



The ICSA Company Secretary's Checklists

Douglas Armour

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This "Checklists" volume offers procedural checklists, timetables and other quick reference material associated with the functions and responsibilities of the company secretary. The 2000 edition includes material on corporate governance, including the Cadbury, Greenbury and Hampel Codes of Practice, the Companies House electronic filing procedures and procedural checklists on directors' disqualification, liquidation and receivership. Each entry also includes references to the relevant statutes and Companies House requirements, and gives page references to ICSA Publishing's comprehensive looseleaf manual service, "Company Secretarial Practice", and Armour's companion volume, "The ICSA's Company Secretary's Handbook".

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