-

Company Secretaries Training Program

18 –19 October 2017 | 08:30—16:45

MMA Training Institute | Maldives Monetary Authority

Organized by:



In Collaboration with:



Overview:

In the set-up of a corporate sector, a Company Secretary plays the role of a mediator between the company and its Board of Directors, the government, shareholders, regulatory authorities and stakeholders. A Company Secretary ensures that the board procedures are strictly followed and regularly revised. A Company Secretary is the conscience seeker of a company, guiding the Chairman and the Board of Directors on how to make the best use of their responsibilities.

This 2 day program equips existing Company Secretaries and individuals interested in becoming a Company Secretary, with knowledge of the Companies Act, Corporate Governance and best practices to advise the Board of Directors whose conduct will significantly affect how companies are run.

TARGET AUDIENCE

- Practicing Company Secretary
- Officials working or assisting in managing the board affairs.

Lead Facilitators

- Ministry of Economic Development
- Capital Market Development Authority
- Maldives Inland Revenue Authority
- Auditor General's Office

Program Agenda

18 October 2017 - Day 1

Session	Topic	Contents
Session 1 (0915 -1000)	Overview of Maldives Company Act (10/96) Ministry of Economic Development	<ul style="list-style-type: none">• Evolution of the corporate entity• Types of categories of companies• Pre- incorporation• MOU/AoA, Capital Structure
Session 2 (1015- 1200)	The Role of the Company Secretary Ministry of Economic Development	<ul style="list-style-type: none">• Core duties of the company secretary• What has to be filed at Companies and when• What statutory registers and records need to be kept• Company identity and execution of documents• Secretary's role in company decision-making• Directors' duties• Maintain the confidentiality
Session 3 (1330 -1500)	Effective Minute Taking Ministry of Economic Development	<ul style="list-style-type: none">• Why are minutes kept?• The role of the minutes taker• The problems with minute taking• Understanding the nature of meetings• The skills of effective minute writing• Essential communication skills
Session 4 (1515-1630)	Document Retention Ministry of Economic Development	<ul style="list-style-type: none">• Document management polices• Retention schedules• Disposal and review procedures• Electronic data• Documents as evidence• Data protection and other legal issues

19 October 2017 - Day 2

Session 5 (0830-1000)	Tax System in the Maldives Maldives Inland Revenue Authority	<ul style="list-style-type: none">• Tax system in the Maldives• Purpose of Taxation
Session 6 (1015 -1200)	Understanding and interpreting financial statements Auditor General's Office	<ul style="list-style-type: none">• Understanding financial statements• Reading and interpreting Annual reports
Session 7 (1330 -1630)	Company Secretarial Practice for PLCs: Capital Market rules and regulation Capital Market Development Authority	<ul style="list-style-type: none">• Role and duties of the company secretary• The board and committees• Board Process: Board Regulation• Board Evaluation• The Listing, Disclosure and Transparency Rules• Corporate governance• The year-end and general meetings