



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

PROGRAMME DETAILS:

**Date : 9th October 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.

IACS WEBINAR 2026: SSM'S GUIDELINES, PRACTICE DIRECTIVES, PRACTICE NOTES AND FAQS – ASSESSING THOSE UPDATES UP TO 2026

Introduction

SSM has been issuing various guidelines, practice directives and practice notes since the enforcement of the Companies Act 2016 in 2017. SSM has also issued various FAQs to provide much needed clarity and guidance on various matters as well. Company secretaries should note that the guidelines, practice directives and practice notes have the force of law and must be complied with failing which it would be an offence under Section 20E of the Companies Commission of Malaysia Act 2001. Since 2017 until 2026, various guidelines, practice directives and practice notes have been updated or newly issued and company secretaries should refresh themselves on the updates.

Learning Outcome

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

- Be aware of the updates to the various guidelines, practice directives and practice notes.
- Know the best practices to implement when dealing with the various processes and procedures.
- Prepare the relevant documentation to ensure compliance by the company.
- Advise the board, shareholders and officers of the company their duties and responsibilities.

Objectives

The objective of this webinar is to assess the guidelines, practice directives and practice notes in particular those which were newly issued this year such as Practice Directive 11/2026, Practice Directive 10/2024, Practice Directive 2/2017, Practice Directive 5/2018 and the FAQs on CRS.

Outline of Webinar

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

- Practice Directive 11/2026 – when Annexure B or Annexure C must be lodged and the FAQs related to this Directive.
- Practice Directive 10/2024 – the audit exemption guidelines and the various scenarios in which a company may submit non-audited financial statements.
- The FAQs on the Corporate Registry System and a walk through the CRS system to understand how certain processes are now applicable instead of over-the-counter submission.
- The updates to the various Guidelines up to the year 2026 and what needs to be implemented.
- How company secretarial practice has been affected by the guidelines, practice directives and practice notes together with the CRS system.

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 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**

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)]

Main Office:

Suite C-19, 1st Floor, Plaza Pekeliling,
No. 2, Jalan Tun Razak,
50400 Kuala Lumpur.

Tel: 03-40513787/ 03-40510033

Fax: 03-40511133

H/P : 016-2029305

Email: iacscpdtraining@gmail.com

Website: www.iacs.org.my

Contact person: Ms. Nazriffa / Ms. Saffa



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Institute of Approved
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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

SSM'S GUIDELINES, PRACTICE DIRECTIVES, PRACTICE NOTES AND FAQs - ASSESSING THOSE UPDATES UP TO 2026

Please register before **6th October 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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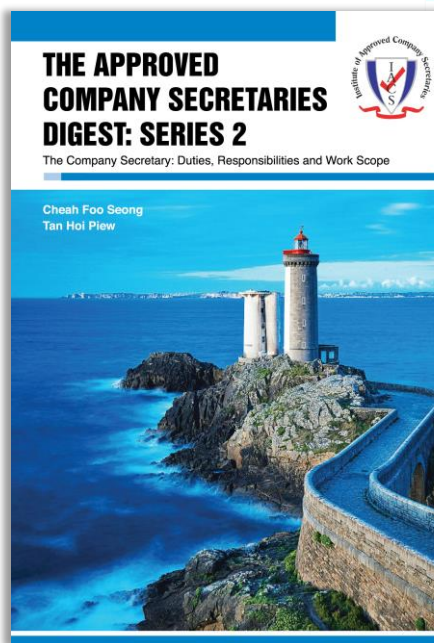
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THE APPROVED COMPANY SECRETARIES DIGEST: SERIES 2

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.



INSTITUTE OF APPROVED COMPANY SECRETARIES (IACS)
[199601015175 (387525-X)]
(A Company Limited by Guarantee- Incorporated in Malaysia)
Suite C19, 1st Floor, Plaza Pekeliling,
No. 2, Jalan Tan Rana,
50400 Kuala Lumpur, Malaysia
Tel: 03-4051 3787/03-4051 0033 Fax: 03-4051 1133
E-mail: feedback@iacs.org.my
IACS website: www.iacs.org.my

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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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