

CS2
Maintain registers and use of common seal



Overview

This standard is about the Company Secretary's responsibility for maintaining registers and using the common seal

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Performance criteria

You must be able to:

- P1 Maintain the register of members including monitoring movements to identify any stake-building and the beneficial owners of holdings
- P2 Maintain the register of company charges
- P3 Maintain the register of Directors and Company Secretary
- P4 Maintain the register of debenture holders
- P5 Ensure the safe custody of the common seal
- P6 Ensure proper use of the common seal
- P7 Maintain a register of sealings
- P8 Ensure correct and proper usage of Company Secretary signing authority

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Knowledge and understanding

You need to know and understand:

- K1 How to maintain the register of members
- K2 How to maintain register of company charges
- K3 How to maintain the register of Directors and Company Secretary
- K4 How to maintain the register of debenture holders
- K5 Methods of ensuring the safe custody of the common seal and its proper use
- K6 How to maintain a register of sealings
- K7 How to ensure the proper usage of Company Secretary signing authority

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Skills

- Managing resources
- Planning ahead, organising and coordinating resources
- Monitoring and evaluating the work of direct reports regularly and effectively
- Complying with legal requirements
- Recording information and keeping registers
- Meeting deadlines

Links to other NOS

Governance NOS
GOV7, GOV9, GOV10, GOV11

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