



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

### **PROGRAMME DETAILS:**

**Date : 7th November 2024, Thursday**

**Venue : Zoom Webinar**

**Time : 9.00 am - 1.00 pm**



**zoom**

**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).

### **SPEAKER:**

**Kenneth Foo**  
**FCIS, LL.B (Hons), CLP, (CS) (CGP)**

Kenneth Foo is a regular speaker for IACS, MIA, CPA Australia and MAICSA as well as a practising chartered governance professional having his own practice specializing in corporate consultation, corporate secretarial and management solutions. He is a former council member of MAICSA and is currently the honorary secretary of the Malaysian Corporate Counsel Association. Kenneth was formerly an adjunct lecturer at Tunku Abdul Rahman University of Management and Technology in corporate governance, company law, case study and corporate secretarial practice. He is the co-author of "Companies Act 2016: The New Dynamics Of Company Law in Malaysia" and "Company Meetings, Minutes and Resolutions in Malaysia" published in 2017 and 2021 respectively.

## **IACS WEBINAR 2024 : DATA COMPLIANCE REPORT 2024 – THE ESSENTIALS & PREPARATIONS BEFORE SUBMISSION**

### **Introduction**

In Bank Negara Malaysia's newsletter 01/2024 dated 28/06/2024, Bank Negara confirmed that all accountants and company secretaries who are reporting institutions (RIs) are required to submit the Data and Compliance Report (DCR) 2024. The newsletter advises RIs to get ready for DCR submission in the 4<sup>th</sup> quarter of 2024 through the online DCR portal. RIs are advised to make necessary preparations prior to DCR issuance, in particular on the information required in the DCR.

### **Course Objectives**

The purpose of this half-day webinar is to prepare accountants and company secretaries who are RIs to prepare and know what are the requirements for DCR 2024 before submission to BNM. It must be noted that the DCR is a mandatory and an enforceable requirement under the Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 (AMLA)

### **Course Outline**

This webinar will look into the following –

- The role of a compliance officer for the RI
- How to use the DCR 2024 checklist to prepare your firm's assessment of its own compliance before completing the DCR for submission

- What are some of the challenges in the DCR such as number of transactions, delivery channel, conduct of risk assessment by RI, risk ratings and risk drivers, screening of customers, enhanced due diligence and ongoing due diligence
- The firm's compliance program and what to implement in the event the RI receive a less than satisfactory report card after submitting the DCR.
- Drafting an internal AMLA policy for your firm

### **Methodology**

The trainer will be using powerpoint slides and a hands-on approach in guiding participants through the DCR as well as the information toolkit issued by BNM for the DCR. This will be an interactive learning process enabling participants to know how to improve on their compliance with the AML/CTF legislations as well as future DCRs to be submitted.

### **Learning Outcome**

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

- Have an understanding of how the DCR 2024 can be completed
- Their level of compliance with the obligations of a RI
- A better understanding of the responsibilities and duties involved
- Assess if their firm's AMLA programs and risk assessment are adequate and where to improve on any gaps identified through the DCR 2024 and other reports by BNM

**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. 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**

**DATA COMPLIANCE REPORT 2024 – THE ESSENTIALS & PREPARATIONS BEFORE SUBMISSION**

Please register before **4th November 2024 (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.)

**\* 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.*