



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

PROGRAMME DETAILS:

Date : 16th January 2026, Friday

Venue : Zoom Webinar

Time : 9.00 am - 1.00 pm



**4 CPE
POINTS**

IACS WEBINAR 2026 :

INTRODUCTION TO COMPANY SECRETARIAL PRACTICE - PART 1

Introduction

With the current shortage of qualified company secretaries, graduates from other disciplines have been recruited to enter this profession. This is an essential workshop for those entering the company secretary profession as a newbie.

This Part 1 introductory course provides knowledge and training to newly qualified company secretaries and fresh graduates on what would be required from them in practice. This course is also useful to company secretarial support staff. This webinar will provide opportunities to discuss technical issues arising from the company secretary's daily task.

- Roles and duties of Company Secretaries and directors under the Companies Act 2016.
- Formation of companies.
- Change of name of company
- Types of Meeting & Procedures for Meeting.
- Appointment, resignation and removal of Company Directors and auditors.
- Legal effect of constitution
- Alteration of constitution
- General provisions relating to forms and other documents.

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.

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.

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 Pekeling,
No. 2, Jalan Tun Razak,
50400 Kuala Lumpur.

Tel: 03-40513787 / 03-40510033

Fax: 03-40511133

H/P : 016-2029305

Email: iacscpdtraining@gmail.com

Website: www.iacs.org.my

Contact person: Ms. Saffa / Ms. Nazriffa



Institute of Approved
Company Secretaries

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

INTRODUCTION TO COMPANY SECRETARIAL PRACTICE - PART 1

Please register before **13th January 2026 (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

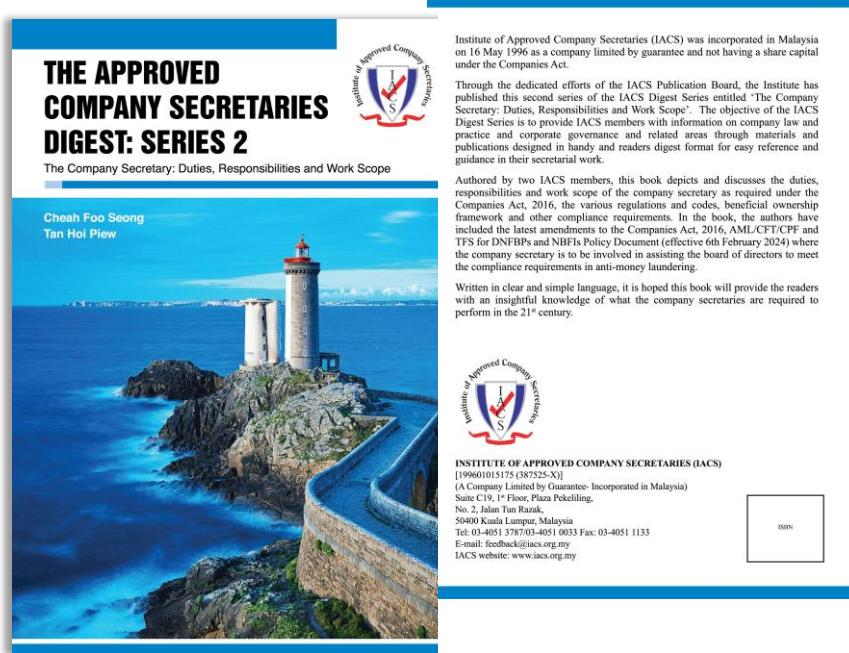
In compliance with the Malaysian Personal Data Protection Act 2010, the Institute of Approved Company Secretaries (IACS) hereby inform you that your personal data collected in this form will be processed, retained and used by IACS in relation to this seminar.

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.

THE APPROVED COMPANY SECRETARIES DIGEST: SERIES 2

The Company Secretary: Duties, Responsibilities and Work Scope



Published by: Institute of Approved
Company Secretaries (IACS)

Authored by two IACS members, this book depicts and discusses the duties, responsibilities and work scope of the company secretary as required under the Companies Act, 2016, various regulations and codes, beneficial ownership framework and other compliance requirements. The book, the authors have included the latest amendments to the Companies Act, 2016, AML/CFT/CPF and TFS for DNFBPs and NBFIs Policy Document (effective 6th February 2024) where the company secretary is to be involved in assisting the board of directors to meet the compliance requirements in anti-money laundering.

ORDER FORM

Title of Book	Book Price (RM)	Non Members & Members Who Require Additional Copies' Price (RM)			Qty	Total (RM)
		Self-collect (KL Office)	With Shipping – RM 10 (West Malaysia)	With Shipping – RM 15 (East Malaysia)		
The Approved Company Secretaries Digest: Series 2 The Company Secretary: Duties, Responsibilities and Work Scope	15.00	15.00	25.00	30.00		

*Additional shipping fee will be charged with additional quantity.

[Shipping fee per book]

DELIVERY DETAILS Invoicing: Company's Name Personal Name

Name (Mr/ Mrs/ Ms/ Dr/ Prof) _____ IACS No. _____ Non-member
Company _____ Email _____
Address _____ Postal Code _____
City/ State _____ H/P No./ Office Tel. _____ / _____ Fax _____

PAYMENT METHOD

I enclose a cheque payable to "**Institute Of Approved Company Secretaries**" for RM _____
 I have remitted my payment to "**Institute Of Approved Company Secretaries**",
Bank Account No. (Maybank): 5140-7543-1102 (Kindly email a copy of the remittance advice to iacstraining@yahoo.com or
fax to 03-40511133)

By cash on _____ at _____ (date) (seminar/ office)

ORDER NOW !

For more information or to order,

Call: 03-40513787 Fax: 03-40511133 Email: iacstraining@yahoo.com

Website: www.iacs.org.my

Signature : _____
(date)