



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

PROGRAMME DETAILS:

Date : 9th January 2026, Friday

Venue : Zoom Webinar

Time : 9.00 am - 1.00 pm



**4 CPE
POINTS**

SPEAKER:

Kenneth Foo

FCIS, LL.B (Hons), CLP, (CGP)

Kenneth Foo is a regular speaker for IACS. He was a former lecturer in Tunku Abdul Rahman University of Management & Technology. He was also 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 the co-author of "Companies Act 2016: New Dynamics of Company Law in Malaysia" and "Company Meetings Minutes & Resolutions in Malaysia" published in 2017 and 2021 respectively by the Malaysian Current Law Journal. He is the author of "Company Secretarial Companion II" published and launched by MAICSA on 23 September 2025.

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.

IACS WEBINAR 2026:

The Company Secretary as a Reporting Institution Under AMLA – An Evaluation of the Responsibilities

Introduction

On 22 October 2025, SSM updated the Guidelines Relating To Practicing Certificate for Secretaries under Section 241 requiring a secretary holding a practising certificate under section 241 of the CA 2016 to complete relevant training program or course focusing on Anti-Money Laundering, Countering Financing of Terrorism, Countering Proliferation Financing And Targeted Financial Sanctions (AML/CFT/CPF and TFS) which must specifically address the duties and responsibilities of secretaries in their capacity as reporting institutions. This mandatory requirement shall take effect from 1 January 2026.

Learning Outcome

By the end of this webinar, participants will learn to –

- Develop and implement internal AML/CFT programs
- Evaluate, monitor, manage and mitigate money laundering risks
- Take appropriate steps to identify, assess and understand the ML/TF risks at the institutional level
- Implement compliance management arrangements

Objectives

This 4-hours webinar will seek to set out the practical approach for company secretaries to comply with the AMLA requirements of a reporting institution; the documentation and evaluation required; the carrying out of various processes in customer due diligence, sanction screening, risk assessment, training for employees and what to present if there is an inspection by BNM or SSM at the office of the secretary.

Course Contents

- Develop and implement internal AML/CFT programs which correspond to the firm's ML/TF risks
- Evaluating, monitoring, managing and mitigating money laundering and terrorist financing risk
- Having an effective procedure for identifying customers and obtaining satisfactory evidence to verify their identities
- Taking appropriate steps to identify, assess and understand the ML/TF risks at institutional level in relation to customers
- Compliance management arrangements
- Difference in application for small-sized secretarial firms with large-sized secretarial firms

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)]

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Contact person: Ms. Nazriffa / Ms. Saffa



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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

The Company Secretary as a Reporting Institution Under AMLA – An Evaluation of the Responsibilities

Please register before **5th January 2026 (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.*