



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

PROGRAMME DETAILS:

Date : 10th September 2026, Thursday

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: Professor Dr Zubaidah Zainal Abidin (FCIS) (CS) (CGP)

Step into the world of Professor Dr Zubaidah a trailblazer who wears many hats. As a certified HRD Trainer, Council Member of Chartered Governance Institute of Malaysia Berhad, and Chartered Secretaries Malaysia, her credentials radiate excellence. With a fellowship in MAICSA and a role as an Associate Speaker for the MAICSA Training Programme, her expertise is sought after. Professor Zubaidah's mastery covers a spectrum of topics, from company secretarial practice to corporate governance audit, and boardroom dynamics to ESG reporting. Her illustrious career spans various educational institutions and esteemed positions, including Deputy Vice-Chancellor and Dean roles. With a Doctorate from Curtin University of Technology, she authored books, articles, and papers that define thought leadership. As a multi-faceted leader, Professor Zubaidah has cemented her legacy through affiliations with reputable committees and editorial boards, all while championing research grants and contributing to real-world policy improvement.

IACS WEBINAR 2026: MASTERING CORPORATE SECRETARIAL PRACTICE FOR A NEW ERA: A PRACTICAL GUIDE

Programme Overview

In today's dynamic regulatory landscape, the Companies Act 2016 has redefined the role of Company Secretaries, presenting new challenges and opportunities. This comprehensive course provides a strong foundation in the essentials of company secretarial practice, equipping you to navigate these changes and add strategic value to your organisation.

Whether you are new to the role or looking to solidify your expertise, this hands-on programme covers the entire lifecycle of corporate governance—from incorporation to restructuring and beyond. Join us to develop essential skills for guiding compliance, managing stakeholder communications, and enhancing governance in a practical, results-driven setting.

Key Takeaways

- **Core Competencies:** Build a foundational understanding of company secretarial roles, responsibilities, and the latest requirements under the Companies Act 2016.
- **Practical Application:** Gain hands-on experience in company formation, compliance with statutory requirements, and managing corporate records and filings.
- **Strategic Insights:** Learn how Company Secretaries contribute to effective board management, corporate governance, and shareholder relations.
- **Legal and Compliance Expertise:** Dive into essential areas such as director duties, annual reporting, share capital management, and corporate insolvency.

Programme Modules

1. The Modern Company Secretary's Role

- Understanding core duties, responsibilities, and legal qualifications.
- Advisor to the board: fostering effective relationships with directors and shareholders.
- Techniques for managing information flow and ensuring effective communication.

2. Company Formation Essentials

- Exploring company types and incorporation processes.
- Defining the impact of incorporation and managing a company's legal identity.
- Drafting and understanding a company's Constitution and official records.

3. Post-Incorporation Management

- Appointing directors and secretaries effectively.
- Structuring the first board meeting for maximum impact.
- Understanding the importance of a well-organised registered office.

4. Director Duties and Governance Dynamics

- Navigating director rights and responsibilities to shareholders.
- Essential disclosures and transparency requirements.
- Building resilient boards through diversity, skills evaluation, and succession planning.

5. Financial and Reporting Standards

- Annual report cycle: ensuring timely financial statements, AGMs, and returns.
- Audit exemption criteria and managing auditor relations.
- Decoupling financial statements from Annual Returns for compliance efficiency.

6. Optimising Meeting Management

- Conducting efficient member meetings, resolutions, and AGMs.
- Role of the Company Secretary in setting up seamless, compliant meetings.
- Best practices for proxies and written resolutions.

7. Strategic Share Capital Management

- Managing share allotments, transfers, and transmission.
- Applying the solvency test and handling dividends.
- Legal frameworks for altering share structures to align with company goals.

8. Corporate Insolvency and Reorganisation

- Distinguishing between voluntary winding up and court-ordered liquidation.
- Procedures for striking off, dissolution, and company restoration.
- Preparing for and managing distressed situations effectively.

Who Should Attend

Ideal for new company secretaries, directors, corporate advisors, governance professionals, lawyers, auditors, accountants, risk managers, and compliance officers aiming to enhance their knowledge and skills in corporate secretarial practice

ADMINISTRATIVE DETAILS:

Seminar Fees (per participant):

IACS members	RM 180.00
Retired / Student members	RM 150.00
Non-members	RM 210.00

***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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[199601015175 (387525-X)]**

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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

MASTERING CORPORATE SECRETARIAL PRACTICE FOR A NEW ERA: A PRACTICAL GUIDE

Please register before **7th September 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:.....

Organisation:.....

Address:.....

..... 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.**



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.*