

# A Manual Of Secretarial Practice

A Manual of Secretarial Practice  
A Manual of Secretarial Practice  
Secretarial Decision Making  
File it Right  
A Manual of Secretarial Practice. By F.D. Head ... F. Porter Fausset ... and H.A.R.J. Wilson ... Second Edition  
A Manual of Secretarial Practice  
Secretarial Practice; the Manual of the Chartered Institute of Secretaries  
Secretarial Practice  
Secretarial Techniques  
Teachers Manual for Secretarial Practice  
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Writing - Reproduction - Telephone  
New Secretary's Manual  
Secretarial Practice  
Secretarial Decision Making  
The Secretary's Manual on the Law and Practice of Joint Stock Companies, with Forms and Precedents  
Secretarial Office Procedures  
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Frederick Dewar Head  
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Charles F. Hainfeld  
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William Austen Carney  
Chartered Institute of Secretaries  
James Fitzpatrick (F.C.A.)  
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this comprehensive guide to secretarial practice provides a wealth of practical advice and information on all aspects of the role including

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excerpt from secretarial practice the manual of the chartered institute of secretaries since 1912 when this manual was first issued there have been several alterations in the law relating to companies and these have been incorporated in the present edition together with new chapters on accounts income tax and corporation profits tax share warrants and company reconstruction and liquidation and with some notes on receiverships there are also added chapters on agenda and minutes office filing and stamp duties the chapter in the earlier edition on share transfers has been amplified the current stock exchange regulations as to official quotations and dealings are set out in full with notes thereon and a statement has been added of the requirements in regard to securities in france the appendices include a set of model forms together with a new form of power of attorney which has been carefully framed with a view to its general adoption the full text of the companies consolidation act 1908 the companies act 1913 the registration of business names act 1916 and the companies particulars as to directors act 1917 is also given about the publisher forgotten books publishes hundreds of thousands of rare and classic books find more at [forgottenbooks.com](http://forgottenbooks.com) this book is a reproduction of an important historical work forgotten books uses state of the art technology to digitally reconstruct the work preserving the original format whilst repairing imperfections present in the aged copy in rare cases an imperfection in the original such as a blemish or missing page may be replicated in our edition we do however repair the vast majority of imperfections successfully any imperfections that remain are intentionally left to preserve the state of such historical works

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