ORGANISED BY :

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

IACS WEBINAR 2026 : MEETINGS, MINUTES AND RESOLUTIONS

PROGRAMME DETAILS:

Date : 30th November 2026, Monday

Venue : Zoom Webinar

Time : 9.00 am - 1.00 pm

4 CPE POINTS

Introduction

Meetings are an essential component of every director's responsibility in managing and directing a company's business and affairs. Setting an agenda for the board meeting and ensuring meeting papers are circulated in time increases the efficiency of a board meeting. Chairing a board meeting requires the chairperson to be well versed with the rules and procedures of meeting. An effective meeting is an outcome of participation and careful planning, contributing to an efficient and well run organisation.

Course Objectives

This 4-hours webinar will seek to set out what company directors should know about meetings, whether a board meeting or a members' meeting, the essentials of a meeting, the key elements of minutes and written resolutions and the rules and procedures involved.

Course Contents

- Who can convene a meeting and the notice that must be issued and the entitlement of the attendee.
- The rules on voting and adjournment; postponement, quorum and termination of a meeting.
- The rules on proxies and corporate representatives.
- The requirements of minutes of meeting, the right of inspection and the prima facie value of minutes of meeting.
- The rules relating to the passing of written resolutions.

Learning Outcome

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

- Assist in the convening of a meeting and be aware of the legal requirements.
- Learn how to deal with shareholders and directors in exercising their rights over the minutes and resolutions.
- Have a better understanding of the responsibilities and duties involved as a director in attending meetings and vetting company resolutions.
- How meetings create a tone at the top and inculcate good best practices and governance

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.

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.

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.

***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 please contact HRD-Corp support centre.**

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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Contact person: Ms. Saffa / Ms. Nazriffa

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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

MEETINGS, MINUTES AND RESOLUTIONS, 30th November 2026
Please register before **25th November 2026 (Wednesday)** 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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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.

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THE APPROVED COMPANY SECRETARIES DIGEST: SERIES 2
The Company Secretary: Duties, Responsibilities and Work Scope



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)

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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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