



SHARE TRANSACTIONS 101 FOR ASIC REGISTERED AGENTS

A self-paced eLearning course for ASIC Registered Agents, Responsible Persons, ASIC administrators and company compliance officers who provide corporate secretarial services to clients and wish to gain an in-depth understanding of managing share capital and processing share transactions.

What's this course all about?

This course provides a comprehensive guide to understanding and managing share transactions for ASIC registered agents and ASIC administrators.

It covers everything share-related from capital reductions, buy-backs to conversions and subdivisions (share splits) and much, much more.

The presenters discuss the intricacies of processing different types of share transactions with ASIC, the supporting documents required and most importantly the underlying provisions of the *Corporations Act 2001 (Cth)* that underpin the share transactions.

Key areas of focus

- 1 Share Classes and Shares Rights
- 2 Allotment of Shares
- 3 Transfer of Shares
- 4 Register of Members
- 5 Beneficial & Non-Beneficial Ownership
- 6 Restructuring and reclassifying shares
- 7 Reduction of Capital
- 8 Share Buy-Backs
- 9 Share Cancellations
- 10 Corrections to Share Capital
- 11 Case studies and detailed guidelines
- 12 ASIC Forms
- 13 Supporting documents, process documents, minute templates

This course has been developed in conjunction with CorpSec Services who are subject matter experts in relation to course content. Visit: corpsecservices.com.au



ABOUT THE COURSE

The course is presented by ASIC registered agent specialists Viola Pythas, Founder and Managing Director of CorpSec Services and Emma Volpe, Corporate Compliance Manager. It is the collective work of the CorpSec team who have 50+ years combined company compliance experience.

As corporate secretarial providers to the accounting industry, the CorpSec Services team have seen all the errors accountants and ASIC agents make when undertaking share transactions. This course has been developed to fill the gap in industry training in the technical area of share transactions.

HOW DOES IT WORK?

This self-paced course consists of 4 modules with clear learning objectives. The course content includes detailed presentations and comprehensive slides, case studies, timelines, minute templates, reference documents, step-by-step guides, supporting materials and assessment tasks.

COURSE BENEFITS

- 1 Gain a comprehensive understanding of all aspects of share transactions.
- 2 Enhance your ability to provide high-quality corporate secretarial services.
- 3 Learn to navigate complex share transactions, particularly capital reductions and share buy-backs.
- 4 Avoid lodgement errors and ASIC requisitions.
- 5 Process share transactions with confidence in compliance with ASIC requirements and the *Corporations Act 2001*.
- 6 Learn from industry experts who have in-depth practical experience.

WHO'S IT FOR?

This course is suitable for:

- ASIC registered agents who would like to better understand the complexities of share transactions, the requirements and the process to undertake them.
- Accountants, bookkeepers and employees of accounting firms wanting further training on share transactions to be better equipped to handle their clients' compliance work, the associated steps and ASIC lodgements.
- Corporate secretarial officers, company compliance officers and managers.
- Agents keen to consolidate and refresh their knowledge of the more complex share transactions.
- Anyone wanting to deepen their understand of the rules and regulations of the *Corporations Act 2001* requirements pertaining to share transactions.
- Agents preparing minutes and governance documents to support share capital changes.
- Agents wanting to learn tips and tricks from experienced a practicing registered agent and governance professionals and avoid ASIC requisitions.

For registration details, visit:

cpdforaccountants.com.au/courses/share-transactions-101

COURSE CONTENT

This course consists of 4 modules and is worth 16 CPD hours.

1. Introduction to Share Transactions

Types of Share Transactions and Share Classes

Explanation of various types of share transactions, including allotments, transfers, partly paid shares and share options. Overview of different share classes (ordinary, preference) and their associated rights.

Beneficial Ownership and Register of Members

Differentiation between beneficial and non-beneficial ownership of shares and how to correctly record changes. Requirements for keeping a Register of Members and recording Top 20 members with ASIC.

2. Restructuring and Reclassifying Shares

Division or Conversions of Shares

Understanding when or why a company may choose to convert existing shares on issue, learn the process and the implications on the company's share structure and shareholders.

Consolidation or Subdivision of Shares

Exploring the impact and procedures for consolidating and subdividing shares (aka share splits), including the effects on share value and share structure.

3. Capital Reductions and Share Buy-backs

Deep dive into the complex areas of Capital Reductions and Share Buy-backs like never seen before, including step-by-step process breakdown, case studies and flowcharts of events.

Redeemable Preference Shares / Forfeited Shares

Examining the nature of redeemable preference shares, the terms on which they can be issued and when they can be redeemed. Understanding when and how shares can become forfeited by a shareholder.

4. Share Capital Corrections

Correcting Share Capital Errors

Addressing errors or discrepancies in a company's share capital as recorded with ASIC, outlining the steps and supporting documents required for successfully correcting different types of errors.

Withdrawing ASIC Forms and Case Studies

Exploring the need and process to withdrawing previously lodged forms. Unpacking multiple case studies outlining step-by-step processes to correct errors in share details recorded with ASIC, including tried and tested tips and tricks.

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OUR LEARNING PROCESS

Our self-paced eLearning courses follow a 4-step process in relation to learning objectives:



THE ELEARNING ACADEMY

- Learners can complete courses at a place that suits them, within and outside work hours
- Each learner will have a dedicated login to give them personal access to their course
- Module material includes online presentations, PowerPoint Slides and templates
- All modules also incorporate formal assessment tasks that encourage learners to develop practical actions demonstrating understanding of the concepts
- All assessment tasks are scored
- As the learner progresses, they develop their personal SMART action list to drive change
- Managers are able to see at a glance how their staff are progressing
- Learners are expected to complete the course within 3 months of enrolment
- All learners have access to course content for 6 months following their enrolment

FEEDBACK ON THE RESPONSIBLE ASIC REGISTERED AGENT COURSE

This course was everything that I desperately needed to build on my corporate compliance knowledge. The basics were explained clearly with links to supporting documentation and resources. I will refer back to the power point displays often. The course was clear and focussed. Thank you very much.

I very much enjoyed and have benefited from this course. It provided me with both a summary and the technical side of how to correctly manage my corporate secretarial clients. The presenter clearly spoke and explained the items in a manner in which was easily understood and therefore the knowledge retained by myself.

Good explanations of all items, not just of processes and documents but the reasons behind them and also plenty of detail. The PPT notes were excellent as well. Certainly improved my knowledge and understanding.

Very insightful and well-paced. Any questions I had already were accounted for in the presentations. I feel this course has been great in creating a solid foundation for my ASIC career.

For more course feedback, visit:

cpdforaccountants.com.au/course-feedback

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