



# The ICSA Company Secretary's Handbook

*By Douglas Armour*

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A re-working of the "Handbook of Company Secretarial Administration" (David Lintott). The text focuses more clearly on the practitioner market as the demand for a student text is now much larger. The re-vamp modernizes the look of the existing book, and increases its practical relevance. Features include improved cross-referencing, indexing and page design; practical information and far less history than the "Handbook"; and up-to-date, relevant information clearly targeted at practitioners. It is designed for people carrying out company law and secretarial function in small to medium sized companies, who may or may not be professionally qualified. This edition includes: precedants (draft workings) for all core functions; the Cadbury, Greenbury and Hampel Codes of Practice; a model Memorandum of Association; appendices on restricted company names, matters reserved for the Board and model terms of reference for Board Committees.

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## **The ICSA Company Secretary's Handbook** By Douglas Armour Bibliography

- Rank: #18182353 in Books
- Published on: 2000-07-01
- Original language: English
- Binding: Paperback
- 500 pages

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## **Editorial Review**

### **About the Author**

Douglas Armour FCIS is a Partner of David Venus & Company, a firm of Chartered Secretaries specialising in company law, corporate compliance, share registration and health & safety solutions and advice for directors, company secretaries, shareholders and their advisers. He has a wealth of experience of all aspects of company secretarial procedures and acts as company secretary for a wide range of public and private companies.

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