

ORGANISED BY :



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

PROGRAMME DETAILS:

Date : 21st July 2026, Tuesday

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: DATA COMPLIANCE REPORT 2026 – THE ESSENTIALS & PREPARATIONS BEFORE SUBMISSION

Introduction

In Bank Negara Malaysia's newsletter 01/2026 dated 04/06/2026, Bank Negara confirmed that they would be issuing the Data Compliance Report (DCR) 2026. All reporting institutions (RIs) within Designated Non-Businesses and Professions are required to submit DCR 2026 in line with the requirements of AMLA 2001. The submission of DCR 2026 would be from the beginning of 1 July 2026 to 30 September 2026 through the Dynamic Submission Portal. RIs are advised to make necessary preparations prior to DCR issuance, in particular on the information required in the DCR.

Outline of Webinar

This webinar will look into the following -

- The role of a compliance officer for the RI.
- How to use the DCR 2026 checklist to prepare your firm's assessment of its own compliance before completing the DCR for submission.
- What are some of the challenges in the DCR such as number of transactions, delivery channel, conduct of risk assessment by RI, risk ratings and risk drivers, screening of customers, enhanced due diligence and ongoing due diligence.
- The firm's compliance program and what to implement in the event the RI receive a less than satisfactory report card after submitting the DCR.
- Drafting an internal AMLA policy for your firm.

Objectives

The purpose of this half-day webinar is to prepare accountants and company secretaries who are RIs to prepare and know what are the requirements for DCR 2026 before submission to BNM. It must be noted that the DCR is a mandatory and an enforceable requirement under the Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 (AMLA).

Learning Outcome

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

- Have an understanding of how the DCR 2026 can be completed.
- Know how to compile the information required for completing the DCR 2026.
- Be aware of their level of compliance with the obligations of a RI.
- Understand the responsibilities and duties involved.
- Assess if their firm's AMLA programs and risk assessment are adequate and where to improve on any gaps identified through the last DCR which was DCR 2024 and other reports by BNM.

Methodology

The trainer will be using power-point slides and a hands-on approach in guiding participants through the DCR as well as the information toolkit issued by BNM for the DCR. This will be an interactive learning process enabling participants to know how to improve on their compliance with the AML/CTF legislations as well as future DCRs to be submitted.

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 you 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:

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Company Secretaries

Contact person: Ms. Nazrifa / 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

DATA COMPLIANCE REPORT 2026 – THE ESSENTIALS & PREPARATIONS BEFORE SUBMISSION

Please register before **17th July 2026 (Friday)** 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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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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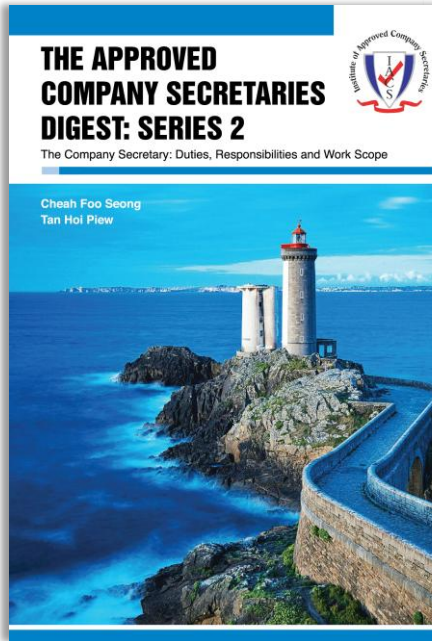
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THE APPROVED COMPANY SECRETARIES DIGEST: SERIES 2

The Company Secretary: Duties, Responsibilities and Work Scope



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 21st century.



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Published by: Institute of Approved Company Secretaries (IACS)

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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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