



# Best Practices in Corporate Housekeeping

**The Experts' Guide for Board Directors & Lawyers  
On How To Be An Effective Corporate Secretary**

**17 & 18 MAY 2018 \* Thursday (9:00am to 5:00pm) \* Friday (10:00am to 2:30pm)  
EDSA SHANGRI-LA HOTEL, MANDALUYONG CITY, PHILIPPINES**

This training deals with the multitude of services that a corporate secretary (who could be a lawyer, non-lawyer or board director) performs for a corporation or employer. These services, which would normally include acting as corporate secretary, drafting and review of contracts, and provision of legal advice, are collectively called "corporate housekeeping services" and may be performed for a private company or a public company.

This special program would be of special benefit to, among others, corporations, business owners, directors, and managers who may want to know how best to use the services of the corporate secretary; new lawyers who may wish to learn the best practices in corporate housekeeping; older lawyers who may want to shift to corporate practice or to broaden their knowledge of such practice; law firms and corporate law departments who may wish to provide additional training to their lawyers and paralegals; compliance officers of public corporations; and accountants, auditors, and accounting firms who may wish to expand their services so as to include the provision of corporate housekeeping services to their clients. Sample forms, resolutions, documents, contracts, and other useful reference materials will be provided.

**Lecturers:**

**Prof. Tristan A. Catindig** (A.B., *cum laude*, U.P. 1962; LL.B., *cum laude*, U.P. 1966; LL.M., Harvard Law School, Harvard University scholar, 1969) has been in corporate law practice for more than 40 years, 26 years of which were with the largest law firm in the Philippines, SyCip Salazar Hernandez & Gatmaitan, where he was Senior Partner and Head, Corporate Services Department.

**Atty. Adrian S. Bustos** Atty. Bustos is a tax and corporate lawyer specializing in corporate tax planning, tax assessments, investments, securities, corporate housekeeping and commercial transactions. He is currently the President of a tax and accounting consultancy firm, the CFO of an IT company delivering business solutions globally, and a consultant to a number of companies and firms. He is likewise a passionate lecturer and resource speaker on tax and corporate law. In his years of legal practice, he has handled numerous companies addressing different legal issues while sitting as corporate secretary or assistant corporate secretary in more than 30 of them, 5 of which are public and/or listed companies. He obtained both his law degree and bachelor's degree in Business Administration from the University of the Philippines.

**LIMITED SEATS ONLY  
PRE-REGISTRATION REQUIRED**

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**Training Investment is P14,580**  
inclusive of Meals, Resource Kit,  
CD and Certificate of Attendance

**Who Should Attend:**

- ✓ Top Management
- ✓ Board Chairman & Directors
- ✓ Corporate Secretaries & Assistant Corporate Secretaries
- ✓ Business Leaders & Owners
- ✓ who run corporations
- ✓ Officers of a Corporation
- ✓ Lawyers and CPAs
- ✓ SEC & PSE Compliance Officers
- ✓ Business Consultants