

## **WEBINAR SERIES:** Identifying Areas of Risks and Minimising the Liabilities of Company Secretaries

**11 June 2024, Thursday**

9.00am - 1.00pm

Speaker: MR FOO POH KHEAN  
FCIS, (CS) (CGP)

Virtual

Course code: CS110624W1

**Closing date: 9 June 2024**



**4 CPD  
HOURS**

## Course 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.

## 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.

## Course outlines

This webinar will be for 4-hours covering: -

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

## Who should attend

Company secretaries, accountants, lawyers and those who involve in the advisory works.

## About the trainer: **MR FOO POH KHEAN, FCIS, LL.B (Hons), CLP (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

Category	Early Bird Fee per person (RM)  (applicable for participant who register and pay before 28/5/2024)	Normal Fee per person (RM)	Group Fee per person (RM)  (For 3 or more registrations from the same organization)
MAICSA Member/ Affiliate/Graduate/Student	290	340	310
Non member	440	490	460
Retired MAICSA member	170	170	170
MAICSA Member's staff***	400	400	400

Fee includes course materials in digital form and e-certificate.  
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Email: [training@maicsa.org.my](mailto:training@maicsa.org.my)

Tel: **03-2282 9276 (ext 805)**

Attention: Ms Nor Falati

- Fee is payable to **MAICSA**

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#### Online transfer

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**Individual Registration:** Full payment shall be made AFTER you have done the online registration.

**Company Registration:** Full payment shall be made 7 days **BEFORE** the webinar.

- Access to join the webinar shall be granted only upon full payment as per the above requirement.
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**Upon successfully registration, you are deemed to have read and accepted the terms and conditions.**

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### WEBINAR ACCESS LINK

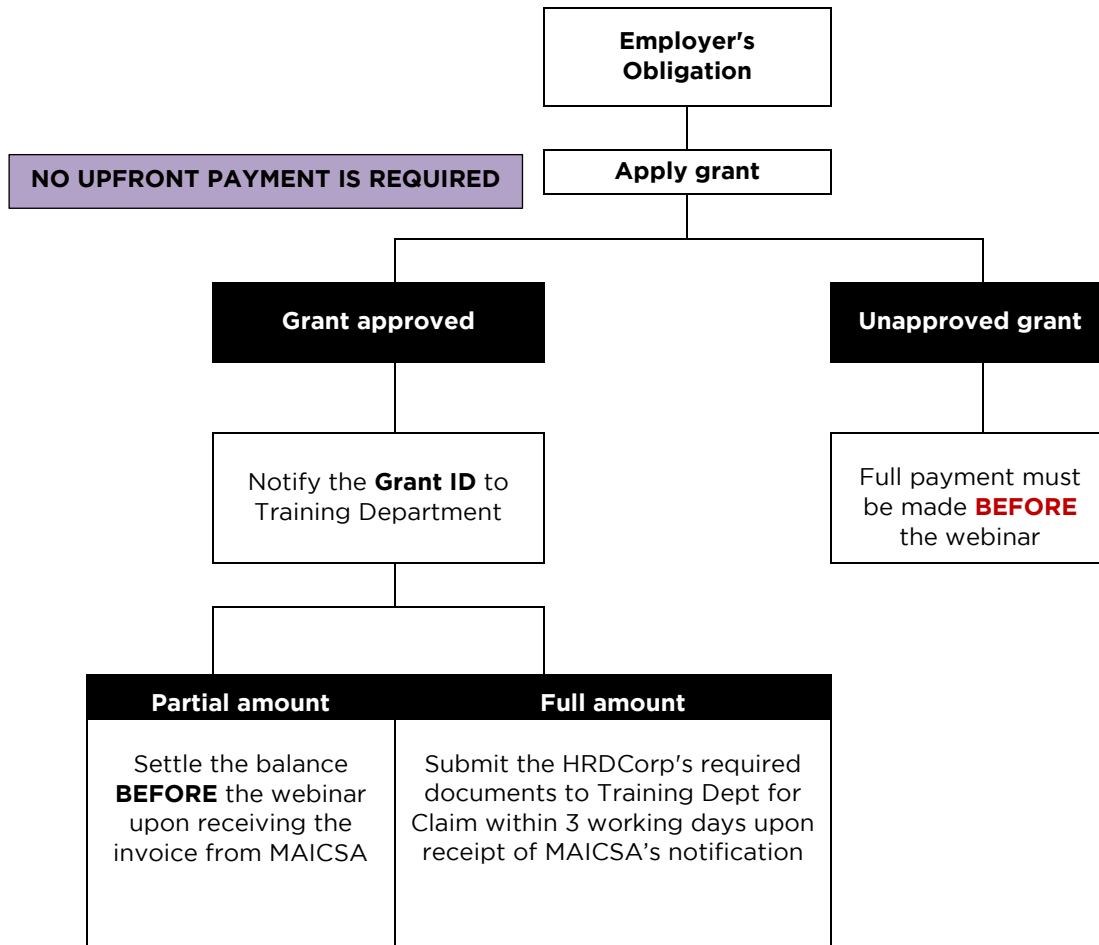
- The Access Link will be emailed at least one day before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.
- **Participants may log-in at 8.45am**

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**SBL KHAS  
REMOTE ONLINE TRAINING (PUBLIC)**



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  - Remain logged in at least 75% of the time allocated for the webinar,
  - Submit the feedback form within 3 days after the completion of the webinar
- Delegates may check their E-certificates from this link <https://www.maicsa.org.my/resources/cpd-training/e-certificate-of-attendancee-confirmation-letter-of-attendance> within 5 working days after the webinar.
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