Finance, Trust

Introduction to Company Law and Administration

Course Details

Price

£355.00

Start date

11 February 2027

Length

Full day (09:30-16:00)

CPD Points

5.50

Course Overview

This course is suitable for those who are new to company administration or who would appreciate a refresher. It covers the responsibilities and duties of the role across all types of business, together with an overview of company accounts and an introduction to The Companies (Guernsey) Law, 2008.

This course is ideal for delegates who:

- Are new to company administration
- Would like a refresher on Company Law & Administration
- Work in any type of business

Content

This course will cover the following topics:

- Sole traders, Partnerships and Limited Companies
- The purpose of Company Law, Limited Liability and protection for members and creditors
- The method of formation and registration of a Guernsey company
- The Memorandum and Articles of Incorporation
- The role of Directors and the Company Secretary
- Different types of share capital
- The requirements of the company under the law
- Accounting records and accounts
- Audit requirements and exemption from audit
- Company meetings, notice and minutes
- Statutory records
- The dissolution of Guernsey companies
- The role of the Guernsey Registry
- Corporate Services Providers – Code of Practice

Benefits

In attending this course delegates will gain a practical understanding of company administration and the associated documentation, together with a wider perspective of the responsibilities and duties involved in the administration of a company.

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via **admin@gta.gg** or call us on 01481 244570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Angus Kemp

Angus Kemp is a qualified Chartered Accountant and has been involved in tutoring students in the islands for over 25 years. He came to Guernsey in 1985 after having qualified in Glasgow, and has spent time with Coopers & Lybrand and BDO as well as a spell with ICI. In 1995 he established Offshore Training Consortium in Guernsey, which was subsequently acquired by BPP, and in 2002 he founded his accountancy practice, Kemp & Company Limited. He continues to service his own clients and specialises in audit and assurance services, liquidations and general business advice. Angus's extensive academic credentials include MA in economics and Politics, Postgraduate Certificate in Accountancy, and a Masters degree in Education.