



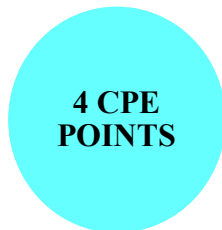
**INSTITUTE OF APPROVED  
COMPANY SECRETARIES**  
[199601015175 (387525-X)]

### **PROGRAMME DETAILS:**

**Date : 7th May 2026, Thursday**

**Venue : Zoom Webinar**

**Time : 9.00 am - 1.00 pm**



# **IACS WEBINAR 2026 : EFFECTIVE MINUTES WRITING SKILLS**

### **Introduction**

Company Secretary are often ask to write minutes at meetings. This task is not reserved specifically for company secretaries. Any person who attends a meeting may be asked to do this. Since the minutes will serve as an official record of what transpired at the meeting, it must be very accurate. Knowing the step-by-step techniques will definitely enable participants to effectively manage minutes writing.

### **Course Outline**

- Structuring the notes.
- Recording the message not the words.
- Summarizing skills
- Understanding the different writing styles.
- Challenges of minute taker
- Notetaking skills
- Statutory books, register and obligation.
- Skills of effective minutes writing

### **SPEAKER:**

**Liew Lee Kee, Jessica**

*Liew Lee Kee, Jessica*, MBA, has had more than 30 years experience in the corporate secretarial and consultancy services industry. She is currently the Managing Director of Erdington Corporate Asia Sdn. Bhd.

Jessica has a great deal of experience in advising and servicing multinational corporations and locally incorporated companies. She also has vast experience in servicing foreign companies wishing to set up businesses in various industries in Malaysia such as Representative/Regional offices, Branch Offices and liaison with the relevant government authorities such as MIDA, Immigration, Registry of Trade mark, etc. She is also the co-author of MAICSA Quick Guide on the Companies Act 2016.

Jessica is a Distinguished Toastmaster (DTM), the highest recognition awarded by Toastmasters International which is the premier public speaking organization in the world. She is also a Certified Professional Trainer, UK, PSMB Approved Trainer and Certified Trainer of the Ministry of Tourism.

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

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

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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**

**EFFECTIVE MINUTES WRITING SKILLS**

Please register before **4th May 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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# 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.

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