



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

PROGRAMME DETAILS:

Date : 6th February 2026, Friday

Venue : Zoom Webinar

Time : 9.00 am - 1.00 pm



**4 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.

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.

Introduction

Every company is required to lodge its financial statements. An auditor must be appointed to audit the financial statements (unless the financial statements are exempted under Practice Directive 10/2024) from being audited. In auditing the financial statements, auditors have a duty entrusted on them under the Companies Act 2016 to report to members of the company whether the financial statements present a true and fair view of the financial position and condition of the company. Where the financial statements are not required to be audited, it is the directors who have a duty to ensure the financial statements present a true and fair view of the financial position and condition of the company. The company secretary would have to advise those small medium enterprises (SME) who chose not to audit their financial statements the proper presentation of their financial statements.

Learning Outcome

By the end of the webinar, participants will be able to –

- Know what are the essentials of an annual return
- Be aware of the time lines for circulating financial statement, the duties of directors in keeping the

accounts

- Learn how to comply with Sections 251 and 252 of the Companies Act 2016
- Have a better understanding of the responsibilities and duties involved

Objective of This Webinar

This 4-hours webinar will seek to re-affirm company secretaries on the preparation of the annual return and the best practices to be adopted, the circulation of financial statements, changing of financial year end and the appointment, resignation and removal of auditors.

Course Contents

By the end of the webinar, participants will be able to –

- What are the essential contents of the annual return and the best practices to be adopted
- Circulation of financial statements and lodgement of non-audited financial statements, preparing the exempt private certificate
- Appointment, resignation, removal and changes to auditors and duties and powers of an auditor
- The procedures and processes in the submission of annual return, financial statements and resignation of auditors

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:

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Contact person: Ms. Nazriffa / Ms. Saffa



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

Audited Financial Statements and Non-Audited Financial Statements

Please register before **3rd February 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.**



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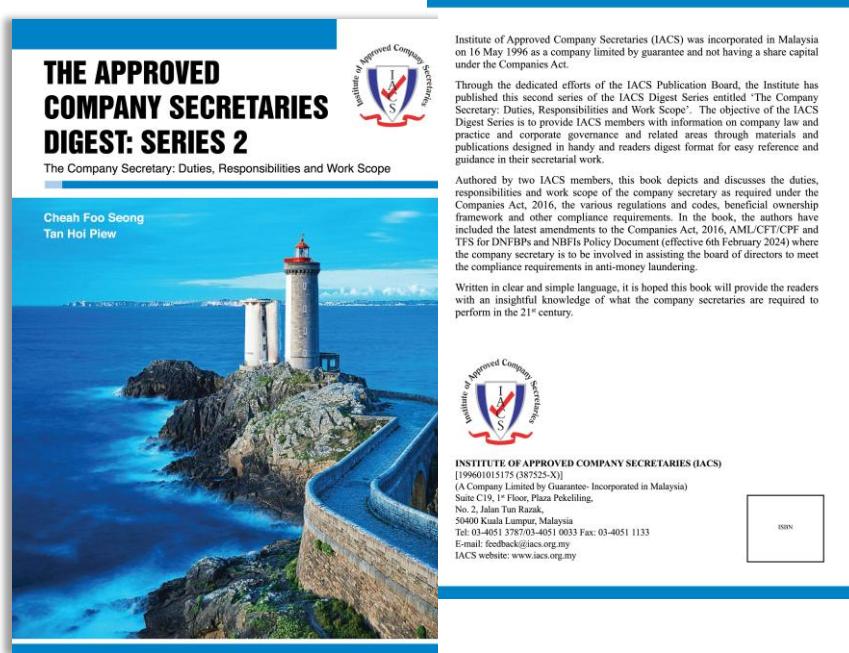
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THE APPROVED COMPANY SECRETARIES DIGEST: SERIES 2

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, 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.

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		

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