



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

PROGRAMME DETAILS:

Date : 27th October 2026, Tuesday

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:

BONUS ISSUE, RIGHTS ISSUE, ALLOTMENT OF SHARES – PROCESS AND PROCEDURES

Introduction

For a company limited by shares, the Company Secretary plays an important role in assisting the company to raise capital or to reward shareholders by way of a bonus issue. The Companies Act 2016 defines "share" as the issued share capital of a corporation. Commonly, there are two categories of shares - 'ordinary' shares and 'preference' shares.' The procedures and processes in issuing and allotting shares differ between an ordinary allotment, a bonus issue and a rights issue. Preference shares may also be redeemable or convertible and each of this process need to comply with different legal requirements.

Course Outlines

The webinar will examine and discuss the practical issues relating to:

- Issue and allotment of ordinary and preference shares whether it is by cash or otherwise than for cash.
- Redemption of preference shares.
- Conversion of preference shares.
- Issuance of a bonus issue and what can be capitalized for a bonus issue.
- Issuance of a bonus issue without capitalization.
- Issuance of a rights issue and whether if it allowed to be off-set with an amount due to the shareholder.

Course Objectives

This half-day webinar will look at the process and procedures and legal positions relating to the issue and allotment of bonus shares, rights issue, ordinary issuance and allotment of ordinary and preference shares, redemption and conversion of preference shares.

Learning Outcome

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

- Know what are the procedures and processes to issue and allot different types of shares and what must be set out in the company's constitution.
- Assist in the redemption of preference shares in a formulated and structure manner
- Assist in the conversion of preference shares.
- Differentiate between a bonus issue and a rights issue and off-setting of a rights issue with an amount owing to the shareholder.
- The different lodgement processes for each of the issue and allotment, redemption and conversion.

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 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.

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)]

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. Nazrifa / Ms. Saffa



"like" us on
facebook

Institute of Approved
Company Secretaries



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

Bonus Issue, Rights Issue, Allotment Of Shares – Process And Procedures, 27th October 2026

Please register before **22nd October 2026 (Thursday)** 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

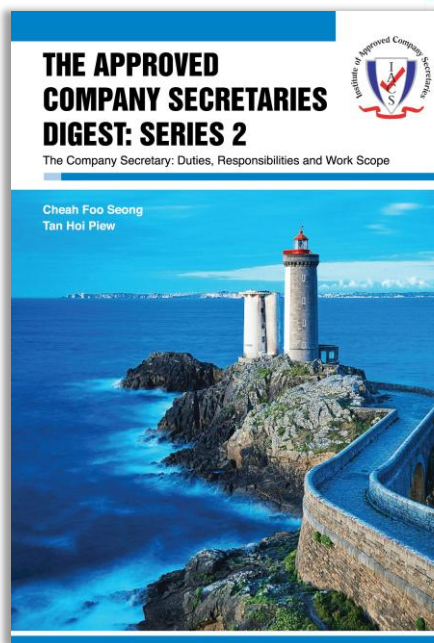
In compliance with the Malaysian Personal Data Protection Act 2010, the Institute of Approved Company Secretaries (IACS) hereby inform you that your personal data collected in this form will be processed, retained and used by IACS in relation to this seminar.

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.*

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 Ranzak,
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

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, 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.

**Published by: Institute of Approved
Company Secretaries (IACS)**

ORDER FORM

Title of Book	Book Price (RM)	Non Members & Members Who Require Additional Copies' Price (RM)			Qty	Total (RM)
		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		

*Additional shipping fee will be charged with additional quantity.

[Shipping fee per book]

DELIVERY DETAILS Invoicing: Company's Name ☐ Personal Name ☐

Name (Mr/ Mrs/ Ms/ Dr/ Prof) _____ IACS No. _____ Non-member ☐
Company _____ Email _____
Address _____ Postal Code _____
City/ State _____ H/P No./ Office Tel. _____ / _____ Fax _____

PAYMENT METHOD

- ☐ I enclose a cheque payable to "Institute Of Approved Company Secretaries" for RM _____
- ☐ I have remitted my payment to "Institute Of Approved Company Secretaries",
Bank Account No. (Maybank): 5140-7543-1102 (Kindly email a copy of the remittance advice to iacscpdtraining@gmail.com or fax to 03-40511133)
- ☐ By cash on _____ at _____
(date) (seminar/ office)

ORDER NOW !

For more information or to order,

Call: 03-40513787 Fax: 03-40511133 Email: iacscpdtraining@gmail.com

Website: www.iacs.org.my

Signature : _____

(date)