



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

### **PROGRAMME DETAILS:**

**Date : 10th April 2026, Friday**

**Venue : Zoom Webinar**

**Time : 9.00 am - 1.00 pm**



**4 CPE  
POINTS**

# **IACS WEBINAR 2026 : REMOVING PERSONS IN THE COMPANY – THE PROCESS AND PROCEDURES**

### **Introduction**

The Companies Act 2016 allows a company to remove certain persons as long as they are done in accordance with the due process of law. The persons who can be removed in a company are directors, auditors, the company secretary, the manager, the managing director, the chief operating officer and the chief financial officer. However, would a removal result in consequences for the company? At the same time, a shareholder may prove to be “troublesome” or recalcitrant. Can such a shareholder be “removed”? What is the process to “remove” a shareholder?

### **Objective of This Webinar**

This 4-hours webinar will seek to review and evaluate process and procedures involved in the removal of a director, auditor, company secretary, manager, managing director, chief operating officer, chief financial officer and an individual shareholder.

### **Course Contents**

- Process and procedure of removing a director
- Process and procedure of removing an auditor
- Process and procedure of removing the company secretary
- Process and procedure of removing

the manager

- Process and procedure of removing the managing director / CEO, CFO, COO
- Process and procedure of “removing” a shareholder

### **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.

### **Learning Outcome**

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

- Know what processes and procedures should be applied to carry out the removal of these persons.
- Assist in the documentation of the removal.
- Grasp the legal requirements involved.
- Develop and draft their own templates.
- Learn how to deal with shareholders and directors.
- Have a better understanding of the responsibilities and duties involved.

### **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.

### **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).

### **ADMINISTRATIVE DETAILS:**

Seminar Fees (per participant):

IACS members	RM 170.00
Retired / Student members	RM 150.00
Non-members	RM 200.00

**\*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 Pekeliling,  
No. 2, Jalan Tun Razak,  
50400 Kuala Lumpur.

Tel: 03-40513787/ 03-40510033

Fax: 03-40511133

H/P : 016-2029305

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

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

Contact person: Ms. Saffa / Ms. Nazriffa



"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**

#### **REMOVING PERSONS IN THE COMPANY –THE PROCESS AND PROCEDURES**

Please register before **7th April 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



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)		
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 [iacspdtraining@gmail.com](mailto:iacspdtraining@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: [iacspdtraining@gmail.com](mailto:iacspdtraining@gmail.com)

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

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