

WEBINAR SERIES: **Guide to Related Party Transactions**

2 February 2024, Friday

9.00am - 5.00pm

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

Virtual

Course code: **CS020224W1**

Closing date: 31 January 2024



**8 CPD
HOURS**

Course Introduction

A related-party transaction (RPT) refers to any transaction (with or without financial or monetary interest) of a company with a related party. The definition of related party in the Companies Act 2016 (“Act”) differs slightly from the definition in the accounting standards, the Transfer Pricing Guidelines of Inland Revenue Board and the Listing Requirements of Bursa Malaysia Securities Berhad (“Bursa Securities”). RPT may seem like a damaging thing to the company, hence the need for additional provisions by various regulators. RPT may be mutually beneficial to both the company and the related party if the terms of the transaction are at arms’ length. The regulators in safeguarding the interest of the company have therefore included precautionary steps like the need for disclosures and shareholders’ approval for material transactions.

Course objectives

This course is designed to provide participants with an understanding of the different type of transactions and identity of related parties which are covered as RPT in the Act, accounting standards, Transfer Pricing Guidelines and Listing Requirements. The procedures for disclosure of interest of related parties will be explained and guidance on steps to take to seek the necessary approval will be given. Illustrations will be provided to assist the participants to compute the indicators of materiality (including the percentage ratios) in the Listing Requirements and how the aggregation rule applies. Participants will be taught to identify related party transaction scenarios and avoid common mistakes in such transactions through case studies.

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

- Identity of related parties
- Definition of “interest” involving related parties
- Coverage of related party transaction
- Obligations of company and directors in relation to transactions with related party
- Computation of relevant Percentage Ratios under the Act and Listing Requirements
- Aggregation rules in computation of percentage ratios
- Monitoring and reporting of RPT in Listing Requirements

Learning Outcome

By attending this programme, the participants will :

- Have an understanding of the provisions and requirements on disclosure of related party transactions
- Be better equipped to identify related party transactions and meet the obligations set out in the Act, Transfer Pricing Guidelines and Listing Requirements
- Be able to develop the procedures for identifying related parties, set out procedures for monitoring and tracking the related party transactions.

Who should attend

Company Directors, Company Secretary, Chief Executive Officers, Chief Financial Officers, Accountants and persons dealing with corporate transactions

- The Access Link is unique and should not be forwarded/shared with others.
- **Participants may log-in at 8.45am**

WEBINAR FEE (Inclusive of 6% Service Tax)

Category	Normal Fee per person RM)	Group Fee Per Person (RM)*
MAICSA Member/ Affiliate/Graduate/ Student	540	510
Non member	690	660
Retired MAICSA member	270	270

Fee includes course materials in digital form and e-certificate.

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

***For group fee: 3 or more registrations from the same organization**

- Fee is payable to **MAICSA**
- For selected webinars, the fee includes e-materials.

ENQUIRIES:

Email: training@maicsa.org.my

Tel: **03-2282 9276 (ext 805)**

Attention: Ms Nor Falati

PAYMENT MODE:

Online transfer

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

Swift Code: RHBBMYKL

Note: Bank charges for telegraphic transfer will be borne by the client.

Please email the bank-in slip/ transfer advice to 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.

