

WEBINAR SERIES:

Identifying Areas of Risks and Minimising the Liabilities of Company Secretaries

28 October 2021, Thursday
Zoom Webinar

9.00am – 1.00pm
Course code: CS281021W1

Closing date: 26 Oct 2021

Introduction

The role and responsibilities of a company secretary tends to be perceived as “safe” by third parties whereas company secretaries know that they could be held liable for negligence, breaches of their contractual and statutory duties. It cannot be denied that the company secretary can even be sued or charged by the Registrar of Companies for any negligence, breach of duties and non-compliance with various rules, regulations and provisions of the Companies Act 2016. Company secretaries must realize that they need to identify areas of risks and ensure they are able to mitigate and minimize liabilities arising from these risks.

Objectives

The objective of this webinar is to identify the possible risks and liabilities that a company secretary may face and align secretarial practice with the applicable laws and directives.

Course outlines

This webinar will be for 4-hours covering: -

- Liability of company secretaries for the receiving of writs, summons, legal notices and documents at the registered office
- Fiduciary duties of a company secretary and how liabilities may arise
- The duty owed by a company secretary to an individual director, the Board of Directors and to the members in general
- Liability of a company secretary for negligence contractually and statutorily

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, secretarial assistants and other management executives to adopt the best practices and ensure compliance.

About the trainer: Mr Kenneth Foo Poh Khean, FCIS (CS) (CGP)

Kenneth Foo is a regular speaker for MAICSA and was a former adjunct lecturer in University College Tunku Abdul Rahman, Kuala Lumpur. He was 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 also the co-author of “Companies Act 2016: New Dynamics of Company Law in Malaysia” and “Company Meetings, Minutes and Resolutions in Malaysia” published in 2017 and 2021 respectively by the Malaysian Current Law Journal.

Webinar Fee (inclusive of 6% Service Tax)

Category	Normal Fee (RM) per person	Group Fee* (RM) per person
MAICSA Member/Affiliate Graduate/Student	270	240
Non Member	400	370

Online Form **AND** payment must reach MAICSA **before 26 Oct 2021**

Note: Fee includes e-course materials (in digital form) and e-certificate.

*Group fee is applicable for 3 or more participants from the same organization

- Fee is payable to **MAICSA**

Mode of payment:

Online transfer

RHB Account No: 2-64-094-0000-4232

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Note: Bank charges for telegraphic transfer will be borne by the client.

Please email the bank-in slip/ transfer advice to training@maicsa.org.my or fax to 603-2283 4492, for our verification and record.

Registration

Click [HERE](#) for online registration.

*We accept only online registration form. Please ensure that you provide a **valid personal email address**.*

Enquiries:

Email: training@maicsa.org.my

Tel: 03-2282 9276

Attention: En Mohd Aminzaki (ext 803)

For details of other training events, please visit the MAICSA website at

<http://www.maicsa.org.my>



4 CPD
HOURS

Upon successfully registration, you are deemed to have read and accepted the terms and conditions.

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REGISTRATION AND WEBINAR ACCESS LINK

A participant is successfully enrolled for the webinar once payment has been made. The access link to join the webinar will be emailed **at least ONE (1) day before the webinar** and the link is unique and should not be forwarded/shared with others.

CANCELLATION/REFUND/REPLACEMENT/TRANSFER

Participant who decides to cancel his/her registration, a cancellation policy shall be applied as follows:

a. Written cancellation received less than seven (7) days from the date of the event:

- i) **Paid Registration** - A refund (less administrative charge of 20%) will be made.
- ii) **Unpaid registration** will also be liable for 20% administrative charges.

b. Written cancellation/no show on the day of the webinar:

Paid Registration - No refund will be entertained.

**Replacement of participant and transfer of webinar are not acceptable.

VERIFICATION OF ATTENDANCE

• Participant attendance will be verified based on the attendance report produced by Zoom Webinar.

CERTIFICATE OF ATTENDANCE AND CPD HOURS

- E-Certificate of Attendance will be issued to participants upon attending the entire duration of the webinar **AND** receipt of full payment. Delegates may check their E-certificates from this link <http://www.maicsa.org.my/resources/cpd-training/e-certificate-of-attendance>, within 5 working days after the webinar.
- For MAICSA members, the CPD hours will be credited into the CPD Tracker System.
- For MAICSA members who are also PC Holder, please contact SSM for the calculation and recognition of CPD Hours for online training held by MAICSA.
- For non MAICSA members, please contact your professional body or regulator for the calculation and recognition of CPD Hours for courses held by MAICSA.

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