

Company Administration and Legislative Requirements for Small Business

Business Challenge

The majority of New Zealand businesses are small companies – usually with one director (owner/operator) or “two” partners operating as a limited liability company. For these owner/operators, failure to comply with legislation can result in legal expenses greater than the value of their businesses.

Target Audience

This one-day programme is aimed at informing small business owners of their legal risks and obligations as directors under the Companies Act and other relevant pieces of legislation. Methods to avoid legal problems and minimise bureaucratic requirements and costs are highlighted.

Learning Outcomes

Do you know what your obligations are and how to avoid problems with:

- The Fair Trading Act 1986
- Employment obligations
- Companies Act 1993
- Shareholders’ rights and remedies
- Recording minutes for your business
- Filing financial returns
- Your company’s constitution (if you have one)
- Health and Safety

Programme Structure

Templates and checklists will be provided to attendees. Attendees may bring their company’s constitution to review during the course and note any actions they may need to take.

If you don’t know where your constitution is (or if you even have one), you can contact the facilitator who will assist you to get this from the Companies Office website prior to the course.

Duration: 1 day