

# Decision Making in a Company – The Role of the Company Secretary

**24 March 2025, Monday**

9.00am - 1.00pm

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

Virtual

Course code: CS240325W1

**Closing date: 22 March 2025**

**4 CPD  
HOURS**

## Introduction

Most company secretaries would probably feel excluded from the decision-making process in a company in terms of its business and daily operations except for matters involving the Board. That may be a perception because in reality, company secretaries are involved in the decision-making process at a macro level whose participants are not employees of the company but are people providing the required policy and directions, financial resources and support for the company.

## Course objectives

This 4-hours webinar is to assess how company secretaries play an effective role in decision-making level through board meetings, board and shareholders' resolutions, recording of conflicts of interest situations, communication with shareholders and the lodgement of shareholders' decisions with the Registrar of Companies.

## Learning Outcomes

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

- Realise their important role in meetings of the company
- Improve on their organizing the passing of directors and members' resolutions
- Record conflicts of interest situations clearly and transparently
- Know what are the submission requirements with the Registrar of Companies
- Understand their important role in a company at decision making level

## Course outline

This webinar will cover the following:

- Board meetings - quorum requirements and recent case law
- Board resolutions - how are these passed?
- Conflicts of interest - how are these are recorded and what happens next?
- Recording board decisions - principles of best practice
- Shareholder decisions - how are these effected?
- Electronic communications with members - what is the current legislation?
- Recording and filing decisions of shareholders - what is required and why is it important?

## Who should attend

Company directors, company secretaries, accountants, lawyers, auditors 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 10/3/2025)	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
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Retired MAICSA member	170	170	170
MAICSA Member's staff**	400	400	400

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**Attention: Ms Nor Falati**

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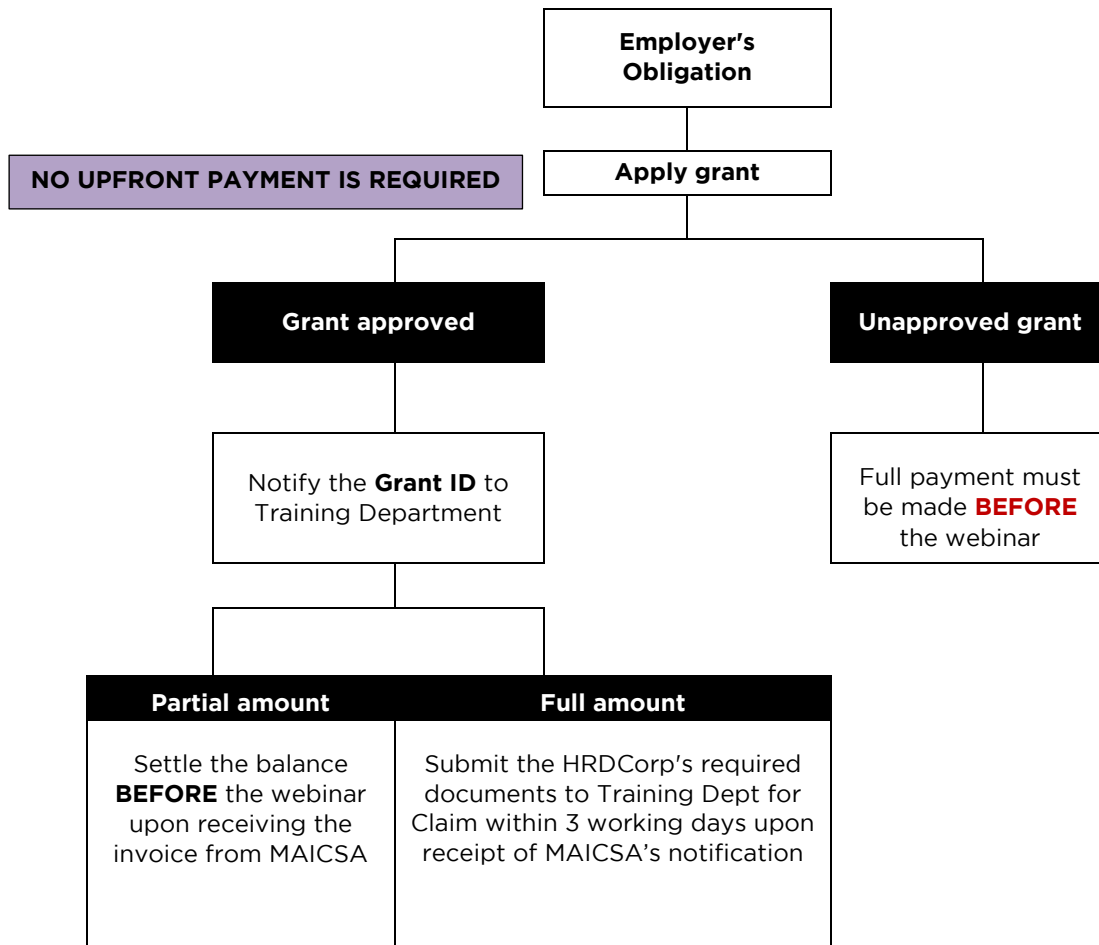
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- **Participants may log-in at 8.45am**

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