



# Best Practices in Corporate Housekeeping

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

**Wednesday, Thursday & Friday, February 1, 2 & 3, 2023 \* 1:30pm to 4:45pm via [Zoom](#)**

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:**

**Atty. Danny Espejo Bunyi** - is a Certified Compliance Officer which he obtained certification from the American Academy of Financial Management. He is a senior partner at Divina Law. His expertise include Corporate, Banking and Finance, Insurance, Trust, and Special Projects with emphasis on regulatory compliance (AMLC, SEC, IC, etc), corporate finance, mergers and acquisitions, corporate housekeeping, financing documentation, cross-border transactions, and trust operations & investments. His previous positions include having been a senior vice president at the Development Bank of the Philippines and corporate secretary in charge of compliance, first vice president and chief compliance officer at Robinsons Bank, and first vice president and head of the Legal Services Group of Robinsons Savings Bank.

**Atty. Adrian S. 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.

**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

**LIMITED SLOTS ONLY  
PRE-REGISTRATION REQUIRED**

\*Training investment is inclusive of an e-certificate and a printed learning material:

- **P 7,880** (when you register and pay on or before Jan 1)
- **P 8,880** (when you register and pay after Jan 1)

**\*Optional:** Add P450 for a printed copy of a certificate of attendance inclusive of delivery charge

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