



MALAYSIAN INSTITUTE
OF ACCOUNTANTS



MIA WEBINAR SERIES
A Highly Interactive Learning Session with Live
Q&As, Self-Assessment Quizzes and Quick Polls or Surveys

MIA WEBINAR SERIES

Updates for Secretarial Practitioners

Practice Notes, Practice Directive and Guidelines Issued Under Companies Act 2016

Get up to date with SSM's subsidiary legislations and provisions, and acquire comprehensive essential company secretarial procedures on administration of companies.

10 November 2022 (Thursday), 9.00 am – 5.00 pm



Updates for Secretarial Practitioners

Practice Notes, Practice Directive and Guidelines Issued Under Companies Act 2016

Section 20C of the Companies Commission of Malaysia Act 2001 gives power to the Companies Commission of Malaysia (SSM) to issue guidelines, practice notes, directive, notices or circulars (Subsidiary Legislations) as it considers appropriate and may impose any condition or restriction as SSM thinks fit. Meanwhile, Section 610 of the Companies Act 2016 (Act) empowers SSM to determine the particulars, form and manner of information contained in documents required to be lodged under the Act.

The Secretarial Practitioner therefore need to constantly keep abreast of new Subsidiary Legislations issued by SSM and understand new provisions, so as to guide the Company and its Directors on the compliance with new Subsidiary Legislations. This programme will enable you to quickly obtain basic yet comprehensive essential company secretarial procedures on the routine assignments on administration of companies, and to deal with pre-emptive rights to new shares, declaration of dividend and handling the Subsidiary Legislations issued by SSM.

OBJECTIVES

This programme seeks to help you:

- Better understand some of the administrative requirements of the Act and the implications for non-compliance
- Prepare relevant documents to support the basis for arriving at the decision that a company is solvent upon the distribution of dividend
- Gain sample resolutions, letters and documents for reference

METHODOLOGY

A highly interactive learning session with trainer/speaker-led facilitation, live Q&As, quick polls/surveys, self-assessment quizzes and participant's feedback on learning outcome achievement.

WHO SHOULD ATTEND

- Company Secretaries
- Lawyers
- Accountants
- Corporate Consultants

PROGRAMME OUTLINE

8.30 am – 9.00 am	Participants' login to join the webinar
9.00 am – 10.30 am	<ul style="list-style-type: none"> • Administration of Companies <ul style="list-style-type: none"> > Publication of name and company number > Documents to be kept at registered office > Register of Members: When to record beneficial interest > Annual Return: Step-by-step guide to completing the return
10.30 am – 12.00 pm	<ul style="list-style-type: none"> • Pre-emptive Rights to New Shares <ul style="list-style-type: none"> > Circumstances for application of pre-emptive rights > Procedures on undertaking a rights issue for a private company • Declaration of Dividend <ul style="list-style-type: none"> > Assessment of solvency > Who has powers to declare dividend > Significance of declaration date and payment date • Practice Directive (PD) and Practice Note (PN) <ul style="list-style-type: none"> > PD 1/2017: Documents under the Companies Act 2016, the lodgement requirements and related matters > PD 2/2017: Notification of Change in the Business
12.00 pm – 1.00 pm	Break
1.00 pm – 3.00 pm	<ul style="list-style-type: none"> • Practice Directive (PD) and Practice Note (PN) (continued) <ul style="list-style-type: none"> > PD 3/2017: Qualifying Criteria for Audit Exemption for Certain Categories of Private Companies > PN 2/2018: Circumstances and Procedures for Rectification of Documents Lodged and Registered with the Companies Commission of Malaysia > PD 5/2018: Lodgement of Annual Return and Changes or Updates of Particulars of a Company to be Lodged in the Annual Return
3.00 pm – 5.00 pm	<ul style="list-style-type: none"> • Practice Directive (PD) and Practice Note (PN) (continued) <ul style="list-style-type: none"> > PN 2/2018: Circumstances and Procedures for Rectification of Documents Lodged and Registered with the Companies Commission of Malaysia > PN 3/2018: Clarification on Application for Extension of Time under the Companies Act 2016 > PN 4/2018: Procedures on Resignation of Secretary under Section 237 of the Companies Act 2016 > Guidelines on Company Limited by Guarantee > Guidelines on Striking Off and reinstatement
5.00 pm	End of Webinar

NOTE: The order of topics to be covered may be revised at the trainer/speaker's discretion.