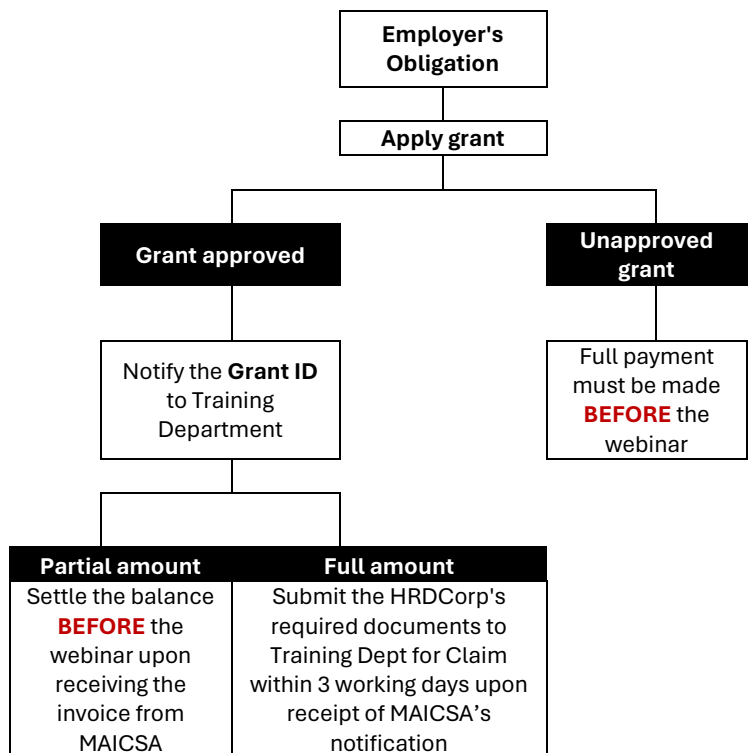
TERMS & CONDITIONS FOR WEBINARS

WEBINAR ACCESS LINK

- The Access Link will be emailed at least one day before the commencement of the webinar.

HRD CORP (FOR CLAIMABLE EVENTS ONLY)

MAICSA is an approved Training Provider registered under 'The Malaysian Institute of Chartered Secretaries and Administrators' (**MyCoID: 1472 (SEL)**).



- To make full payment to MAICSA as per the issued Invoice within 14 working days upon receipt of MAICSA's notification in the event the approved training fee is cancelled by HRDCorp due to non-compliance on the part of the participant or his/her employer or any valid reasons stipulated by HRDCorp.

CANCELLATION/REFUND/REPLACEMENT/TRANSFER

Should the participant decide to cancel his/her enrolment, a cancellation policy shall be applied as follows:

- For written cancellation received with minimum seven (7) days' notice from the date of the webinar, no penalties will be imposed and full refund will be made to participants who have paid.
- For written cancellation received less than seven (7) days from the date of the webinar, an administrative charge of 20% of the registration fee will be imposed. Unpaid registrations include those registrations with HRDCorp grant will also be liable for a 20% administrative charge.
- No refunds will be made for written cancellations

received on the day of the webinar or for participants who failed to join the webinar. Unpaid registrations include registrations with HRDCorp grant will also be liable for full payment of the registration fee.

- Replacement of participant and transfer of webinar are not acceptable.

CERTIFICATE OF ATTENDANCE AND CPD HOURS

- Participants will be issued with an e-certificate of attendance and full payment and awarded CPD hours upon strict compliance of the following terms:
 - Remain logged in at least 75% of the time allocated for the webinar,
 - Submit the feedback form within 3 days after the completion of the webinar
- Delegates may check their E-certificates from this link <http://www.maicsa.org.my/resources/cpd-training/e-certificate-of-attendance>, within 5 working days after the webinar.
- For MAICSA members, the CPD hours will be credited into the CPD Tracker System within 14 days of the webinar for participants who have complied with all terms and conditions stipulated herein.
- For MAICSA members who are also PC Holder, please contact SSM for the calculation and recognition of CPD Hours for online training held by MAICSA.
- For non MAICSA members, please contact your professional body or regulator for the calculation and recognition of CPD Hours for courses held by MAICSA.

COPYRIGHT

The materials of the webinar shall not be disclosed or used in any manner, either wholly or partially against any other parties and/or used in any manner, either wholly or partially as a defence by you and/or any other parties under any circumstances. The participants are therefore prohibited from reproducing any materials of this programme. All copyright and/ or intellectual property rights in any relevant materials produced in this Programme will remain with the party who produced such materials.

MAICSA disclaims responsibility for the materials of this programme. Neither the MAICSA, its Council or any of its Boards or Committees nor its staff shall be responsible or liable for any claims, losses, damages, costs or expenses arising in any way out of or in connection with any persons relying upon the materials provided during the webinar.

DATA PROTECTION

Information given by the participants to MAICSA is true, accurate and to the best of their knowledge. The participants have read and agreed with the Privacy Notice as stated on MAICSA's official website and therefore, allow MAICSA to collect, process, store and use the participants' data other than what is provided under the Personal Data Protection Act 2010.

EXCLUSION OF LIABILITY

This webinar shall not constitute an endorsement of the speaker(s) by MAICSA and MAICSA shall not be liable for whatsoever circumstances arising from any engagement between the speaker(s) and the webinar's participants.

DISCLAIMER

MAICSA reserves the right to change the speaker(s), date(s), time(s) and to cancel the webinar should circumstances beyond its control arise. MAICSA shall not be responsible for any costs, damages or losses incurred by the participant due to the changes and/or cancellation. MAICSA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon registering, you are deemed to have read and accepted the terms and conditions herein.