



**MALTA STOCK EXCHANGE  
INSTITUTE**

**Towards a Brighter  
Future**



# The Role of the Company Secretary

Course No 206

This course focuses on the pivotal role, duties and obligations of the company secretary. The company secretary is an important link between the board of directors and the management arm of the company. There is also a duty to ensure good corporate governance. It is important that company secretaries are familiar with their obligations to the board, shareholders and management. The lecturer will also outline best practice and real life case studies.

**Supported by:**

**CAMILLERI PREZIOSI**  
ADVOCATES

## Topics Covered:

Introduction to the role of the company secretary

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The company secretary as an 'officer' of the company

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Appointment, removal and disqualification

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Functions, duties and responsibilities of the company secretary, with a specific focus on listed companies

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Company secretarial duties relating to meetings: board and shareholders

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Code of principles of good corporate governance

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Continuing obligations of listed entities

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European Single Electronic Format (ESEF) reporting obligations

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Reporting obligations relating to the prevention of market abuse

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Liability of the company secretary as an officer of the company

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An evolving role: from ensuring statutory and regulatory compliance to special advisor to the board

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# Registration

## Course 206 The Role of the Company Secretary

Name

Position

Company

Address

Mobile

Email

The data completed above is being compiled to enable the MSE Institute to communicate with you about the course when necessary.

**Registration fee:** €100 per participant  
(Full time students and senior citizens are eligible to a 50% discount)

## Terms and Conditions

Applicants who are registered for the course are not entitled to a refund if they are unable to attend, but may assign their booking to a 3rd party subject to confirmation by the MSE Institute.

### Malta Stock Exchange plc

Garrison Chapel,  
Castille Place,  
Valletta VLT 1063,  
Malta

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## General Information

**Time:** 0900 – 1230hrs  
**Venue:** Malta Stock Exchange  
**Level:** Introductory

## Schedule

**Duration:** 3.5 hours  
**Date:** 17 October

## Target Audience

This course is aimed at the company secretaries of private and public companies.

## Lecturer

Dr Malcolm Falzon



Malcolm's areas of specialisation are mergers and acquisitions, capital markets, aviation and ship finance, insurance, pensions and gaming law. He assists local and foreign clients on legal, regulatory and licensing aspects of each of these areas as well as related corporate and commercial matters. He frequently advises clients on projects comprising a combination of his areas of specialisation, particularly those that have a capital markets or an M&A dimension. Malcolm joined Camilleri Preziosi as a Trainee in 2003. Upon his return from postgraduate studies in 2005, he was made Associate. He was promoted to partner in 2013.

He received his LL.D from the University of Malta and LL.M in Corporate and Commercial Law from University College London.

## Payments by bank transfer

**Bank:** Bank of Valletta plc  
**IBAN Code:** MT04VALL22013000000040025119059  
**IBAN BIC:** VALLMTMT

Kindly insert your NAME, SURNAME, ID CARD NUMBER and COURSE NUMBER in the transaction narrative.

This application is to be accompanied by payment or proof of payment by bank transfer.