

AMLA and Reporting Institutions` Roles and Duties

10 April 2025, Thursday

9.00am - 1.00pm

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

Virtual

Course code: CS100425W1

Closing date: 8 April 2025

**4 CPD
HOURS**

Introduction

Under the Anti-Money Laundering, Anti-Terrorism and Proceeds of Unlawful Activities Act 2001 (“AMLA”) company secretarial services firms are categorized as reporting institutions and therefore have reporting obligations to adhere to. Company secretarial firms are classified as reporting institutions in the category known as designated non-financial businesses and professions (DNFBP). SSM’s issuance of the “Guidelines Relating to the Obligations of Company Secretary as a Reporting Institution under AMLA” highlights SSM’s attention and focus on monitor and supervise company secretaries under the AMLA.

Course objectives

The objective of this webinar is to look at how the reporting obligations affecting company secretaries and what should be implemented in their practice and profession.

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.

Course outline

This webinar will be for 4-hours covering the following areas-

1. When and how to carry out a risk assessment profile on the existing clients of the firm and what records are required to be kept
2. When and how to conduct customer due diligence and what are the processes involved in conducting this due diligence
3. What to expect from an inspection carried out by the Registrar of Companies on your firm’s compliance and implementation of AMLA measure
4. Red flag criteria to detect suspicious transactions and when a suspicious transaction report must be submitted to Bank Negara Malaysia
5. Preparing for the Data Compliance Report in future

Methodology

The speaker will be using power-point presentation which is supplemented by case studies and specific references to the Act to ensure company secretaries, secretarial assistants and other management executives to adopt the best practices and ensure compliance.

WEBINAR FEE

| Category | Early Bird Fee per person (RM) (applicable for participant who register and pay before 27/3/2025) | Normal Fee per person (RM) | Group Fee per person (RM)* (For 3 or more registrations from the same organization) |
|--|--|----------------------------|--|
| MAICSA Member/ Affiliate/Graduate/Student | 340 | 290 | 310 |
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| MAICSA Member's staff*** | 400 | 400 | 400 |

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

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Email: training@maicsa.org.my

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

Attention: Ms Vicky

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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.

- 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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