

**RECOMMENDED READING LIST**

**SUBJECT: CORPORATE SECRETARYSHIP**

<b>Name of Book</b>	<b>Writer(s)</b>	<b>Edition</b>	<b>Publisher</b>	<b>Year of publication</b>	<b>ISBN #</b>
MAICSA STUDY MANUAL – Corporate Secretaryship					
<i>Corporate Secretaryship and Governance</i>	Zubaidah, Z.A.	2 <sup>ND</sup> Edition	UPENA (UITM)	2008	ISBN: 978967305093-2
<i>Company Secretarial Practice in Malaysia,</i>	Kang, Shew Meng	(Looseleaf), Issue 5	Lexis Nexus Business Solutions	2007	ISBN: 9679620005
<i>Handbook on Company Secretarial Practice in Malaysia</i>	Kang, Shew Meng	4 <sup>th</sup> Edition.	Lexis Nexus Business Solutions	2005	ISBN: 9679626571
<i>Meetings: Their Law and Practice</i>	Lawton, P. & Rigby, E.		M & E Handbooks	1992	ISBN-10-0-7121-1422-X ISBN:13:9780712114226
Company Secretarial Practice Manual	MAICSA	(looseleaf) Update - 2009	MAICSA	2001	ISBN :- 983-2360-03-X
Malaysia & Singapore Company Secretary's Practice			CCH		
MAICSA Best Practice Guide Series					
<i>Company Meetings: Law &amp; Practice in Malaysia</i>	Yap, Priscilla P.Y.		CCH	2001	981-04-4205-X
Code of Ethics for Directors and Code of Ethics for Secretaries:			ROC		
Malaysian Code on Corporate Governance 2012	-	-	Securities Commission Malaysia	2012	-

<p>Statutes, Regulations and Guidelines:</p> <ul style="list-style-type: none"> <li>• Companies Act 1965</li> <li>• Companies Regulations 1966</li> <li>• Companies Commission Act 2001</li> <li>• Securities Commission Act 1993</li> <li>• Policies and Guidelines of the Securities Commission Securities Industry Act 1983 Securities</li> <li>• Industry Regulations</li> <li>• The Bursa Securities Berhad Listing Requirements &amp; Practice Notes</li> <li>• Rules of the Malaysian Central Depository Sdn Bhd</li> <li>• Malaysian Code on Take-overs and Mergers 1998</li> <li>• Foreign Investment Committee Guidelines</li> <li>• Unclaimed Moneys Act 1965</li> <li>• Journals of ICSA and MAICSA</li> </ul>					
<p>Bursa Malaysia CG Guide- Towards Boardroom Excellence Can be download at Bursa website</p>	-	2 <sup>nd</sup>	Bursa Malaysia Berhad	2013/14	-
<p>Guide to Company Law and Secretarial Practice, Malaysia</p>	Cheah Foo Seong	2 <sup>nd</sup>	CCH	2012	978 981 435 9641
<p>Company Secretarial Practice</p>	Thom ,GM	8th	M&E Handbook	1991	0-7121-0839-4