

# 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. Electives 1 out of below 5 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

*Thushar*  
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