

# **WEBINAR SERIES:** **Transfer and Transmission of Shares – Law & Procedures**

**25 October 2024, Friday**

9.00am - 1.00pm

Speaker: MS LEONG OI WAH FCIS  
(CS) (CGP)

Virtual

Course code: CS251024W1

**Closing date: 23 October 2024**



**4 CPD  
HOURS**

## Course Introduction

The addition or removal of shareholders (members) are common procedures that companies limited by shares must carry out when new members take shares or when existing shareholders sell their shares and cease being members. Any such changes must be submitted to the Companies Commission of Malaysia (“SSM”) within the timeframe prescribed in the Companies Act 2016 (“Act”). Such companies must also update their statutory register of members when shareholder information changes, ensuring that it is up-to-date and accurate at all times.

## Course objectives

The course is to allow the participant to understand the statutory requirements on the transfer and transmission of shares and the rights of shareholders to transfer their shares. The different processes involved in the transfer and transmission of shares from the execution of documents to the submission to SSM, updating of the Register of Members and issuance of share certificate will also be discussed. Although the transfer of shares is usually based on decision of the shareholders, the course will highlight situations where the transfer of shares is initiated by the company.

## Who should attend

Company Secretaries, Directors, Auditors, Accountants and those involved the registration of share transfers and transmission

## About the trainer: MS LEONG OI WAH FCIS (CS) (CGP)

Leong Oi Wah is a Fellow Member of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) and has more than 30 years of experience in handling corporate secretarial matters in the profession and the corporate sector.

She has been involved in advising on corporate secretarial requirements including corporate restructuring and compliance with various regulatory bodies such as the Registrar of Companies, Bursa Malaysia Securities Berhad, Securities Commission and other authorities.

She is currently Director, Corporate Development of Epsilon Advisory Services Sdn Bhd which specialises in providing the full range of corporate secretarial and advisory services. She is a regular trainer of MAICSA's Continuing Professional Education programme and is also co-author of “Company Meetings, Minutes and Resolutions in Malaysia” published in 2021 by the Malaysian Current Law Journal.

## Course contents

- Statutory requirements on the transfer of shares
- Instrument of transfer
- Restrictions on transfer – pre-emptive rights
- Refusal of transfer
- Compulsory transfer
- Effective date of transfer of shares
- Are pre-signed transfer forms valid?
- What happens when there is a forged transfer?
- Rights of shareholders
- Statutory requirements on the transmission of shares
- Transmission of shares held by deceased
- Grant of probate and Letter of Administration
- Transmission by law
- Dealing with lost certificates

## Learning Outcome

By attending this programme, the participants will :

- Have a better understanding of the differences between transfer and transmission of shares
- Understand the provisions of the Companies Act 2016 related to entries in the Register of Members on transfer and transmission of shares.
- Note the obligations of the company secretary in meeting the Company's compliance with the various legislations

## WEBINAR FEE

Category	Early Bird Fee per person (RM) (applicable for participant who register and pay before 11/10/2024)	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.

Registration with HRDCorp grant, **the NORMAL FEE will apply. Discounted fee is NOT applicable.**

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### ENQUIRIES:

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**

### PAYMENT MODE:

#### Online transfer

RHB Account No: 2-64-094-0000-4232

Swift Code: RHBBMYKL

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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.

**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.
- **NO Letter of undertaking is accepted.**

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

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### WEBINAR ACCESS LINK

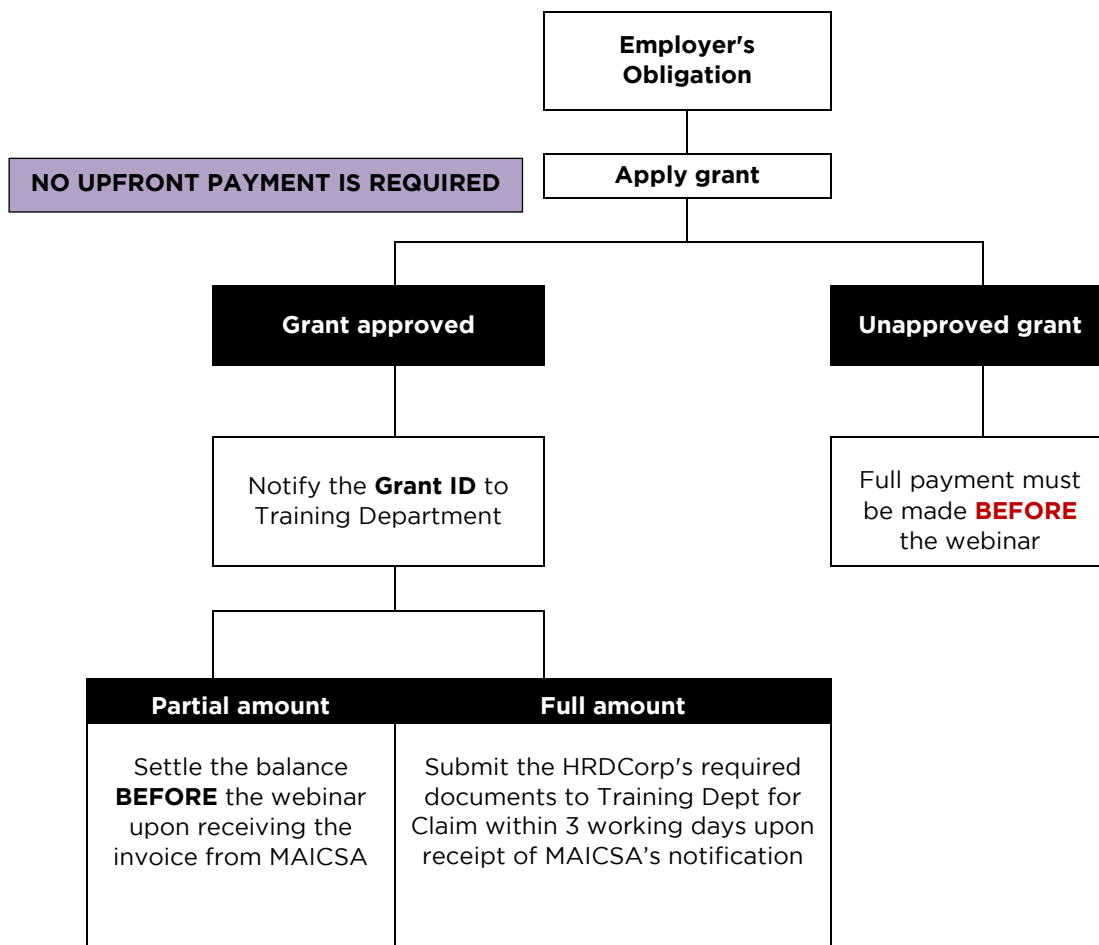
- The Access Link will be emailed at least one day before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.
- **Participants may log-in at 8.45am**

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  - 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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