



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

PROGRAMME DETAILS:

Date : 27th January 2026, Tuesday

**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:
13th January 2026

**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.

IACS SEMINAR 2026:

Duties And Responsibilities Of A Company Secretary As A Reporting Institution Under AMLA – An Overview And Hands-On Approach

Introduction

The "Guidelines Relating To Practicing Certificate For Secretaries Under Section 241 Of The Companies Act 2016" was revised by SSM on 22 October 2025 with the addition of Paragraph 39 stating that a secretary holding a practicing certificate is required to complete relevant training programs or courses focusing on Anti-Money Laundering, Countering Financing of Terrorism, Countering Proliferation Financing And Targeted Financial Sanctions specifically address the duties and responsibilities of secretaries in their capacity as reporting institutions. This mandatory requirement shall take effect from 1 January 2026.

Course Objectives

This full day seminar will be reviewing the obligations of a company secretary as a reporting institution under the Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 (AMLA) to take necessary steps to prevent money laundering and terrorism financing by having a system in place including ensuring compliance with laws, cooperation with law enforcement agencies and establishing internal controls that are consistent with the principles set out under the AMLA.

Course Outlines

This one-day seminar will look at the following -

- Policies, procedures and controls to be drafted and implemented in the secretarial firm
- Compliance management programs related to ML/TF
- Know your clients (KYC), Customer Due Diligence (CDD) and Enhanced Due Diligence.

- How to conduct sanction screening on the existing, potential or new clients against the Domestic List and The UNSCR List
- Conducting risk profiling on their client and assign an ML/TF risk rating that commensurate with the risk profile
- Suspicious transaction report – when must it be filed and what are the red flags to look for or to consider facts and information which give rise to a suspicious transaction, the procedure to submit the report
- Record keeping relating to transactions, in particular, those obtained during the CDD process, documents used to identify the identity of customers and beneficial owners
- On-going due diligence process
- Setting a management information system to complement the CDD process which provide the company secretary with timely information on a regular basis to enable the secretary to detect irregularities and/or any suspicious activity

Learning Outcome

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

- Understand the roles and responsibilities of a reporting institution under AMLA
- Conduct and carry out anti-money laundering and counter-terrorism financing (ML/TF) measures such as know your customer, due diligence and continuous obligations
- Comply with the regulatory standards expected under the AMLA
- Apply the necessary mitigating measures to mitigate the ML/TF risks
- Know what necessary documents must be kept in relation to the AMLA measures.

SPEAKER'S PROFILE:

Kenneth Foo Poh Khean

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

Kenneth Foo is an accredited 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.

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 |
| <i>(Kindly provide a letter to certify that the individual is your employee)</i> | | |
| Non-members | RM 450.00 | RM 430.00 |

* To enjoy the early bird rate, kindly register and make payment latest by **13th January 2026**

* 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.

Who Should Attend

Company secretaries, company directors and corporate compliance professionals involved in corporate advisory work and practice.

REGISTRATION & ENQUIRIES:

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

Main Office:

Suite C-19, 1st Floor, Plaza Pekeliling,
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H/P : 016-2029305

Email: iacstraining@yahoo.com /

iacsepdtraining@gmail.com

(will be effective from 1st January 2026)

Website: www.iacs.org.my

Contact person: Ms. Nazrifa / Ms. Saffa



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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

27th January 2026 (Tuesday), AC Hotel by Marriott, Kuala Lumpur
Please register before **22nd January 2026 (Thursday)**, 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: 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.)

* **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.