

ORGANISED BY :



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

PROGRAMME DETAILS:

Date : 22nd September 2023, Friday

**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:
8th September 2023

**8
CPE
POINTS**

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.

IACS SEMINAR 2023 :

CAPITAL MAINTENANCE – AN IN-DEPTH CASE STUDY SESSION ON SHARES

Introduction

A company's share capital is an essential resource for a company's commencement of business and its day-to-day activities. The shares that are issued and contributes to the company's paid-up capital are also the instruments which identifies who the owners of the company. One of the principal of corporate law is the maintenance of the capital to protect creditors as the paid-up capital of a company enables a creditor to make an informed assessment of a company's financial capability to pay its liabilities.

Objective of This Seminar

This 1-day seminar seeks to assess and analyse the legal provisions, processes and procedures involved in the issuance of shares, change of ownership of shares, rights of shareholders and all incidental areas related to shares.

Course Contents

- Types of shares and rights of shareholders; important clauses to be included in the constitution for various classes of shares
- Issuance of share capital – who authorises or approves the issuance and allotment of shares; the documentation required and best practices

- Dealing with the pre-emptive rights to shares under Section 85 and the developments since the case of *Concrete Parade v Apex Equity*
- Consideration for the allotment of shares – how to deal with an allotment for cash or otherwise than for cash
- Alteration of share capital – consolidation, subdivision and reduction of capital
- Steps to be taken to effect a transfer or a transmission of shares
- Share certificates – issuance, cancellation and lost certificate.

Methodology

The speaker will be using power-point presentation and engage in an interactive session where attendees must participate to analyse and assess the case scenario, offer solutions or suggestions to deal with the scenario.

Learning Outcome

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

- Have a better understanding of the responsibilities and duties involved
- Learn how to handle practical situations
- Minimize their liabilities or risks in their occupation / practice

SPEAKER'S PROFILE:

Kenneth Foo Poh Khean

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

Kenneth Foo is a regular speaker for IACS and was a former adjunct lecturer in Tunku Abdul Rahman University of Management & Technology (TAR UMT), 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 also the co-author of "Companies Act 2016: New Dynamics of Company Law in Malaysia" and "Company Meetings, Minutes & Resolutions" published in 2017 and 2021 respectively.

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 and make payment latest by **8th September 2023**

* IACS Training Discount Voucher and HRD Corp claims are 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

* **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

HRD Corp : No refund is entertained if participant has made payment and apply HRD Corp grant at the same time. In the event that a participant who is claiming HRD Corp decides to cancel their registration three (3) working days prior to the programme, the participant needs to make full payment for the seminar.

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. Rajeah / Ms. Maggie



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

REGISTRATION FORM

22nd September 2023 (Friday), Seri Pacific Hotel, Kuala Lumpur
Please register before **19th September 2023 (Tuesday)**, 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:.....

Vegetarian: 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.