

ORGANISED BY :



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

### **PROGRAMME DETAILS:**

**Date : 6th March 2026, Friday**

**Venue : Promenade Hotel,  
Kota Kinabalu, Sabah**

**Time : 9.00 am - 5.00 pm**

*(Registration starts at 8.30 am)*

**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 2026:**

### **COMPANY SECRETARIAL PRACTICE WORKSHOP – COMMON CHALLENGES AND ISSUES FACED BY COMPANY SECRETARIES WITH NON-COMPLIANCES BY DIRECTORS AND SHAREHOLDERS**

#### **Introduction**

Common challenges for Malaysian company secretaries include navigating complex and changing regulations, managing high-volume workloads under time pressure, keeping up with technology, and ensuring compliance with strict filing deadlines to avoid penalties. One of the most challenging aspects of company secretarial practice is non-compliances by directors and shareholders who want quick solutions and short-cuts to doing things. Company secretaries face the challenge of balancing diverse responsibilities, from administrative tasks to providing strategic advice, while managing difficult personalities and ensuring good corporate governance.

#### **Learning Outcome**

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

- Realise that non-compliance has serious consequences for directors and shareholders
- Deal with the non-compliances by outlining the areas of law which directors and shareholders must know
- Improve their capability in company secretarial practice
- Assist their clients, employers and associates in dealing with the challenging issues and scenarios
- Be confident in their practice

#### **Course Objectives**

This one-day seminar will be assessing the common non-compliance challenges and issues faced by company secretaries in their practice or work.

#### **Course Outlines**

This one-day seminar will look at the following -

- Issuing shares of different classes without ensuring the constitution sets out the rights of each class of shares
- Payment of dividends without ensuring the solvency of the company whilst having accumulated losses which have not been reversed into retained profits
- Allotment of shares by cash consideration or otherwise than for cash and the risk of money laundering
- Acting as a director even though adjudged as a bankrupt or convicted of an offence which disqualify that person to act as a director
- Carrying on fraudulent trading knowing the company is insolvent
- Entering into conflicts of interest situations without proper approval or ratification
- Providing loans or financial assistance or receiving loans or financial assistance which breaches the Money Lenders Act 1951

#### **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:**

IACS members RM 350.00

Staff from Members Firm RM 350.00

*(Kindly provide a letter to certify that the individual is your employee)*

Non-members RM 450.00

\* 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)]**

Main Office:

Suite C-19, 1st Floor, Plaza Pekeliling,

No. 2, Jalan Tun Razak,

50400 Kuala Lumpur.

Tel: 03-40513787/ 03-40510033

Fax: 03-40511133

H/P : 016-2029305

Email: [iacsepdtraining@gmail.com](mailto:iacsepdtraining@gmail.com)

Website: [www.iacs.org.my](http://www.iacs.org.my)

Contact person: Ms. Nazrifa / Ms. Saffa



"like" us on  
**facebook**

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

6th March 2026 (Friday) at Promenade Hotel, Kota Kinabalu, Sabah  
Please register before **27th February 2026 (Friday)**, 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

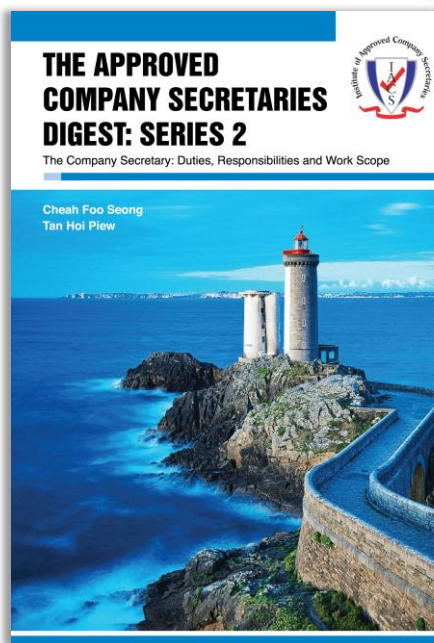
In compliance with the Malaysian Personal Data Protection Act 2010, the Institute of Approved Company Secretaries (IACS) hereby inform you that your personal data collected in this form will be processed, retained and used by IACS in relation to this seminar.

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.

# THE APPROVED COMPANY SECRETARIES DIGEST: SERIES 2

## The Company Secretary: Duties, Responsibilities and Work Scope



Institute of Approved Company Secretaries (IACS) was incorporated in Malaysia on 16 May 1996 as a company limited by guarantee and not having a share capital under the Companies Act.

Through the dedicated efforts of the IACS Publication Board, the Institute has published this second series of the IACS Digest Series entitled 'The Company Secretary: Duties, Responsibilities and Work Scope'. The objective of the IACS Digest Series is to provide IACS members with information on company law and practice and corporate governance and related areas through materials and publications designed in handy and readers digest format for easy reference and guidance in their secretarial work.

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, the various regulations and codes, beneficial ownership framework and other compliance requirements. In 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.

Written in clear and simple language, it is hoped this book will provide the readers with an insightful knowledge of what the company secretaries are required to perform in the 21<sup>st</sup> century.



**INSTITUTE OF APPROVED COMPANY SECRETARIES (IACS)**  
[199601015175 (387525-X)]  
(A Company Limited by Guarantee- Incorporated in Malaysia)  
Suite C19, 1<sup>st</sup> Floor, Plaza Pekeliling,  
No. 2, Jalan Tan Rana,  
50400 Kuala Lumpur, Malaysia  
Tel: 03-4051 3787/03-4051 0033 Fax: 03-4051 1133  
E-mail: feedback@iacs.org.my  
IACS website: www.iacs.org.my

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, the various regulations and codes, beneficial ownership framework and other compliance requirements. In the book, 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.

**Published by: Institute of Approved  
Company Secretaries (IACS)**

### 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)		
<b>The Approved Company Secretaries Digest: Series 2</b> The Company Secretary: Duties, Responsibilities and Work Scope	<b>15.00</b>	<b>15.00</b>	<b>25.00</b>	<b>30.00</b>		

\*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 [iacscpdtraining@gmail.com](mailto:iacscpdtraining@gmail.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:** [iacscpdtraining@gmail.com](mailto:iacscpdtraining@gmail.com)

**Website:** [www.iacs.org.my](http://www.iacs.org.my)

Signature : \_\_\_\_\_  
\_\_\_\_\_  
(date)