

PRACTICAL CORPORATE TRAINING LEVEL-2
PM5 - PRACTICAL ASPECTS OF BUSINESS LAWS
OBJECTIVES:

In the light of recent amendments to business/commercial and corporate laws, importance of corporatization and post-incorporation compliance is increasing day by day. The module has been designed to cover practical aspects of business/commercial and corporate laws. Students, Financial and non-Financial professionals working in companies and institutions can enhance their understanding regarding legislative matters and statutory requirements to be complied with, in corporate environment and can secure their companies from fines, penalties, litigations and other consequences.

LEARNING OUTCOMES:

Upon completion of module, participants will be able to:

- Understand Registration/Formation of companies.
- Interpret Public Procurement Authority Laws and its practical guidelines used for tendering, bidding and awarding of contracts.
- Registration/incorporation of companies with SECP through offline and online procedure
- Perform duties of Company Secretary with regard to convene different types of corporate meetings.
- Get acquainted with Eservices for registration and procedures for e-filing of Statutory Returns and Forms.
- Get acquainted with Social security and employees old age benefits laws.
- Understand Human Resource (HR) policies, procedures and rules.

INDICATIVE GRID

PART	SYLLABUS CONTENT AREA	WEIGHTAGE
A	Corporate Laws	60%
	1. Company's Registration	
	2. Maintaining of Statutory Records	
B	3. Filing of Statutory Returns and Forms	05%
	Other Laws and Procedures	
	4. Social Security	
	5. Employees Old Age Benefits (EOBI)	
	6. PPRA Rules	20%
	7. Human Resource (HR) Policies, Procedure and Rules	10%
TOTAL		100%

DETAILED CONTENTS
PART - A
CORPORATE LAWS
1. Company's Registration

- Requirements for the incorporation of a Company under Companies Act, 2017
- Modes of Company's name Reservation Process
- Modes of Company's Registration Process
- Procedure for obtaining Digital Signatures for new and existing Companies
- Procedure of issuance of authorized and paid up share capital

2. Maintaining of Statutory Records

- Types of statutory books required to be maintained
- Preparing Meeting Agendas and Issuing Notices
- Conducting and Managing Board Meetings, Annual General Meetings, Extra Ordinary
- General Meeting
- Preparing minutes and resolutions

3. Filing of Statutory Returns and Forms

- Procedures for filing returns and forms to Security Exchange Commission of Pakistan (SECP)
- Filing of Form A, Form 29, Form 21 and other mandatory forms required to be submitted to SECP

PART - B
OTHER LAWS AND PROCEDURES
4. Social Security

- Registration with authorities
- Maintaining of Statutory Records
- Calculations
- Filing of Statutory Statements

5. Employees Old Age Benefits (EOBI)

- Registration with authorities
- Maintaining of Records
- Calculations
- Filing of Statutory Statements

6. Public Procurement Regulatory Authority (PPRA)

- PPRA Rules and Procedures
- Calling of EOI/ Tenders
- Technical & Financial Evaluations
- Award of Contracts

7. Human Resource (HR) Policies, Procedure and Rules

- Organization Setup and Structure
- Organization Service Rules
- HR Policies, Procedures and Manuals
- Appointment of Chief Executive, Directors and Company Secretary etc.