



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

### **PROGRAMME DETAILS:**

**Date : 21st March 2025,  
Friday**

**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).

# **IACS WEBINAR 2025: ACCOUNTS, ANNUAL RETURN & AUDITORS – REVISITING THE FUNDAMENTALS**

### **Introduction**

Every company is required to lodge its annual return and financial statements. An auditor must be appointed to audit the financial statements (unless the financial statements are exempted under Practice Directive 3/2017). In the preparation of the annual return for lodging with the Registrar, the Beneficial Ownership Reporting of Companies has added a new dimension to the annual return. As far as auditors are concerned, there are various uncertainties on the appointment, resignation, vacation of office and removal of auditors.

### **Objective of Webinar**

This 4-hours webinar will seek to re-affirm company secretaries on the preparation of the annual return and the best practices to be adopted, the circulation of financial statements, changing of financial year end and the appointment, resignation and removal of auditors.

### **Course Contents**

- What are the essential contents of the annual return and the best practices to be adopted
- Circulation of financial statements and lodgement of non-audited financial statements, preparing the exempt private certificate
- Appointment, resignation, removal and changes to auditors and duties and powers of an auditor
- The procedures and processes in the submission of annual return, financial statements and resignation of auditors.

### **Learning Outcome**

- By the end of the webinar, participants will be able to –
- Know what are the essentials of an annual return
- Be aware of the time lines for circulating financial statement, the duties of directors in keeping the accounts
- Learn how to comply with Sections 251 and 252 of the Companies Act 2016
- Have a better understanding of the responsibilities and duties involved

### **SPEAKER:**

**Kenneth Foo**

**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 & Technology, Kuala Lumpur as well as a former council member of MAICSA. 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 and Resolutions in Malaysia" published in 2017 and 2021 respectively by the Malaysian Current Law Journal.

**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.

**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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Institute of Approved Company Secretaries

**THIS IS NOT A HRD CORP CLAIMABLE COURSE**

**REGISTRATION FORM**

**ACCOUNTS, ANNUAL RETURN & AUDITORS – REVISITING THE FUNDAMENTALS**

Please register before **17th March 2025 (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.

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