Updates for Secretarial Practitioners

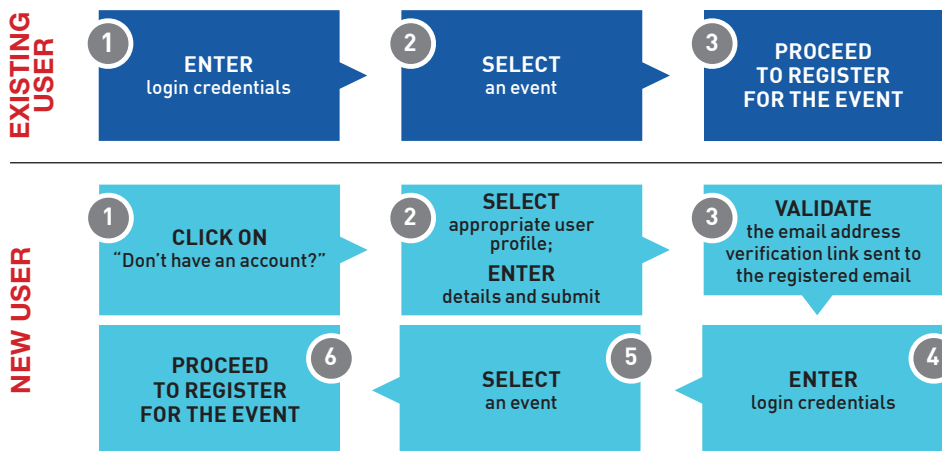
Practice Notes, Practice Directive and Guidelines Issued under Companies Act 2016

With immediate effect, enrolment for all CPE programmes will be

STRICTLY VIA ONLINE REGISTRATION ONLY

REGISTRATION PROCESS

- To view more events and download the full brochure, please visit: pd.mia.org.my
- Search and select the event
- Click 'Register' to experience the new system by continuing with the respective steps below:



For any assistance, please call (8.45am-5.30pm, Monday-Friday)

MIA Help Desk @ 603-2722 9000

TERMS & CONDITIONS FOR WEBINARS

WEBINAR FEE

- Fee is payable to MALAYSIAN INSTITUTE OF ACCOUNTANTS
- For selected webinars, the fee includes e-materials.
 - Individual Registration:** Full payment shall be made at the point of online registration.
 - Corporate Registration:** Full payment shall be made within thirty (30) days from the date of the invoice or 1 day before the webinar, whichever earlier.
- Access to join the webinar shall be granted only upon full payment as per the above requirement.

WEBINAR ACCESS LINK

- The Access Link will be emailed at least 24-hours before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.

PAYMENT MODE

- Payment must be made through the **electronic channels i.e. online payment via the MIA member service portal and electronic fund transfer (EFT).**
- Payment by **cash and cheque is NOT ACCEPTABLE** effective from 1 January 2022.

HRD CORP (FOR CLAIMABLE EVENTS ONLY)

- MIA is an approved Training Provider registered under 'Institut Akauntan Malaysia' (MyCoID: 631967).

Employer's Obligations

- To ensure grant approval is obtained prior to event registration and to provide the Grant ID notification upon event registration.
- To make full payment to MIA as per the issued Invoice within 14 working days upon receipt of MIA's notification in the event the approved training fee is cancelled by HRDC due to non-compliance on the part of the participant or his/her employer or any valid reasons stipulated by HRDC.
- To settle the balance payment to MIA within 14 working days upon receipt of MIA's notification in the event only partial claim is approved by HRDC. MIA will provide copy of the original invoice and will not issue a new invoice for the balance amount.
- If employer has made payment prior to grant approval, a refund will be made to employer subject to reimbursement received from HRDC. Refund will be made upon receipt of duly completed employer's EFT Form.
- To provide required information and/or documents after completion of event for the purpose of HRDC Claim within 7 working days upon receipt of MIA's notification.

