

Do you have what it takes to be an effective director?

No matter how much sales you make for the company, it takes a single non-compliance action to put you in an unfavourable position in front of your shareholders.

Attend our seminar to learn about your duties as a director and how you can mitigate the risk of non-compliance.

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“Knowing my duties and obligations as a director”

Date	:	6 May 2014
Time	:	9 am to 5 pm (registration starts at 8.45am)
Location	:	To be confirmed
Fees	:	\$ 338 per participant (YTK corporate clients) \$ 388 per participant (Public)* (inclusive of course materials and refreshments)

*enjoy a 10% discount off the total bill if you bring a friend.

Further Enquiries

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“Knowing my duties and obligations as a director”

A company cannot function without a director. A director plays a critical role in steering the company to success. However, does that mean that the director has to know and handle everything, from compliance with the law to managing the business? What are some of the important information that a director should know to perform his role?

This seminar is designed to discuss the main duties of a director, how he can perform his role effectively as well as his compliance role towards ACRA and IRAS.

Programme objective

1. To understand the roles and duties of a director
2. To understand the various the statutory deadline imposed by ACRA and IRAS
3. To learn ways on how he can perform his duties effectively

Intended for

This seminar is intended for first-time appointed directors and directors who wish to build up their fundamental knowledge relating to their duties and compliance roles with the authorities. Management personnel will also find the course useful to mitigate their risk of non-compliance.

Terms & Conditions

1. All notice of withdrawal must be given in writing before the issuance of letter of confirmation. Once confirmation letter is sent to participant, no cancellation will be allowed or penalty charges will apply
 - At least 1 week before commencement of the course, a 30% of the full course fee will be charged.
 - Less than 1 week before commencement of the course or no show on the scheduled date, a full course fee will be levied.
2. When a course is cancelled under unforeseen circumstances, participant is allowed to defer the intake at no cost or withdraw from the course; under such situation, a full refund of the advance payment will be given.
3. Notice of change in participant’s name must be given in writing, not less than 5 days before the course commencement date.

YTK reserves the right, at our sole discretion, to change, modify or otherwise alter these terms and conditions at any time. Such modifications shall become effective immediately upon the posting thereof.



Programme outline

1. Office of director
 - Who is a director?
 - Requirements of directors
 - Who cannot be a director?
2. Fiduciary duties of a director
 - Duty to act honestly and in good faith in the interest of the company
 - Duty to avoid conflict of interest
 - Duty of care, skill and diligence
 - Duty not to misuse powers and information
 - Offences & Effects of Breach
3. Understanding the statutory requirements under the Companies Act
 - Holding Annual General Meeting
 - Filing of Annual Returns
 - Keeping Records of Statutory Registers
 - Registering an Office Address
 - Different type of resolutions
 - Capital Maintenance
4. Understanding the statutory requirements under the Income Tax Act
 - Basis period and Year of Assessment
 - Is all income taxable?
 - Are all expenses deductible?
 - What are the relief and tax exemption scheme available?
 - Estimated Chargeable Income and Filing of Tax Return
 - Accounting records
5. What to look out for when enlisting professional to assist you in compliance aspect?
 - Who are the officers of the company?
 - Other professional service providers and their roles
6. How do you mitigate your risk of non-compliance with the laws and regulation?
 - The importance of financial management
 - The importance of checklists and safeguards
7. Latest news and developments in the industry



