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#### Corporate Secretarial Practice

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company means any

Law House, New Delhi-34 3. M.L. Sharma: Company Procedures and Registrar of Companies, Tax Publishers, Delhi. 4. A.M. Chakraborti, : Company Notices, Meetings and Concept based notes Company Law & Secretarial Practice 2. Student Company: ICSI Publication Secretary 3. Corporate Law Adviser : Corporate Law Advisers, Post Bag No. 3, Vasant Vihar, New Delhi. 4. Company Law Journal : L.M. Sharma, Post Box No. 2693, New Delhi - 110005 Website : www.mca.gov.in Note: The latest edition of all the books referred to above should be read.

# SECRETARIAL PRACTICE (ENGLISH)

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and adopts the "Teach Yourself" style. It is based on question-Notes On Company Secretarial Practice Definition of Secretarial Practice: Nowadays, the word 'Secretary' means not only a confidential officer but also one whose office is to write for another, especially one who is employed to conduct correspondence, to keep records and to transact various other businesses, for another person or for a society, corporation and public body. In India, the secretary is known as 'Sachiva'. Importance of Secretarial Practice: Secretarial Practice: Definition, Importance and ... The company secretarial department is responsible for providing services to Puma's shareholders

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A guide to Practical Law's statutory compliance materials relevant for company secretaries. This is a quide to Practical Law's resources on certain matters commonly dealt with by a company secretary that require compliance with statutory formalities and procedures.

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A full set of notes will be provided downloaded. This course will give you the background to company law in regard to company secretarial practice that you need to know before you can use any electronic system effectively. Even if you do company secretarial work manually this course will be of great

course is led by Mark lecturing and consulting on company law and secretarial practice since the implemented and many years ...

### Company Secretarial Practice for Support Staff

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