

ORGANISED BY :



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

### **PROGRAMME DETAILS:**

**Date : 9th June 2023, Friday**

**Venue : Zoom Webinar**

**Time : 9.00 am - 1.00 pm**



**4 CPE  
POINTS**

# **IACS WEBINAR 2023 : SSM'S PRACTICE DIRECTIVES, PRACTICE NOTES AND GUIDELINES**

### **Introduction**

Since the Companies Act 2016 was implemented on 31 January 2017, the Companies Commission of Malaysia (SSM) has issued 8 Practice Directives, 6 Practice Notes and 10 Guidelines. These directives, notes and guidelines have managed to clarify certain technical issues as well as provided much needed guidance for company secretaries and directors on areas of secretarial practice. In addition, SSM has also been proactively issuing and updating Frequently Asked Questions (FAQs) to address issues raised during corporate consultations and dialogues.

### **Objective of This Webinar**

This 4-hours webinar will seek to assess and comment on the directives, notes and guidelines (other than the Beneficial Ownership Reporting Framework) to ensure that participants do not forget the core areas of practice and technical issues.

### **Course Contents**

- Practice Directive 2/2017 and the submissions for purpose of updating the company's vital information; how PD 2/2017 has also become part of the compliance under AMLA

- Practice Note 4/2018 on the vacating of office of a company secretary; when must it be filed; what are the supporting documents to prepare; dealing with the registered office after vacating office
- Practice Note 6/2019 and the rectification of documents lodged with SSM
- Guidelines on company names and how the re-usage of names will have an impact
- Guidelines on striking-off – the common issues and challenges
- Evaluating some of the FAQs

### **Learning Outcome**

By the end of the webinar, participants will be able to –

- Update their secretarial practice and procedures
- Develop and draft their own template and documentation for compliance
- Learn how to advise the directors & partners on compliance with the relevant legislations
- Have a better understanding of the responsibilities and duties involved

### **SPEAKER'S PROFILE:**

**Kenneth Foo Poh Khean**

**FCIS, LL.B (Hons), CLP, CGP**

Kenneth Foo is a regular speaker for IACS. He was a former adjunct lecturer in Tunku Abdul Rahman University of Management and Technology, Kuala Lumpur. He was a former council member of MAICSA and is presently the honorary secretary of the Malaysian Corporate Counsel Association. He has his own practice specializing in corporate solutions, consultation and advice and restructuring of companies. He is also a chartered company secretary since starting his own practice in 1990 until to-date. He is the co-author of "Companies Act 2016: New Dynamics of Company Law in Malaysia" and "Company Meetings, Minutes and Resolutions in Malaysia" published in 2017 and 2021 respectively by the Malaysian Current Law Journal

### **ABOUT THE ORGANISER**

**INSTITUTE OF APPROVED COMPANY SECRETARIES (IACS)**, is a Professional Company Secretaries' body which was incorporated in Malaysia on 16th May 1996 as a company limited by guarantee and not having a share capital under the Companies Act. 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](http://www.iacs.org.my).

### **ADMINISTRATIVE DETAILS:**

Seminar Fees (per participant):

IACS members	RM 160.00
Non-members	RM 190.00

**\*All registrations must be accompanied by full payment to secure your seat.**

The Continuing Professional Education (CPE) points awarded are recognized by the Suruhanjaya Syarikat Malaysia (SSM) under the 60% CPE points category. E-Certificate of Attendance will be issued to participants upon attending the entire duration of the webinar and receipt of full payment, by email.

**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.

**HRD Corp :** No refund is entertained if participant has made payment and claim HRD Corp at the same time.

**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)]**

Main Office:

Suite C-19, 1st Floor, Plaza Pekeliling,  
No. 2, Jalan Tun Razak,  
50400 Kuala Lumpur.

Tel: 03-40513787/ 03-40510033

Fax: 03-40511133

H/P : 016-2029305

Email: [iacstraining@yahoo.com](mailto:iacstraining@yahoo.com)

Website: [www.iacs.org.my](http://www.iacs.org.my)

Contact person: Ms. Rajeah / Ms. Maggie



Institute of Approved  
Company Secretaries



Participants who wish to apply for the HRD Corp claims do not need to make payment to us. Participants just need to apply for the training grant and submit the Grant ID to us.

### **REGISTRATION FORM**

#### **SSM'S PRACTICE DIRECTIVES, PRACTICE NOTES AND GUIDELINES**

Please register before **6th June 2023 (Tuesday)** by email for the webinar

**(Limited seats available, registration will be on first come - first serve basis)**



Name in block letters (as per NRIC): .....

IACS No:.....  Non-members 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.*