



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

### **PROGRAMME DETAILS:**

**Date : 25th June 2024, Tuesday**

**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](http://www.iacs.org.my).

## **IACS WEBINAR 2024 : STATUTORY RECORDS UPDATES AND REGISTERS**

### **Introduction**

Under the Companies Act 2016, the statutory registers will be very important in confirming the shareholdings of the members/shareholders of the company. The Registrar has in recent years been actively conducting field audits of the statutory records of the companies. With the emphasis on transparency and accountability, it is of utmost importance that the statutory records and register are kept up to date. The Registrar of Companies is in the midst of a wide ranging crackdown on non compliance issues with the Act.

Company Secretaries need to keep the statutory records in a timely, orderly, accurately and easily accessible manner. It is therefore a necessity for Company Secretaries to update themselves with record keeping issues whether it is in manual, electronic or cloud mode.

### **Objectives**

We will examine the merits and demerits of manual/electronic/cloud record keeping issues faced by the Company Secretary and updating of statutory records of companies.

### **Course Contents**

- Updating the register and minutes books
- Certification of documents – be vigilant!
- Paper & Electronic statutory Records – Merits and demerits
- Electronic records – Now and the future
- Updating statutory records
- Protecting the statutory records
- Cloud storage-The way to go!

### **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)]**

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. Yasmin



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. We will claim directly with HRD Corp after the training. Participants are advised not to request for upfront payment during the grant application process.

**REGISTRATION FORM**

**STATUTORY RECORDS UPDATES AND REGISTERS**

Please register before **21st June 2024 (Friday)** 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.)

**\* Online registration is highly recommended, kindly scan QR and register via google form.**  
**\* 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.*