ORGANISED BY :

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

IACS WEBINAR 2026 :
REMOVING PERSONS IN THE COMPANY – THE PROCESS AND PROCEDURES

PROGRAMME DETAILS:

Date : 10th December 2026, Thursday

Venue : Zoom Webinar

Time : 9.00 am - 1.00 pm

zoom

4 CPE POINTS

Introduction

The Companies Act 2016 allows a company to remove certain persons as long as they are done in accordance with the due process of law. The persons who can be removed in a company are directors, auditors, the company secretary, the manager, the managing director, the chief operating officer and the chief financial officer. However, would a removal result in consequences for the company? At the same time, a shareholder may prove to be "troublesome" or recalcitrant. Can such a shareholder be "removed"? What is the process to "remove" a shareholder?

Objective of This Webinar

This 4-hours webinar will seek to review and evaluate process and procedures involved in the removal of a director, auditor, company secretary, manager, managing director, chief operating officer, chief financial officer and an individual shareholder.

Course Contents

- Process and procedure of removing a director
- Process and procedure of removing an auditor
- Process and procedure of removing the company secretary
- Process and procedure of removing the manager
- Process and procedure of removing the managing director / CEO, CFO, COO
- Process and procedure of "removing" a shareholder

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 processes and procedures should be applied to carry out the removal of these persons.
- Assist in the documentation of the removal.
- Grasp the legal requirements involved.
- Develop and draft their own templates.
- Learn how to deal with shareholders and directors.
- Have 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 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.**
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***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

REMOVING PERSONS IN THE COMPANY–THE PROCESS AND PROCEDURES, 10th December 2026
Please register before **7th December 2026 (Monday)** by email for the webinar
(Limited seats available, registration will be on first come, first served basis)

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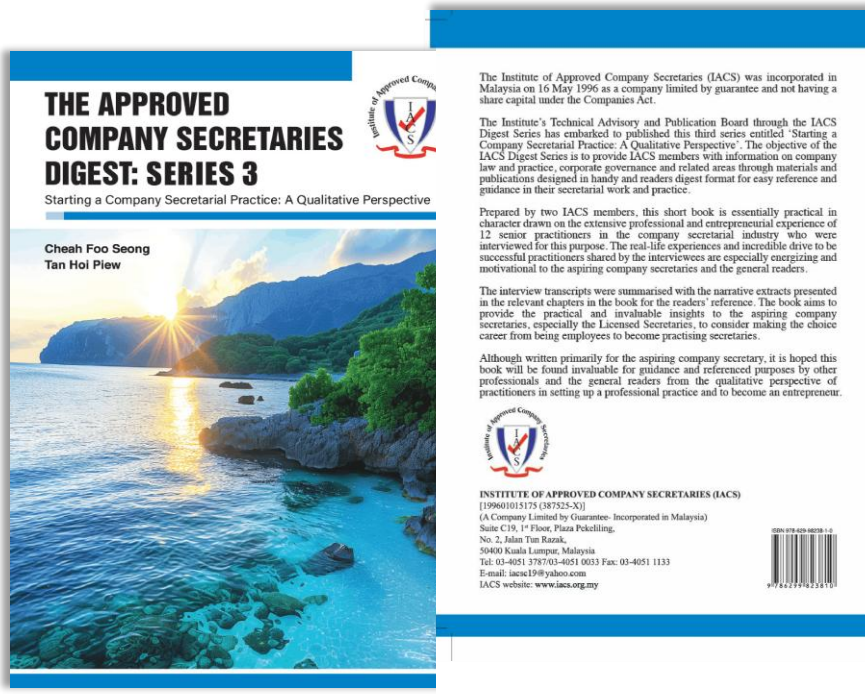
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The book aims to provide the practical and helpful insights to the aspiring company secretaries, especially the Licensed Secretaries, to consider making the choice career from being employees to become practising secretaries.

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