

AUSTRALIAN SECRETARIAL PRACTICE, Yorston, Fortescue and Brown.  
Seventh Edition. By S.R. BROWN. [Australia: Law Book Company.  
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THE primary purpose of this work remains unchanged — to provide within a reasonable compass a practice manual to assist those involved in the administration of companies. The Australian Companies Act 1981 and the various state Codes have been the cause of this new edition.

The Singapore company administrator will, notwithstanding the new Singapore Companies Regulations 1984, find this work to continue to be of use. This is because the work goes beyond the documents that are to be filed with the Registrar of Companies. It contains very useful forms of all major transactions involved in companies, from notice of meetings and even draft minutes of meetings, to allotment of Shares and other internal administration records.

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