

# PRACTICAL ACCOUNTING FOR LAWYERS

## APRIL 2010



A Programme organised by:



### COURSE OUTLINE

To Introduce the basic concepts, and methodology to give a basic understanding of accounting to participants. Learn how to read and understand Financial statements.

### WHO SHOULD ATTEND

The course is specifically designed for the non-accountant lawyer to provide him with an understanding of the key principles of accounting and a basic understanding of financial statements.

### PROGRAMME

Three lectures of two hours each, will be held during the months of April and May 2010. The lectures are scheduled from 1700 hours to 1900 hours.

### VENUE

All sessions will be held at the Institute of Legal Studies Tuition Centre, 11/12 Vincenti Buildings, Strait Street, Valletta, VLT 1432.

### REGISTRATION AND CERTIFICATION

Registration Forms and payment of €150 (inclusive of VAT) per participant should be sent to The Institute of Legal Studies.

Certificates of Attendance will be issued to participants who attend a minimum of two lectures.

### BIOGRAPHY

Christine Cassar Naudi is a certified Public Accountant, who graduated in Accountancy in 1993 from the University of Malta. Her professional experience includes working with Price Waterhouse Coopers and in Industry. She has been working with Ganado & Associates since 2004 where she specialises in Corporate Structuring and Tax Advisory.

DATE	LECTURE TITLE	TIME	LECTURER
Wednesday 21 <sup>st</sup> April	The Double Entry System- including Practical Examples	1700-1900 Hrs	Ms. Christine Cassar Naudi B. Com., B.A. (Hons) Accty, Dip.Tax , CPA
Thursday 29 <sup>th</sup> April	Presentation and Preparation of Financial Statements	1700-1900 Hrs	Ms. Christine Cassar Naudi B. Com., B.A. (Hons) Accty, Dip.Tax , CPA
Wednesday 5 <sup>th</sup> May	Understanding Financial Statements	1700-1900 Hrs	Ms. Christine Cassar Naudi B. Com., B.A. (Hons) Accty, Dip.Tax , CPA

# PRACTICAL ACCOUNTING FOR LAWYERS COURSE

A PROGRAMME OF LECTURES ORGANISED BY:



<b>Venue:</b>	The Institute of Legal Studies- 11/12 Vincenti Buildings, Strait Street, Valletta VLT 1432- Malta
<b>Dates:</b>	21st April, 29th April and 5 <sup>th</sup> May, 2010
<b>Time:</b>	17.00-19.00 hours
<b>Fee:</b>	€ 150 incl.VAT; Cheques payable to Ganado Services Limited

## Registration Form

Kindly fill in and mail to the following address together with payment :

<b>The Institute of Legal Studies, 11/12 Vincenti Buildings, Strait Street, Valletta VLT 1432</b> <b>Contact Person: Biljana Vlahovic Tel: 20107014 Fax: 21240550</b> <b>Email: <a href="mailto:info@ils.com.mt">info@ils.com.mt</a>; website: <a href="http://www.ils.com.mt">www.ils.com.mt</a></b>
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<b>Name</b>	
<b>Surname</b>	
<b>ID</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Address</b>	
<b>Organisation</b>	
<b>Job Title</b>	
<b>Cheque No</b>	(payable to Ganado Services Limited)

Data Protection Act, 2001 The information that you provide in this Application Form will be placed by the **Institute of Legal Studies (ILS)** in its database and, to the extent that it constitutes personal data for the purposes of the Data Protection Act, 2001 (Cap. 440, the "DPA"), it will be processed by the **ILS** and its service providers in accordance with the DPA and any regulations and guidelines issued thereunder. The ILS will use your personal data for administrative, statistical, research and for direct marketing purposes and also in connection with your attendance at any seminar/s it organises. By completing this Application Form you consent to the processing of your personal data for the above purposes. Furthermore, if you provide us with sensitive personal data, you also consent to our processing this information for the above purposes. We will not disclose your personal data to any third party outside the ILS and its related entities. You have the legal right to request us to inform you about the personal data that we process about you and to request, free of charge, the rectification of any inaccuracies and, where applicable, the erasure of any personal data concerning you. You also have the right to object, free of charge, against its use for purposes concerning direct marketing. All such requests will be processed in accordance with the applicable law. **If you do not want to be contacted in future for direct marketing purposes, please tick this box and return this Form to us**