ORGANISED BY :

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

IACS SEMINAR 2026:
COMPANY SECRETARIAL PRACTICE WORKSHOP – THE COMPANY SECRETARY—EVOLVING FROM A COMPLIANCE OFFICER TO BE A STRATEGIC ADVISOR

PROGRAMME DETAILS:

Date : 24th April 2026, Friday

Venue : Grand Paragon Hotel, Johor Bahru,

Time : 9.00 am - 5.00 pm
(Registration starts at 8.30 am)

Early Bird Rate:
IACS Member RM 350.00
Non-Member RM 450.00
Early Bird Registration Deadline:
10th April 2026

8 CPE POINTS

Introduction

The company secretary's role in Malaysia is no longer limited to being a Corporate Compliance Officer as the legal and corporate eco-system and frameworks evolves. Company secretaries are now becoming trusted advisors to the board of directors and are contributing to corporate decision-making. A company secretary who is competent in governance, risk management, and legal frameworks could contribute to corporate strategies and the evolving ESG landscape. The company secretary can advise on risk mitigation arising from regulatory implications, fund raising, and corporate review and due diligence during a merger or acquisition.

Learning Outcome

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

- Realise company secretaries can play a broader role than being just a compliance officer.
- Learn the circumstances and situations in which a company secretary can act as a strategic adviser.
- Know how to contribute to corporate strategic and strategic risk management planning.
- Improve their competency in various areas and disciplines.
- Achieve sufficient confidence in their practice and work place.

Course Objectives

This one-day seminar will be reviewing how the company secretary can evolve from being a compliance officer to be a strategic adviser in various circumstances and situations.

Course Outlines

This one-day seminar will assess and discuss the following case scenarios and situations to enable participants to apply their knowledge, experience and competency -

- Mergers and acquisitions – the types of mergers and acquisitions; the documentations and diligence process involved; the documentation required and the contribution and role of the company secretary.
- Fund raising and public listing – the documentation and due diligence process involved; the criteria for public listing; the contribution and role of the company secretary.
- Assisting in a company's ESG reporting compliance by tracking and disclosing sustainability initiatives, aligning corporate policies with ethical business practices and engaging stakeholders, including investors, employees, and regulators, to communicate ESG strategies.
- Ensuring the company and its business comply with the Data Protection laws and cross border data protection frameworks such as the GDPR, PDPA, and similar regulations.
- Advising the board and management to adopt anti-corruption and bribery measures to comply with the increased scrutiny on corporate fraud and money laundering.

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'S PROFILE:

Kenneth Foo Poh Khean
FCIS, LL.B (Hons), CLP, (CS) (CGP)

Kenneth Foo is an accredited 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):

	Normal Rate:	Early Bird Rate:
IACS members	RM 370.00	**RM 350.00**
Staff from Members Firm	RM 370.00	**RM 350.00**
Retired / Student Members	RM 270.00	-
(Kindly provide a letter to certify that the individual is your employee)		
Non-members	RM 470.00	**RM 450.00**

* *To enjoy the early bird rate, kindly register and make payment latest by* ***10th April 2026***
* *IACS Training Discount Voucher, Retired or Student Member and HRD Corp claims are not applicable for the early bird rate*
* *Participants who register after the closing date will receive their certificate of attendance after the seminar by post*
* **All registrations must be accompanied by full payment.**

Fees include seminar materials, tea breaks, lunch and Certificate of Attendance. The Continuing Professional Education (CPE) points awarded are recognized by the Suruhanjaya Syarikat Malaysia (SSM) under the 60% CPE points category.

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. In the event that a participant who is claiming HRD Corp decides to cancel their registration three (3) working days prior to the programme, the participant needs to make full payment for the seminar.

Disclaimer : The organiser reserves the right to change the speaker, date or to cancel the programme should unavoidable circumstances arise.

Who Should Attend

Company secretaries, company directors, corporate professionals, corporate administrators, business managers, administrators and professionals involved in corporate advisory work and practice.

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

24th April 2026 (Friday), Grand Paragon Hotel, Johor Bahru
Please register before **20th April 2026 (Monday)**, by courier / mail / email for the seminar

Name in block letters (as per NRIC): …………………………………………………………………………
IACS No:……… ☐ Staff from Member's Firm ☐ Non-members I/C No:…………………………………………
Vegetarian: ☐ Yes ☐ No 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.)

*** Kindly contact us by phone at 03-40513787 to verify that we have received your registration and payment.**
*** Online registration is highly recommended. Kindly scan QR to register**

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.*