

WEBINAR SERIES:

Secretarial Practice Workshop Series - Meetings, Minutes and Resolutions

25 October 2024, Friday
9.00am - 1.00pm
Speaker: MR FOO POH KHEAN
FCIS, (CS) (CGP)

Virtual
Course code: CS251024W2
Closing date: 23 October 2024



4 CPD HOURS

Introduction

Meetings are an essential component of every director's responsibility in managing and directing a company's business and affairs. Setting an agenda for the board meeting and ensuring meeting papers are circulated in time increases the efficiency of a board meeting. Chairing a board meeting requires the chairperson to be well versed with the rules and procedures of meeting. An effective meeting is an outcome of participation and careful planning, contributing to an efficient and well run organisation.

Course objectives

This 4-hours workshop will seek to set out what company directors should know about meetings, whether a board meeting or a members' meeting, the essentials of a meeting, the key elements of minutes and written resolutions and the rules and procedures involved.

Learning Outcomes

By the end of the workshop, participants will be able to –

- Assist in the convening of a meeting and be aware of the legal requirements
- Learn how to deal with shareholders and directors in exercising their rights over the minutes and resolutions
- Have a better understanding of the responsibilities and duties involved as a director in attending meetings and vetting company resolutions
- How meetings create a tone at the top and inculcate good best practices and governance

Course outline

- Who can convene a meeting and the notice that must be issued and the entitlement of the attendee.
- The rules on voting and adjournment; postponement, quorum and termination of a meeting
- The rules on proxies and corporate representatives.
- The requirements of minutes of meeting, the right of inspection and the prima facie value of minutes of meeting.
- The rules relating to the passing of written resolutions.

Who should attend

Company secretaries, company directors, corporate professionals, corporate administrators, business managers, administrators and professionals involved in corporate advisory work and practice.

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 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

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Email: training@maicsa.org.my

Tel: **03-2282 9276 (ext 803)**

Attention: Ms Vicky

- Fee is payable to **MAICSA**

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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.

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- **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

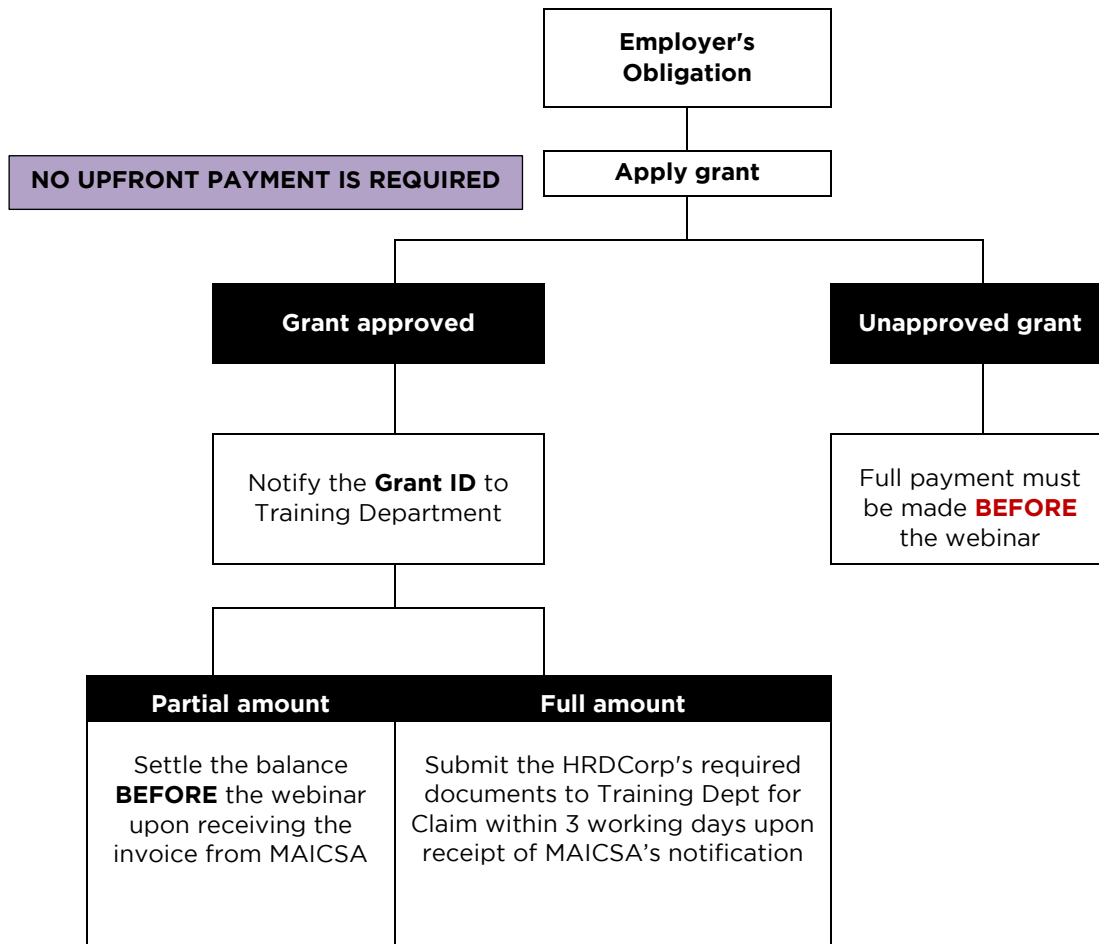
- The Access Link will be emailed at least one day before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.
- **Participants may log-in at 8.45am**

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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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