

## WEBINAR SERIES:

### Essential Secretarial Practice: Module 4 - Accounts, Annual Return & Auditors

29 October 2021, Friday  
Zoom Webinar

9.00am – 1.00pm  
Course code: CS291021W1

**Closing date: 27 Oct 2021**

#### Introduction

A company incorporated under the Companies Act 2016 (or the preceding 1965 Act) is required to lodge its annual return and financial statements. An auditor must be appointed to audit the financial statements (unless the financial statements are exempted under Practice Directive 3/2017). The Act has introduced various changes to the appointment, resignation and re-appointment of auditors.

#### Course Objective

This 4-hours webinar will seek to re-affirm company secretaries on the preparation of the annual return and the best practices to be adopted, the circulation of financial statements, changing of financial year end and the appointment, resignation and removal of auditors.

#### Course Contents

- What are the essential contents of the annual return and the best practices to be adopted
- Circulation of financial statements and lodgement of non-audited financial statements, preparing the exempt private certificate
- Appointment, resignation, removal and changes to auditors and duties and powers of an auditor
- The procedures and processes in the submission of annual return, financial statements and resignation of auditors

#### Learning Outcome

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

- Know what are the essentials of an annual return
- Be aware of the time lines for circulating financial statement, the duties of directors in keeping the accounts
- Learn how to comply with Sections 251 and 252 of the Companies Act 2016
- Have a better understanding of the responsibilities and duties involved

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

Kenneth Foo is an accredited speaker for MIA, MAICSA, CPA Australia and IACS 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 published in 2017 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 27 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**

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Please email the bank-in slip/ transfer advice to [training@maicsa.org.my](mailto: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](mailto:training@maicsa.org.my)

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**Attention: Pn Noor Shafika Hassan (ext 804)**

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**4 CPD  
HOURS**

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

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- 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:  
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\*\*Replacement of participant and transfer of webinar are not acceptable.

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