

MIA WEBINAR SERIES

Essentials of Corporate Secretarial Practice for Beginners –Pertinent Issues

29 March 2023 (Wednesday), 9.00 am – 5.00 pm

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The Company Secretary has been defined as an officer of the company under the Companies Act 2016. The Company Secretary has onerous duties and responsibilities, with the fundamental duties being statutory duties. The work of a Company Secretary is essential to the direction, governance, administration, and management of a company.

Company Secretaries not only work and interact with the company's directors, managers, and shareholders but also with the various government and regulatory bodies which regulate the company's activities, such as the Companies Commission of Malaysia, the Securities Commission, the Bursa Securities Malaysia Berhad, and the Inland Revenue Board.

This programme is essential for those entering the company secretary profession and is useful to company secretarial support staff. It will provide practical know-how to newly qualified Company Secretaries on what would be required from them in practice, and facilitate discussion on technical issues arising from the company secretary's daily tasks.

OBJECTIVES

This programme seeks to help you:

- Understand the roles and duties of Company Secretaries under the Companies Act 2016
- Review the online formation of companies, statutory books, and share capital
- Know the types of meetings and procedures for meeting
- Understand the appointment, resignation, removal, and duties of Company Directors
- Review the general provisions relating to forms and other documents

WHO SHOULD ATTEND

- Managing Directors, Executive Directors
- Company Directors, CEOs, CFOs
- Company Secretaries
- Corporate Advisers
- Accountants and Lawyers
- Senior Executives and support staff

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.

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"> • The Practice: The Big Picture • Formation of Companies • Change of Company Name • Transforming Roles and Responsibilities of Company Secretary under the Companies Act 2016
10.30 am – 12.00 pm	<ul style="list-style-type: none"> • Appointment, Resignation, Duties and Responsibilities of Company Directors • Annual Return, Audit, and Accounts: How and What to Do? • Appointment/Resignation/Removal of Auditors • Transfer of Shares and Transmission of Shares
12.00 pm – 1.00 pm	Break
1.00 pm – 3.00 pm	<ul style="list-style-type: none"> • Statutory Books, Register, and Obligations • Board Meetings and General Meetings: Related Issues • Share Certificates and Common Seal: What About It? • Types of Meeting • What Is Resolution/Motion?
3.00 pm – 5.00 pm	<ul style="list-style-type: none"> • Company Number, Company Seal, Share Certificate, and Documents • Legal Effect of Constitution • Alteration of Constitution • Concerns and Limitations of Company Secretary
5.00 pm	End of Webinar

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

Essentials of Corporate Secretarial Practice for Beginners

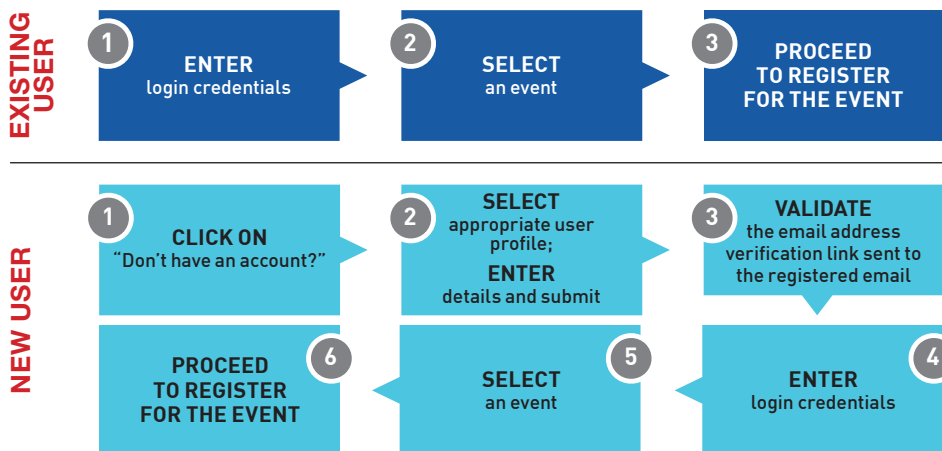
–Pertinent Issues

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.

COPYRIGHT

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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.

SPEAKER/TRAINER

LIEW LEE KEE, JESSICA

Jessica, MBA, is the Managing Director of Erdington Corporate Asia Sdn Bhd and has over 20 years' experience in the corporate secretarial and consultancy services industry.

She has extensive experience in advising and servicing multinational corporations and locally incorporated companies, and 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 Trademark, etc.

Jessica is a Distinguished Toastmaster (DTM) of Toastmasters International; a Certified Professional Trainer, UK; PSMB Approved Trainer, and Certified Trainer of the Ministry of Tourism. She is also the co-author of MAICSA Quick Guide on the Companies Act 2016.

WEBINAR FEES

Member/Member Firm	RM 420
Non-member	RM 520

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

WEBINAR DETAILS & REGISTRATION

29 March 2023 (Wednesday)

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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