



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

PROGRAMME DETAILS:

Date : 6th August 2026, Thursday

Venue : Zoom Webinar

Time : 9.00 am - 1.00 pm



IACS WEBINAR 2026 : MAKE MEETINGS WORK-VIRTUAL, HYBRID AND PHYSICAL MEETINGS

Introduction

The directors/company secretaries must be familiar with the meeting rules at board meetings, members meeting and Annual General Meetings so that meetings can be conducted in accordance with the Companies Act 2016. With the emergence of virtual and hybrid meetings since Covid 19, the directors/company secretaries must also ensure that they are well-equipped to handle such changes on mode of meetings.

Objectives

This webinar will discuss on the operations of virtual, hybrid and physical meetings and to ensure such meetings are run smoothly.

We will also provide practical know-how and incorporate good practices in these functions.

Course Outline

- Company Meetings under the Companies Act 2016
- Running virtual, hybrid and physical meetings
- Do's and don'ts of virtual, hybrid and physical meetings
- Taking charge at AGMs
- Shareholders' Activism
- Rights of members
- Handling virtual platforms
- Troubleshooting during virtual meetings

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.

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 conditions (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
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Contact person: Ms. Saffa / Ms. Nazriffa



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

MAKE MEETINGS WORK-VIRTUAL, HYBRID AND PHYSICAL MEETINGS

Please register before **3rd August 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):

IACS No:..... Non-members Designation:.....

Organisation:.....

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..... 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.**

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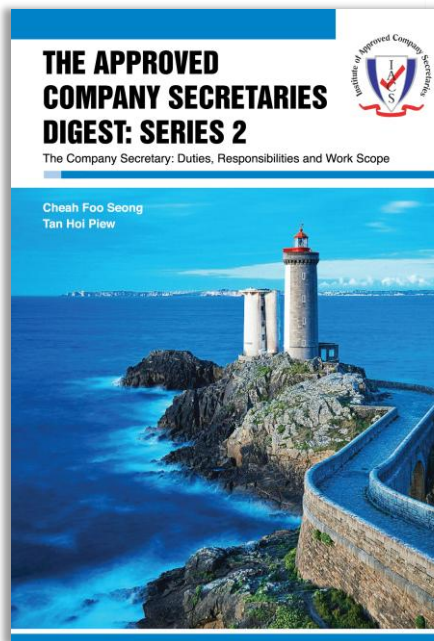
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However, your personal data may also be retained and used by IACS to market and promote other seminars organised by IACS or jointly with other relevant bodies or sponsored / supported by IACS.

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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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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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