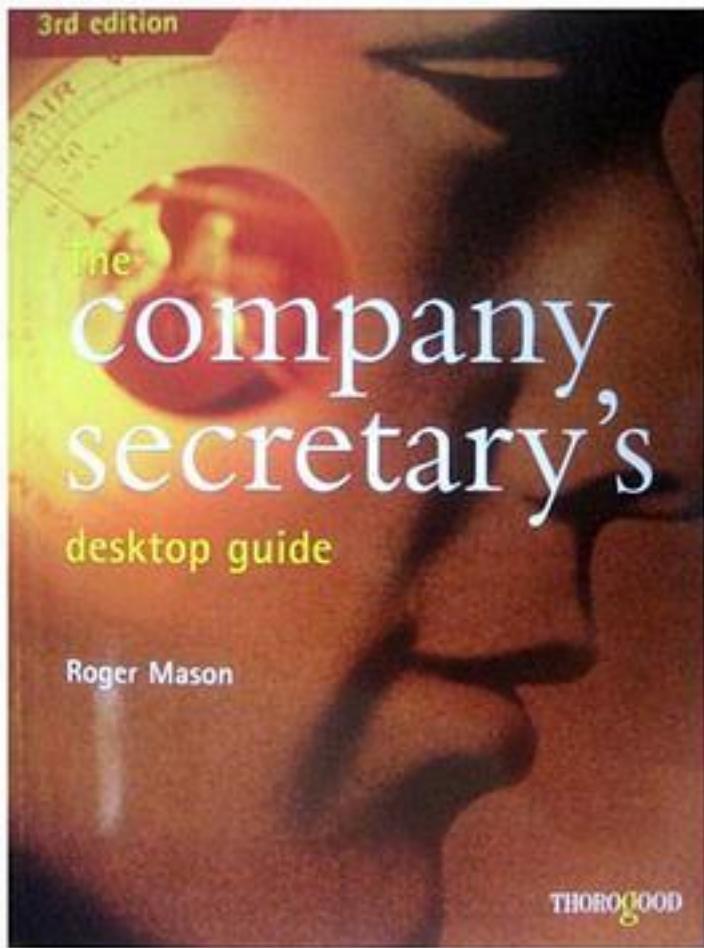


The Company Secretary's Desktop Guide



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This new edition has been fully updated to take account of all the latest changes to UK law and practices. It is accessible, practical and jargon-free. There are completely new

sections on: substantial property transactions; indemnity and insurance; accounting standards; restoration to the register; electronic filing. And also included is new content on: web filing at Companies House; new limits for the compulsory statutory audit; new definitions for small and medium-sized companies; changes made by the Companies (Audit, Investigations and Community Enterprise) Act 2004; a new chapter explaining all the proposed changes in the Companies Law Reform. The spiralbound edition includes a free CD-ROM containing the most important Companies House forms with explanatory notes and completed examples.

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