



The Company Secretary's Handbook: A Guide to Statutory Duties and Responsibilities

By Helen Ashton

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All public companies are required by law to appoint a company secretary. Public and private companies have to ensure that they comply with a number of statutory requirements, otherwise they may be criminally liable for defaults and errors can lead to civil penalties. This fully revised new edition of the "Company Secretary's Handbook" is a comprehensive, jargon-free guide. Up-to-date with the latest legislation in the new companies act, it covers the formation of companies, corporate governance and day-to-day administration, keeping the statutory records, annual routines and dissolution. It also includes useful addresses and examples of all the necessary official documentation. This practical handbook will help all companies comply with company law.

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About the Author

helen ashton ba, fcis, is a chartered secretary and the head of compliance of the company secretarial department at ernst & young.

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