

ORGANISED BY :



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

PROGRAMME DETAILS:

Date : 5th October 2023, Thursday

Venue : Zoom Webinar

Time : 9.00 am - 1.00 pm



**4 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 WEBINAR 2023 : MANAGING EFFECTIVE MEETINGS-VIRTUAL, HYBRID AND PHYSICAL MEETINGS

Introduction

The directors/company secretaries must be familiar with the meeting rules at board meetings, members meeting and Annual General Meetings so that meetings can be conducted in accordance with the Companies Act 2016. With the emergence of virtual and hybrid meetings since Covid-19, the directors/company secretaries must also ensure that they are well-equipped to handle such changes on mode of meetings.

Objectives

This webinar will discuss on the operations of virtual, hybrid and physical meetings and to ensure such meetings run smoothly. We will also

provide practical know-how and incorporate good practices in these functions.

Course Contents

- Company Meetings under the Companies Act 2016
- Running virtual, hybrid and physical meetings
- Do's and don'ts of virtual, hybrid and physical meetings
- Taking charge at AGMs
- Shareholders' Activism
- Rights of members
- Handling virtual platforms
- Troubleshooting during virtual meetings

SPEAKER:

Liew Lee Kee, Jessica

Liew Lee Kee, Jessica, MBA, has had more than 30 years experience in the corporate secretarial and consultancy services industry. She is currently the Managing Director of Erdington Corporate Asia Sdn. Bhd.

Jessica has a great deal of experience in advising and servicing multinational corporations and locally incorporated companies. 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, etc. She is also the co-author of MAICSA Quick Guide on the Companies Act 2016.

Jessica is a Distinguished Toastmaster (DTM), the highest recognition awarded by Toastmasters International which is the premier public speaking organization in the world. She is also a Certified Professional Trainer, UK, PSMB Approved Trainer and Certified Trainer of the Ministry of Tourism.

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 apply HRD Corp grant 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)]

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Contact person: Ms. Rajeah / Ms. Maggie



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

MANAGING EFFECTIVE MEETINGS-VIRTUAL, HYBRID AND PHYSICAL MEETINGS

Please register before **2nd October 2023 (Monday)** by email for the webinar
(Limited seats available, registration will be on first come, first served 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.*