



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

### **PROGRAMME DETAILS:**

**Date : 24th April 2026, Friday**

**Venue : Zoom Webinar**

**Time : 9.00 am - 1.00 pm**



**zoom**



## **IACS WEBINAR 2026 :**

### **ISSUED SHARE CAPITAL – HOW TO ISSUE SHARES OF DIFFERENT CLASSES, THE PROCEDURES AND PROCESSES**

#### **Introduction**

Section 62 of the Companies Act 1965 provided that a company *if so authorized by its articles* may in general meeting alter its share capital by various means including the cancellation of shares which at the date of the passing of the resolution in that behalf have not been taken or agreed to be taken by any person and diminish the amount of its share capital by the amount of the shares so cancelled. What has changed in the Companies Act 2016 compared to the 1965 Act?

#### **Learning Outcome**

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

- Have a better understanding of the procedures in altering share capital
- Know what to amend in the Articles of Association adopted before the implementation of the Companies Act 2016
- Draft and prepare the relevant resolutions for approving the alterations
- Differentiate the interplay between Section 75 (1) and Section 85
- Amend what is inconsistent between Table A and the Act

#### **Objective of This Webinar**

This 4-hours webinar will seek to discuss and assess how share capital may be altered, the reasons for altering the share capital, the types of procedures to be implemented, the submissions to the Registrar of Companies and the variation of rights of shares.

#### **Course Contents**

This webinar will cover the following:

- What each type of procedure is
- Reasons for carrying out these procedures
- How: explanations of the procedures individually and when put together
- Different methods for converting shares from one class of shares to another
- Issues to watch out for (such as inadvertent class rights variation and changes to tax status)
- Real-life examples, sample resolutions and filings

#### **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)]**

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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**

#### **ISSUED SHARE CAPITAL – HOW TO ISSUE SHARES OF DIFFERENT CLASSES, THE PROCEDURES AND PROCESSES**

Please register before **20th April 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): .....

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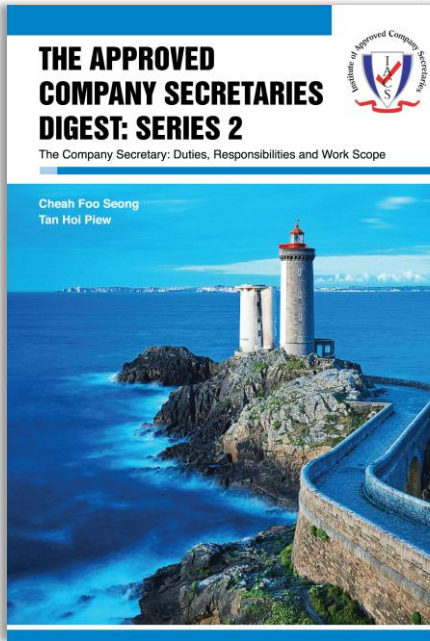
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# THE APPROVED COMPANY SECRETARIES DIGEST: SERIES 2

## 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.

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Published by: Institute of Approved  
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