



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

PROGRAMME DETAILS:

Date : 14th August 2026, Friday

Venue : Zoom Webinar

Time : 9.00 am - 1.00 pm



zoom

**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.

IACS WEBINAR 2026: SHARES, SHARE CAPITAL & DIVIDENDS

Introduction

Company secretaries are familiar with the issuance of shares, alteration of a company's share capital and distribution of dividends as these areas are almost routine work. However, what many company directors and shareholders don't realize is that these areas are regulated by the Companies Act 2016 and the procedures and processes are onerous and could incur liabilities for them. Company secretaries must be familiar with the legal provisions governing these areas to enable them to advise the Board and shareholders competently.

Course Objectives

This 4-hours webinar will seek to provide an overview of the classes of shares which may be issued, guidance on the issuing and allotment of shares; conversion of shares; alteration of share capital and reduction of capital.

Course Outline

This webinar will cover the following:

- Common classes of shares and issues surrounding the creation of share classes
- A step-by-step guide to issuing shares, including Directors' authority for the issue of shares and pre-emption rights in Table A vs. Section 85
- Briefly, the concept of authorised share capital under the Companies Act 1965 and the effect of its abolition
- Subdivision, consolidation, re-designation and conversion (including procedural requirements)
- Reduction of capital
- The reasons for and procedure for buybacks out of profits and out of capital
- Declaring dividends

Learning Outcome

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

- Distinguish the classes of shares which may be issued
- Learn what are the rights and powers of different classes of shares
- Understand the concept of authorised capital and its abolishment
- Have a better understanding of how to issue and allot shares

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.

***Kindly take note of the revised application condition (HRD-Corp) :**

Starting on 15th June 2026

- 1) Grant must be approved 14 days before the training starts.
- 2) Only 1 query allowed per application.
- 3) No modification of approved grant, a new application must be submitted, and the previous grant must be cancelled.
- 4) Appeals will no longer be allowed, make sure all documents are complete and accurate before submission.

***For further details, please visit HRD-Corp website or click the link below:**
<https://hrdcorp.gov.my/wp-content/uploads/2026/05/LATEST-EMPLOYER-CIRCULAR-2.2026.pdf>

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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Suite C-19, 1st Floor, Plaza Pekeliling,
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H/P : 016-2029305

Email: iacsptraining@gmail.com

Website: www.iacs.org.my

Contact person: Ms. Nazriffa / Ms. Saffa



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

SHARES, SHARE CAPITAL & DIVIDENDS

Please register before **11th August 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:.....

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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		

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