

# **E09: ASSISTANT COMPANY SECRETARY**

## **Unit 1**

1. Business Environment & Entrepreneurship
2. Business Management, Ethics and Communication
3. Business Economics
4. Fundamentals of Accounting and Auditing

## **Unit 2**

1. Company Law
2. Cost and Management Accounting
3. Economic and Commercial Laws
4. Tax Laws and Practice
5. Company Accounts and Auditing Practices
6. Capital Markets and Securities Laws
7. Industrial, Labour and General Laws

## **Unit 3**

1. Advanced Company Law and Practice
2. Secretarial Audit, Compliance Management and Due Diligence
3. Corporate Restructuring, Valuation and Insolvency
4. Information Technology and Systems Audit
5. Financial, Treasury and Forex Management
6. Ethics, Governance and Sustainability
7. Advanced Tax Laws and Practice
8. Drafting, Appearances and Pleadings
9. Having a knowledge of the following subjects
  - 9.1. *Banking Law and Practice*
  - 9.2. *Capital, Commodity and Money Market*
  - 9.3. *Insurance Law and Practice*
  - 9.4. *Intellectual Property Rights - Law and Practice*
  - 9.5. *International Business-Laws and Practice*