ORGANISED BY :

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

IACS WEBINAR 2026 : STATUTORY RECORDS UPDATES AND UPDATING OF REGISTERS

PROGRAMME DETAILS:

Date : 2nd December 2026, Wednesday

Venue : Zoom Webinar

Time : 9.00 am - 1.00 pm

zoom

4 CPE POINTS

Introduction

Under the Companies Act 2016, the statutory registers will be very important in confirming the shareholdings of the members/ shareholders of the company. The Registrar has in recent years been actively conducting field audits of the statutory records of the companies. With the emphasis on transparency and accountability, it is of utmost importance that the statutory records and register are kept up to date. The Registrar of Companies is in the midst of a wide ranging crackdown on non compliance issues with the Act.

Company Secretaries need to keep the statutory records in a timely, orderly, accurately and easily accessible manner. It is therefore a necessity for Company Secretaries to update themselves with record keeping issues whether it is in manual , electronic or cloud mode.

Objectives

We will examine the merits and demerits of manual/electronic/cloud record keeping issues faced by the Company Secretary and updating of statutory records of companies.

Course Contents

- Updating the register and minutes books
- Certification of documents – be vigilant!
- Paper & Electronic statutory Records – Merits and demerits
- Electronic records – Now and the future
- Updating statutory records
- Protecting the statutory records
- Cloud storage-The way to go!

SPEAKER:
Liew Lee Kee, Jessica

Liew Lee Kee, Jessica, MBA, has had more than 30 years experience in the corporate secretarial and consultancy services industry. She is currently the Managing Director of Erdington Corporate Asia Sdn. Bhd.

Jessica has a great deal of experience in advising and servicing multinational corporations and locally incorporated companies. She also has vast experience in servicing foreign companies wishing to set up businesses in various industries in Malaysia such as Representative/ Regional offices, Branch Offices and liaison with the relevant government authorities such as MIDA, Immigration, Registry of Trade mark, etc. She is also the co-author of MAICSA Quick Guide on the Companies Act 2016.

Jessica is a Distinguished Toastmaster (DTM), the highest recognition awarded by Toastmasters International which is the premier public speaking organization in the world. She is also a Certified Professional Trainer, UK, PSMB Approved Trainer and Certified Trainer of the Ministry of Tourism.

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

STATUTORY RECORDS UPDATES AND UPDATING OF REGISTERS, 2nd December 2026

Please register before **27th November 2025 (Friday)** 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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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.

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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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