



TAX AND LEGAL TRAINING

Company Secretarial Practice and Corporate Governance

3 day course

Classroom, online or in-house

Course overview

A company secretary is the only officer whose duty runs to the board as a body rather than to any individual on it, which makes the role uncomfortable exactly when it matters. This course covers exercising it. Delegates work through statutory duties and filings, the registers a company must maintain, and the consequences of a lapse in each. Board and committee administration follows: the agenda, the pack, the deadline that gives directors time to read, and minutes that record the decision, the reasoning and any dissent. Advising the board on governance and process is covered, including telling a chairman something they do not want to hear. Shareholder meetings, resolutions and notice requirements are addressed. Conflicts, related party approvals and director appointments follow. The course closes on the secretary's position when the board is not complying.

What you will learn

- Meet statutory duties, filings and register obligations
- Administer boards and committees so directors can prepare properly
- Minute a decision, its reasoning and any dissent
- Advise the board on governance, including unwelcome advice
- Run shareholder meetings, resolutions and notice correctly
- Handle conflicts, related party approvals and appointments
- Act appropriately when the board is not complying

Who should attend

- Company secretaries and assistant company secretaries
- Governance and compliance officers
- Board support and executive assistants to directors
- Legal counsel supporting boards
- Aspiring company secretaries pursuing professional qualification

Course outline

- 01 A duty to the board as a body
- 02 Statutory duties and filings
- 03 Registers and the cost of a lapse
- 04 Agendas, packs and reading time
- 05 Minutes, reasoning and dissent
- 06 Advising the board
- 07 Shareholder meetings, resolutions and notice
- 08 Conflicts, appointments and non compliance

Upcoming dates

Dates	Venue	Format	Fee per delegate
25 to 27 November 2026	Dar es Salaam, Tanzania	Classroom	USD 995
4 to 6 January 2027	Online	Online	R6,500
1 to 3 March 2027	Accra, Ghana	Classroom	USD 995
8 to 10 March 2027	Cape Town, South Africa	Classroom	R14,950



Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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