

ORGANISED BY :



**INSTITUTE OF APPROVED
COMPANY SECRETARIES**
[199601015175 (387525-X)]

PROGRAMME DETAILS:

Date : 25th May 2022, Wednesday
**Venue : Seri Pacific Hotel,
Kuala Lumpur**
Time : 9.00 am - 5.00 pm
(Registration starts at 8.30 am)

Early Bird Rate:
IACS Member RM 330.00
Non-Member RM 430.00
Early Bird Registration
Deadline:
11th May 2022

**8
CPE
POINTS**

IACS SEMINAR 2022 : IN THE LOOP WITH THE PRACTICE AND IMPACT OF THE COMPANIES ACT 2016

Course Outline

- Appointment, resignation, duties and responsibilities of auditors/ company directors
- Responsibilities of directors/company secretary
- Dynamics of Annual return, AGM, audit & accounts
- Appointment/resignation/removal/retirement of auditors
- Written resolutions
- Online submission
- Practice Notes and Practice Directive
- Exempt private companies
- Transfer of shares and transmission of shares
- Common seal and share certificates not mandatory
- Statutory books and registers
- Dividends

SPEAKER'S PROFILE:

Jessica Liew Lee Kee

Ms Jessica Liew Lee Kee, MBA, has had more than 20 years experience in the corporate secretarial and consultancy services industry. She is currently the Managing Director of Erdington Corporate Asia Sdn. Bhd. Jessica holds a Master in Business Administration (MBA) and a Diploma in TESOL (Teaching of English as a Second Language,(UK).

Jessica has a great deal of experience in advising and servicing multinational corporations and locally incorporated companies. She advises and provides technical support to companies on compliance with the Companies Act, 1965 and other statutory regulations. She also has vast experience in servicing foreign companies wishing to set up businesses in various industries in Malaysia such as Representative/Regional offices, Branch Offices and liaison with the relevant government authorities such as MIDA, Immigration, Registry of Trade mark, Bank Negara, etc.

As a Certified Professional Trainer, IPMA, UK, approved trainer under PSMB (HRDF) and Certified Trainer of the Ministry of Tourism, she has conducted numerous business seminars, workshops, talks and conferences for professional institutions and to professionals, directors, company secretaries, entrepreneurs, executives, etc. Her training sessions has always been very lively, entertaining and energetic.

ABOUT THE ORGANISER

INSTITUTE OF APPROVED COMPANY SECRETARIES (IACS), is a Professional Company Secretaries' body which was incorporated on 16th May 1996 under the Companies Act 1965 as a company limited by guarantee. The Institute's objectives are to promote, encourage and advance the status and interest of the Company Secretaries profession in Malaysia. For more information about our training programmes, please visit www.iacs.org.my.

ADMINISTRATIVE DETAILS:

Seminar Fees (per participant):

| | Normal Rate: | Early Bird Rate: |
|--|---------------------|-------------------------|
| IACS members | RM 350.00 | RM 330.00 |
| Staff from Members Firm | RM 350.00 | RM 330.00 |
| <i>(Kindly provide a letter to certify that the individual is your employee)</i> | | |
| Non-members | RM 450.00 | RM 430.00 |

**To enjoy the early bird rate, kindly register & make payment latest by 11th May 2022*

**IACS Training Discount Voucher is not applicable for the early bird rate*

**Participants who register after the closing date will receive their certificate of attendance after the seminar by post*

** Only fully vaccinated individuals are allowed to attend the seminar*

***All registrations must be accompanied by full payment.**

Fees include seminar materials, tea breaks, lunch and Certificate of Attendance. The Continuing Professional Education (CPE) points awarded are recognized by the Suruhanjaya Syarikat Malaysia (SSM) under the 60% CPE points category.

Cancellation : No refund is entertained if participant decides to cancel their registration but a substitute is welcomed. Written notification of substitute's name must be received by IACS at least three (3) working days prior to the programme. Any difference in fee will be charged accordingly

Disclaimer : The organiser reserves the right to change the speaker, date or to cancel the programme should unavoidable circumstances arise.

REGISTRATION & ENQUIRIES:

INSTITUTE OF APPROVED COMPANY SECRETARIES [199601015175 (387525-X)]

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Contact person: Ms. Sofiah / Ms. Rajeah



Institute of Approved
Company Secretaries



REGISTRATION FORM



25th May 2022 (Wednesday), Seri Pacific Hotel, Kuala Lumpur
Please register before **20th May 2022 (Friday)** by courier / mail /email for the seminar

Name in block letters (as per NRIC):

IACS No:..... Staff from Member's Firm Non-members I/C No:.....

Fully vaccinated: Yes No Designation:.....

Organisation:.....

Address:.....

E-mail:

Tel:..... H/P:..... Fax:.....

Cash / Cheque No.: Bank: for RM enclosed and crossed payable to 'INSTITUTE OF APPROVED COMPANY SECRETARIES'. Payment can also be deposited directly or transferred online to our **Malayan Banking Account No. 514075431102** with a copy of the transaction slip faxed or emailed to us. (Please fill in your name and membership no. under the Trans Description and Reference No. columns of the bank-in slip respectively.)

*** Kindly contact us by phone at 03-40513787 to verify that we have received your registration and payment.**

Personal Data Protection Notice

In compliance with the Malaysian Personal Data Protection Act 2010, the Institute of Approved Company Secretaries (IACS) hereby inform you that your personal data collected in this form will be processed, retained and used by IACS in relation to this seminar.

However, your personal data may also be retained and used by IACS to market and promote other seminars organised by IACS or jointly with other relevant bodies or sponsored / supported by IACS.

I *hereby give my consent/*do not consent to IACS to use my personal data for the marketing and promotion of all future seminars.