



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

PROGRAMME DETAILS:

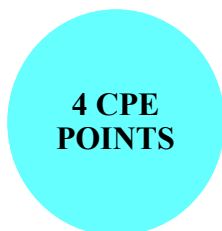
Date : 11th April 2025, Friday

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.

IACS WEBINAR 2025: MEETINGS AND RESOLUTIONS OF MEMBERS – WHEN TO DO IT BY A GENERAL MEETING OR BY A WRITTEN RESOLUTION

Introduction

Company secretaries may sometimes be perplexed on when a meeting of members is advisable and when a Members' Written Resolution is more practicable on various matters. The Companies Act 2016 has introduced various corporate exercises and decisions which can only be carried out through a members' meeting. However, for private companies, a members' written resolution remain the preferred choice of obtaining members' approval for many matters.

Objectives of Webinar

This 4-hours webinar will seek to review and evaluate when a meeting of members (also known as an EGM) is required and preferable and when a Members' Written Resolution is more practical. This evaluation will also cover the essentials of a meeting and the key elements of written resolutions, the rules and procedures involved.

Course Contents

- Matters under the Act which require the holding of a general meeting
- Matters which are not allowed to be passed by way of a Members' Written Resolution

- When a general meeting is preferable and recommended instead of a Members' Written Resolution
- Who can convene a meeting and the notice that must be issued and the entitlement of the attendee
- The rules relating to the passing of written resolutions

Methodology

The speaker will be using power-point presentation which is supplemented by case studies and specific references to the Act to ensure company secretaries and other management executives carry out their duties and responsibilities within the confines of the law.

Learning Outcome

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

- Know when to convene a general meeting and when it is practical to circulate a members' written resolution
- Assist in the convening of a meeting and be aware of the legal requirements
- Develop and draft their own template for resolutions
- Learn how to deal with shareholders and directors in exercising their rights over the minutes and resolutions
- 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.

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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Institute of Approved
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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. 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

MEETINGS AND RESOLUTIONS OF MEMBERS – WHEN TO DO IT BY A GENERAL MEETING OR BY A WRITTEN RESOLUTION

Please register before **8th April 2025 (Tuesday)** 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.*