



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

### **PROGRAMME DETAILS:**

**Date : 21st 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](http://www.iacs.org.my).

# **IACS WEBINAR 2026: RIGHTS OF SHAREHOLDERS UNDER THE COMPANIES ACT 2016**

### **Introduction**

Shareholders are key stakeholders of a company as they contribute the financial resource known as share capital for the company to commence its activities and business. As a result the Companies Act 2016 ("the Act") provides them with certain rights and powers to ensure their interests are protected and secured. Officers of companies who deal with shareholders must understand and be able to handle their rights and expectations to avoid any tension between shareholders and the company's Board of Directors and the management.

### **Objectives**

This webinar will examine how the simplifying of the internal decision-making process affect shareholders' rights. The provisions relating to the enhancing of shareholders' rights will also be discussed with an examination of case studies.

### **Learning Outcome**

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

- Adapt and apply appropriate response to the challenges and pitfalls of the Act
- Recognize and apply the principles of case laws and judicial precedents in engaging with shareholders
- Adopt best practices in ensuring the rights of minority shareholders are upheld
- Organize meetings and circulate written resolutions of members
- Innovate and offer solutions to minimize dispute and misunderstanding between directors and shareholders

### **Outline of Webinar**

The webinar will examine and discuss the issues relating to:

- Relevant clauses in a constitution to protect shareholders' rights
- Convening, holding and requisitioning of general meetings
- Procedures of general meetings
- Rights of shareholders at general meetings
- Appointment of proxies and corporate representatives
- Inspection of statutory registers and books

### **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.

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

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**

**RIGHTS OF SHAREHOLDERS UNDER THE COMPANIES ACT 2016**

Please register before **18th 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): .....

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**\* 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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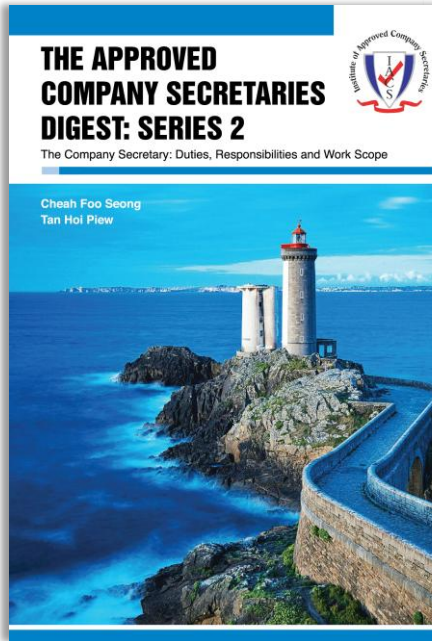
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# THE APPROVED COMPANY SECRETARIES DIGEST: SERIES 2

## 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 21<sup>st</sup> century.



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Published by: Institute of Approved Company Secretaries (IACS)

### ORDER FORM

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		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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