ORGANISED BY :

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

IACS WEBINAR 2026:
APPOINTMENT, RESIGNATION & REMOVAL OF DIRECTORS – LOOKING THE DETAILS AND PROCEDURES

PROGRAMME DETAILS:

Date : 4th September 2026, Friday

Venue : Zoom Webinar

Time : 9.00 am - 1.00 pm

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.

Introduction

The appointment, resignation or removal of a director is a serious matter for a company and for public listed companies, it involves compliances with Bursa Malaysia's Listing Requirements. A director is a member of the Board which is entrusted with a statutory duty under section 211 of the Companies Act 2016 to manage and direct the business and affairs of the company.

Objectives

The objective of this webinar is to look at the differences between in how a director is appointed, or removed as well as the process of resignation and vacation of office in a non-listed company and that of a public listed company.

Outline of Webinar

This webinar will be for 4-hours covering the following areas-

- The requirements of Section 196 and 209 of the Companies Act 2016 ("the Act"), the appointment of a director via a meeting and written resolution and the best practices.
- Resignation of a director and what to beware as well as the practical issues faced by company secretaries.
- Removal of a director pursuant to the Act and pursuant to a special notice – a step-by-step to remove a director.
- Vacation of office of a director – what are the circumstances for vacating office and the consequences of a deadlock at board level.
- The Listing Requirements rules on the appointment, resignation, removal and vacation of office of a director.
- The requirements under Practice Note 9/2024 and its implication.

Methodology

The speaker will be using power-point presentation which is supplemented by case studies and specific references to the Act to ensure company secretaries and other management executives carry out their duties and responsibilities within the confines of the law.

Learning Outcome

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

- Know what are the requirements for the appointment of a director.
- Assist in the removal of a director in accordance with all the requirements of the Act.
- Have a better understanding on the resignation and vacation of office of a director.
- Gain a better understanding of the responsibilities and duties involved.

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 in 2025.

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 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 [199601015175 (387525-X)]

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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

APPOINTMENT, RESIGNATION & REMOVAL OF DIRECTORS – LOOKING THE DETAILS AND PROCEDURES

Please register before **1st 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:……

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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. *strike out whichever is not applicable*