CANCELLATION

Should the participant decide to cancel his/her enrolment, a cancellation policy shall be applied as follows:

- For written cancellation received with minimum seven (7) days' notice from the date of the webinar, no penalties will be imposed and full refund will be made to participants who have paid.
- For written cancellation received less than seven (7) days from the date of the webinar, an administrative charge of 20% of the registration fee will be imposed. Unpaid registrations will also be liable for a 20% administrative charge.
- No refunds will be made for written cancellations received on the day of the webinar or for participants who failed to join the webinar. Unpaid registrations will also be liable for full payment of the registration fee.
- Replacing registered participants is not allowed.
- Paid registration that is cancelled can opt to transfer the paid amount to future event(s) after deducting any applicable administrative charges.
- The transfer request to future event(s) should be confirmed by Corporate/Individual within three (3) days after cancellation otherwise the cancellation will be confirmed with refund action. Transfer request will not be entertained after the refund is processed.
- Corporate/Individual is required to top-up the balance amount if the amount to be transferred to the future event is insufficient.

- Any excess amount after transfer will be refunded to the Corporate/Individual's bank account as provided in the EFT form.
- Corporate/Individual is required to provide the EFT form each time when a refund is requested.

PARTICIPANT'S CLASSIFICATION AND INFORMATION

Category: Corporate/Individual

- Please select the participant classification carefully as it determines the fee payable. No alteration will be allowed upon registration.
- The information on Corporate/Individual provided shall be deemed true and correct. No alteration will be allowed upon registration.

METHODOLOGY, CERTIFICATE OF ATTENDANCE AND CPE CREDIT HOURS

- Live Q&As, quick polls/surveys will be carried out throughout the webinar.
- For selected webinars, pre and/or post course materials will be shared with participants.
- Self-assessment quizzes at the beginning as well as at end of the webinar will be given to enable participants to self-evaluate themselves on their learning performance and level of understanding of the programme content.
- Participants will be issued with an e-certificate of attendance and awarded CPE credit hours upon strict compliance of the following terms:**
 - Remain logged in at least 80% of the time allocated for the webinar,
 - Submit the post-course evaluation on learning outcome within 3 days after the completion of the webinar (late submission of the post-course evaluation will not be entertained).
- CPE credit hours will be credited into the MIA Member Services Portal within 14 days of the webinar for participants who have complied with all terms and conditions stipulated herein.
- Listening to pre-recorded webinar and/or reading from past webinar e-material shall not qualify as structured CPE credit hours.

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DATA PROTECTION

Information given by the participants to MIA is true, accurate and to the best of their knowledge. The participants have read and agreed with the Privacy Notice as stated on MIA's official website and therefore, allow MIA to collect, process, store and use the participants' data other than what is provided under the Personal Data Protection Act 2010.

EXCLUSION OF LIABILITY

This webinar shall not constitute an endorsement of the speaker(s) by MIA and MIA shall not be liable for whatsoever circumstances arising from any engagement between the speaker(s) and the webinar's participants.

DISCLAIMER

Malaysian Institute of Accountants (MIA) reserves the right to change the speaker(s), date(s), time(s) and to cancel the webinar should circumstances beyond its control arise. MIA shall not be responsible for any costs, damages or losses incurred by the participant due to the changes and/or cancellation. MIA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon registering, you are deemed to have read and accepted the terms and conditions herein.

TRAINER/SPEAKER

LEONG OI WAH

Oi Wah is a Fellow Member of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) and has more than 30 years of experience in handling corporate secretarial matters in the profession and the corporate sector. She has been involved in advising on corporate secretarial requirements including corporate restructuring and compliance with various regulatory bodies such as the Registrar of Companies, Bursa Malaysia Securities Berhad, Securities Commission and other authorities. She is currently Director, Corporate Development of Epsilon Advisory Services Sdn Bhd which specialises in providing the full range of corporate secretarial and advisory services. She is a regular trainer of MAICSA's Continuing Professional Education programme and is also co-author of "Company Meetings, Minutes and Resolutions in Malaysia" published in 2021 by the Malaysian Current Law Journal.

WEBINAR FEES

Member/Member Firm	RM 420
Non-member	RM 520

Preferred Payment: Pay with MIA-CIMB Affinity Credit Card.

WEBINAR DETAILS & REGISTRATION

10 November 2022 (Thursday)

Session 1 : 9.00 am – 10.30 am

Session 2 : 10.30 am – 12.00 pm

Session 3 : 1.00 pm – 3.00 pm

Session 4 : 3.00 pm – 5.00 pm

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