

ORGANISED BY :



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

### **PROGRAMME DETAILS:**

**Date : 13th June 2025, Friday**

**Venue : AC Hotel By Marriott Kuala Lumpur**

**Time : 9.00 am - 5.00 pm**  
*(Registration starts at 8.30 am)*

**Early Bird Rate:**  
**IACS Member RM 330.00**  
**Non-Member RM 430.00**  
**Early Bird Registration**  
**Deadline:**  
**30th May 2025**

**8  
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 SEMINAR 2025: COMPANY SECRETARIAL PRACTICE IN THE AGE OF DIGITALIZATION AND AI – MINIMIZING THE SECRETARY'S LIABILITIES**

### **Introduction**

Company secretarial practice encompasses the administrative, legal, and regulatory aspects of managing a company, focusing on ensuring compliance with laws and regulations. The practice is now facing changes and disruptions through digitalisation and artificial intelligence (AI) as well facing the perception that it is not a revenue-generating activity for the company. This perception is wrong as a strong corporate secretarial team within a company may be able to minimize losses from scams and fake messages through a rigorous due diligence process. Company secretaries must therefore be able to adapt and adopt all proper measures to minimize their own liabilities together with that of the company.

### **Course Objectives**

This one-day seminar is aimed at assessing and evaluating the secretarial practices in the age of digitalization and AI by re-looking at the due diligence process in company formation, keeping of documents and records, organizing of meetings, the electronic sending and receiving of documents, e-signing of documents and electronic lodgement of documents with the Registrar of Companies

### **Course Outlines**

This one-day seminar will look at the following -

- Company formation and the due diligence process
- Keeping of documents and records in electronic format – best practices
- Lodging of documents electronically with the Registrar – the pre-lodgement process and the post-lodgement requirements
- Dealing with electronic sending and receiving of documents – what to beware of and risks and liabilities
- Organizing of meetings virtually – the legal position and best practices
- E-signing and digital signature – what is the legal position and best practices to be adopted by a company

### **Learning Outcome**

By the end of this seminar, participants will be able to –

- Grasp the distinction between e-signature and digital signature
- Comply with the requirements of the Companies Act 2016 and Companies Regulations 2017
- Draft the relevance best practices and measures to minimize their liabilities and that of the company due to scams and frauds
- Apply due diligence on the issues and technicalities involved

### **SPEAKER'S PROFILE:**

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

Kenneth Foo is a regular speaker for IACS. He was a former adjunct lecturer in University of Management and Technology Tunku Abdul Rahman, Kuala Lumpur. He was a former council member of MAICSA and is presently the honorary secretary of the Malaysian Corporate Counsel Association. 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 published in 2017 by the Malaysian Current Law Journal.

## ADMINISTRATIVE DETAILS:

Seminar Fees (per participant):

	Normal Rate:	Early Bird Rate:
IACS members	RM 350.00	RM 330.00
Staff from Members Firm	RM 350.00	RM 330.00
(Kindly provide a letter to certify that the individual is your employee)		
Non-members	RM 450.00	RM 430.00

\* To enjoy the early bird rate, kindly register and make payment latest by **30th May 2025**

\* IACS Training Discount Voucher and HRD Corp claims are not applicable for the early bird rate

\* Participants who register after the closing date will receive their certificate of attendance after the seminar by post

\* **All registrations must be accompanied by full payment.**

Fees include seminar materials, tea breaks, lunch and Certificate of Attendance. The Continuing Professional Education (CPE) points awarded are recognized by the Suruhanjaya Syarikat Malaysia (SSM) under the 60% CPE points category.

**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. In the event that a participant who is claiming HRD Corp decides to cancel their registration three (3) working days prior to the programme, the participant needs to make full payment for the seminar.

**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



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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

13th June 2025 (Friday), AC Hotel By Marriott Kuala Lumpur  
Please register before **10th June 2025 (Tuesday)**, by courier / mail / email for the seminar

Name in block letters (as per NRIC): .....

IACS No:..... ☐ Staff from Member's Firm ☐ Non-members I/C No:.....

Vegetarian: ☐ Yes ☐ No Designation:.....

Organisation:.....

Address:.....

E-mail: .....

Tel:..... H/P: .....

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.**

\* **Online registration is highly recommended. Kindly scan QR to register**



### 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.