

COMPANY SECRETARIAL PRACTICE - PRACTICE NOTES, PRACTICE DIRECTIVE AND GUIDELINES ISSUED UNDER COMPANIES ACT 2016

MELAKA 1 NOVEMBER 2019

INTRODUCTION

Section 20C of the Companies Commission of Malaysia Act 2001 gives power to the Companies Commission of Malaysia (SSM) to issue guidelines, practice notes, directive, notices or circulars (Subsidiary Legislations) as it considers appropriate and may impose any condition or restriction as SSM thinks fit. Meanwhile, Section 610 of the Companies Act 2016 (Act) empowers SSM to determine the particulars, form and manner of information contained in documents required to be lodged under the Act.

The Secretarial Practitioner therefore need to constantly keep abreast of new Subsidiary Legislations issued by SSM and understand new provisions, so as to guide the Company and its Directors on the compliance with new Subsidiary Legislations. This programme will enable you to quickly obtain basic yet comprehensive essential company secretarial procedures on the routine assignments on administration of companies, and to deal with pre-emptive rights to new shares, declaration of dividend and handling the Subsidiary Legislations issued by SSM.

WHO SHOULD ATTEND

Company Secretaries, Lawyers,
Accountants, Corporate Consultants

LEARNING OUTCOMES

- Better understand some of the administrative requirements of the Act and the implications for non-compliance
- Prepare relevant documents to support the basis for arriving at the decision that a company is solvent upon the distribution of dividend
- Gain sample resolutions, letters and documents for reference

PRESENTER

Ms Leong Oi Wah

All our workshops are available via in-house training.

EARLY BIRD SPECIAL

Enjoy **10%** savings when you register online at least **one** month before the workshop date.

EVENT DETAILS

Friday 1 November 2019

TIME

9.00am – 5.00pm

VENUE

DoubleTree by Hilton Melaka
Jalan Melaka Raya 23
Hatten City, 75000 Melaka,
Malaysia

FEE (inclusive of 6%
Service Tax, lunch and
tea-breaks)

Member: RM349.80

REP/Member staff:

RM455.80

Non-member: RM583.00



Based on the merit
of each applicant

LEVEL

COMPETENT

CLAIM UP TO

8 CPD HOURS

REGISTRATION FORM

Save 10% on workshops when you register online at cpaaustralia.com.au/malaysiatraining. You can also return completed form to CPA Australia.

✉ CPA Australia (M) Sdn Bhd (291307-P), Suite 10.01, Level 10, The Gardens South Tower,
Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur

☎ +603 2267 3388 📠 +603 2287 3030 @ cpd.malaysia@cpaaustralia.com.au

1 PARTICIPANT DETAILS

PARTICIPANT 1		Attending as	<input type="checkbox"/> Member	<input type="checkbox"/> REP / Member staff	<input type="checkbox"/> Non-member
Full name as per I/C	(Dato' / Datin / Dr / Mr / Mrs / Ms)	CPA Australia Member ID			
Position		Email*			
Mobile		Special dietary requirements (if any)			
PARTICIPANT 2		Attending as	<input type="checkbox"/> Member	<input type="checkbox"/> REP / Member staff	<input type="checkbox"/> Non-member
Full name as per I/C	(Dato' / Datin / Dr / Mr / Mrs / Ms)	CPA Australia Member ID			
Position		Email*			
Mobile		Special dietary requirements (if any)			
PARTICIPANT 3		Attending as	<input type="checkbox"/> Member	<input type="checkbox"/> REP / Member staff	<input type="checkbox"/> Non-member
Full name as per I/C	(Dato' / Datin / Dr / Mr / Mrs / Ms)	CPA Australia Member ID			
Position		Email*			
Mobile		Special dietary requirements (if any)			

REP refers to CPA Australia's Recognised Employer Partners. View our partners at cpaaustralia.com.au/rep

Member staff refers to staff from a CPA member's firm or organisation.

*Workshop confirmation will be sent to the stated email address.

2 CONTACT AND BILLING INFORMATION

Contact Person		Billing Address			
Phone					
Email					
Company Billing Name		State	Postcode		
Business Registration no.		Industry			

3 WORKSHOP AND PAYMENT DETAILS

NO.	WORKSHOP TITLE	DATE	LOCATION	PRICE	QTY	FEE (RM)
1						
2						
3						
TOTAL						RM

4 MAKE A PAYMENT

Do you want the electronic tax invoice/receipt to be under the company's name? Yes No

Payment method Credit card: Visit cpaaustralia.com.au/malaysiatraining to register and pay with your credit card with MYR.

Cheque: Make payable to 'CPA Australia (M) Sdn Bhd' Cheque number

Please indicate registrants full name, membership number and contact number on the back of the cheque.

For other methods of payment, call **+603 2267 3388**

Terms and conditions: 1. CPA Australia Ltd (CPA Australia) reserves the right to alter the program/s or presenter/s without further notice, however the event/s is/are intended to run as advertised. 2. CPA Australia reserves the right to cancel the event/s due to insufficient numbers. Registrants will be notified and refunded in full should this occur. 3. Registrations for events are on a first-come-first-served basis. 4. Registrations for events must be accompanied by full payment. 5. Cancellations or transfers must be advised in writing and received by CPA Australia at least 5 working days prior to the event. Registrants will otherwise be liable for payment, including in the event of non-attendance. Transfers are subject to the applicable registration rate and additional payment may be required. 6. Credit transferred must be utilised within the same year from the date of transfer. 7. Registrants who travel to attend the events are required to obtain the workshop confirmation from CPA Australia before the travel arrangement (i.e. flight, bus, hotel etc.) are confirmed. For the full T&Cs, visit cpaaustralia.com.au/utilities/terms/event-terms

By signing where indicated below, I agree that I have read, understand and accept the Terms and Conditions above and the Privacy Statement which can be found at CPA Australia's Privacy Policy cpaaustralia.com.au/utilities/privacy/privacy-policy.

Signature / /