

## **The Complete Company Secretarial Workshop 2006**

The role of the company secretary is an onerous responsibility in today's highly regulated environment. Many small to medium sized companies are not fully complying with all the requirements.

Are you confident that you and your companies are fully compliant with all aspects of company law?

**This comprehensive one day seminar combines the theory of company law with the practical day-to-day duties of secretaries, directors and agents and their responsibilities to maintain compliant Irish Companies. This extensive workshop focuses on all aspects of corporate compliance from incorporation to cessation. The issues are dealt with from a company secretary or agents perspective. The workshop includes the review and completion of the many company forms which require completion to maintain good companies.**

The seminar provides attendees with 8 hours of essential Core Company Law CPD. The workshop is being delivered nationwide and is coming to a location near you during June 2006.

**Attend this company secretarial seminar and bring you, your office and your companies fully up to date in one day.**

Course Investment

Only €200.00

**Can you afford to miss this seminar? Book it now as places are limited.**

The seminar which represents real value for money will be facilitated by Des O'Neill ACCA; CPA. We will give you and your staff practical tips and information which you can apply in your offices straightaway. Additional details of the specific topics and seminar format is available upon request.

For further information and to book your place visit our website [www.omnipro.ie](http://www.omnipro.ie) or call us 059 9183888. **Places are limited so to guarantee a place for you, your colleagues and staff book early.**

## **The Complete Company Secretarial Workshop**

### **Locations -**

<u>Dublin</u>	31/05/2006 – The Great Southern Hotel Dublin Airport
<u>Limerick</u>	01/06/2006 – The Clarion Hotel, Limerick
<u>Carlow</u>	07/06/2006 - The Talbot Hotel
<u>Dublin</u>	09/06/2006 – Red Cow – Moran Hotel
<u>Westmeath</u>	14/06/2006 – The Mullingar Park Hotel
<u>Cork</u>	16/06/2006 – Rochestown Park

### **Specific Topics**

- Company Types and Analysis
- The Registered Office and related statutory requirements
- Memorandum and Articles of Association
- Introduction to the incorporation process
- Directors and their roles and duties
- Share Capital
- Company Meetings
- Maintaining The Statutory Registers
- The Annual Return
- The Company Secretary and Their Role and Duties
- General Filing Requirements
- Company Conversions
- Company Cessations
- Company Restorations
- Corporate Enforcement
- Corporate Governance
- Company Law Update – recent developments in all aspects of company law
- General Update

## **CPD Credits Available**

The seminars give a total of **8 hours CPD in one day away from the office**. Our competitive price of **only €200** combined with the quality of the delivery, notes and content has ensured the satisfaction of our many past attendees.

All of OmniPro's seminars are developed and delivered with a view to complying with Irish Accountancy Institute's CPD/CPE requirements and IFACs IES 7. IES 7 has been developed by the International Federation of Accountants establishing the parameters and guidelines which the accountancy bodies apply to their member's professional development and ongoing learning requirements.

## **Seminar Approach**

**These seminars give attendees a back to basics practical approach** to assist you working in Ireland's highly regulated regime. This seminar is purely focussed on updating you and your companies. This is not a sales seminar.

## **Who Should Attend**

**Accountants :- Partners, managers, senior staff and junior staff.**

The delivery and approach of this seminar ensures that everybody gets the maximum benefit out of the day. This seminar will improve your understanding of all the requirements to keep good companies.

**Solicitors :- Partners & staff.** If you are acting as outsourced company secretary on behalf of you clients this seminar gives you all the information you need to ensure compliance.

**Company Secretaries :-** From incorporation to cessation all you need to know to ensure that you fulfil your role.

## **The Presenter - Des O'Neill**

Des O'Neill ACCA; CPA has lectured extensively on a range of auditing, , accounting and company law topics on the CPD circuit over the past number of years. Through the creation of OmniPro Des provides technical and strategic consulting to Irish accountancy and legal professionals. Des's background and working experience gives him a unique **insight into the challenges faced by Irish companies and their advisors** in an environment with ever changing laws and ever increasing regulations. Des always focuses on **achieving the balance** between technical compliance and business and practice profitability.