

Registration Form

Firm name _____
 T () _____
 F () _____

Please specify the name of the attendee(s), seminar(s) and location you wish to attend

Name _____

Email _____

Seminar _____

Date / / 2009 Amount \$ _____

Name _____

Email _____

Seminar _____

Date / / 2009 Amount \$ _____

Name _____

Email _____

Seminar _____

Date / / 2009 Amount \$ _____

Location

Sydney

Payment Method

Direct Credit to bank

Bank/Branch ANZ Balaclava

BSB 013 304

Account 1003 93075

Transfer identification details

/ /

Date deposited/transferred

Cheque Visa Amex Mastercard

Name _____

Card number _____

Expiry Date / / Amount \$ _____

Signature _____

Register online at clients.bglcorp.com.au, fax 03 9530 6964
 or post to PO BOX 8063 East Brighton VIC 3187

Terms & Conditions

Training Venues BGL reserves the right to alter dates and times of courses as necessary. If you require clarification on our Terms and Conditions, or any further information, contact our Training Coordinator on 1300 654 401.

Payment Registration and payments for courses can be processed through the BGL Client Centre at clients.bglcorp.com.au. BGL requires full payment of course fees on registration. All course fees are inclusive of GST. To ensure your place, BGL recommends you register early. Course fees include training materials, morning or afternoon tea and a light lunch for full day courses. (See over for course fees).

Cancelling / Transferring Course You can transfer between courses without charge, or cancel and receive a full refund as long as you advise BGL 7 working days before the scheduled course date. If you cancel or transfer your booking without providing 7 working days notice, the full fee will apply. However, an alternative candidate may be nominated in your place at no extra charge.

BGL's New Sydney Training Centre



Your Partner in Compliance

BGL Corporate Solutions Pty Ltd

Suite 2 606-608 Hawthorn Road
 (PO Box 8063) East Brighton VIC 3187

ACN 054 355 243 ABN 60 606 354 079

T 03 9530 6077 / 1300 654 401

F 03 9530 6964

E training@bglcorp.com.au

W www.bglcorp.com.au

Course Guide
 April > June 2009

New Training Centre North Sydney

Suite 603 Level 6
 44 Miller Street North Sydney

BGL Corporate Solutions has established
 a Training Centre in North Sydney.

All training from 1st April 2009 will be
 conducted from this new venue.

BGL.

Australia

Hong Kong

New Zealand

Singapore

United Kingdom

Introduction to Company Secretarial Requirements

Learning outcome To provide users with a brief overview of company secretarial requirements.

Who should attend? This course is for those who are in or new to a company administration role or secretarial role and for those who wish to refresh their knowledge on company secretarial requirements. This course provides an excellent grounding on corporate registry fundamentals, which will assist CAS users to understand the purpose of the software and recognise the importance of their role.

CPE Hours 4

CAS Introduction

Learning outcome To introduce the record keeping requirements of the Corporations Act and the concepts and operation of CAS.

Who should attend? Users who are responsible for processing changes to company registers.

CPE Hours 8

CAS Advanced 1

Learning outcome To provide a detailed knowledge of the administrative and reporting functions in CAS.

Who should attend? Users who have attended the CAS Introduction course, or those capable of making company changes covered in the CAS Introduction course.

CPE Hours 4

CAS Advanced 2

Learning outcome This course provides a brief summary of the CAS Administration course. It aims to provide a detailed knowledge of advanced document preparation in CAS.

Who should attend? Users who have attended the CAS Administration course, or those capable of making basic changes in CAS. This course is not recommended for users with CASLite as the majority of functions are only available in full CAS or CASLite Plus.

CPE Hours 4

Simple Fund Introduction

Learning outcome To introduce users to Simple Fund.

Who should attend? New users to Simple Fund who are responsible for processing superannuation funds. It is assumed participants have an understanding of superannuation concepts, taxation and APRA requirements.

CPE Hours 4

Simple Fund Advanced

Learning outcome To provide users with a more in depth knowledge of Simple Fund.

Who should attend? Users who have attended the Simple Fund Introduction training course or who have 3 months experience using Simple Fund.

CPE Hours 4

Seminar Dates

COURSE NAME	COURSE FEE	DURATION	TYPE	APR	MAY	JUN
Company Secretarial Requirements Sydney	\$308.00 (1st participant) \$286.00 (additional participant)	Half day	PC	24		
CAS Introduction Sydney	\$440.00 (1st participant) \$418.00 (additional participant)	Full day	PC	23	13	4
CAS Advanced 1 Sydney	\$308.00 (1st participant) \$286.00 (additional participant)	Half day	PC	24		5
CAS Advanced 2 Sydney	\$308.00 (1st participant) \$286.00 (additional participant)	Half day	PC		14	5
Simple Fund Introduction Sydney	\$308.00 (1st participant) \$286.00 (additional participants)	Half day	PC	20, 21	11, 14	1, 2
Simple Fund Advanced Sydney	\$308.00 (1st participant) \$286.00 (additional participants)	Half day	PC	20, 22	11, 15	1, 3
Simple Fund Pensions Sydney	\$308.00 (1st participant) \$286.00 (additional participants)	Half day	PC		21, 22	12, 15
Simple Fund Trustees Sydney	\$308.00 (1st participant) \$286.00 (additional participants)	Half day	PC			11, 12

Simple Fund Pensions

Learning outcome To provide users with a more in depth knowledge of the many functions and reporting tools in Simple Fund, with a particular emphasis on setting up and operating pension funds.

Who should attend? Simple Fund users who maintain pension funds. It is assumed that participants have an understanding of self managed superannuation fund compliance issues, taxation issues and the relevant social security requirements. BGL recommends users attend the Simple Fund Introduction course prior to attending this course.

CPE Hours 4

Simple Fund for Trustees

Learning outcome To provide trustees with an introduction to Simple Fund and a basic understanding of the accounting concepts that apply to superannuation funds.

Who should attend? Trustees who use Simple Fund to manage their own self managed super fund.

CPE Hours 4