

Modern Meetings

11 April 2025, Friday

9.00am - 5.00pm

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

Virtual

Course code: CS110425W1

Closing date: 9 April 2025

**8 CPD
HOURS**

Course Introduction

Modern Meetings are online, virtual meetings for directors or members to come together to discuss and make decisions. In convening and conducting such electronic meetings, the Board or Members need to have regard to all requirements of law that are relevant to it. Any deviation from such requirements could place in jeopardy the validity of the proceedings at a meeting. The Companies Act 2016 ("the Act") reformed the members' written resolution procedures and introduced new methods of communication with members.

Course objectives

This course will highlight to participants the statutory requirements in the Act applicable to a meeting of the board, committee or the meeting of members and in particular electronic meeting. Participants will learn to differentiate the restrictions in the Constitution to the application of electronic communication and electronic meeting as provided in the Act. The best practices on using the various electronic meeting platforms will also be discussed. The course will also include the provisions to be considered by a public listed company in the Listing Requirements and Securities Commission Guidelines.

Who should attend

Company Secretaries, Directors, Auditors and Accountants

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

- Nature of meeting – types of meeting
- Communication with members – rules on use of electronic notice, use of website
- Notice of meeting – proper notice, authority to give notice, accidental omission, period of notice
- Quorum – power to fix quorum, quorum of one, quorum at adjourned meeting, loss of quorum
- Conduct of meeting – speaking at meetings, participation by outsiders
- Voting – methods of voting, poll, proxies
- Minutes – types of minutes, contents, evidence
- Members' Written Resolution – rules to follow

Learning Outcome

By attending this programme, the participants will :

- Have a better understanding of the various requirements to adhere to ensure that the meeting convened will be valid.
- Note the additional requirements imposed under the Listing Requirements for meetings of committees, board and general meetings.
- Note the common law procedures in situations where the Act or Constitution is silent.

WEBINAR FEE

Category	Early Bird Fee per person (RM) (applicable for participant who register and pay before 28/3/2025)	Normal Fee per person (RM)	Group Fee per person (RM)* (For 3 or more registrations from the same organization)
MAICSA Member/ Affiliate/Graduate/Student	490	540	510
Non member	640	690	660
Retired MAICSA member	270	270	270
MAICSA Member's staff***	600	600	600

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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- ** (i) applicable to the staff of MAICSA member (Sponsoring Staff) of the same organisation and billing
- (ii) NOT entitle to any other discounts
- (iii) The Sponsoring staff must be MAICSA active member
- (iv) MAICSA Affiliate CANNOT sponsor his/her staff.

ENQUIRIES:

Email: training@maicsa.org.my

Tel: **03-2282 9276 (ext 804)**

Attention: Ms Noor Shafika Hassan

- Fee is payable to **MAICSA**

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

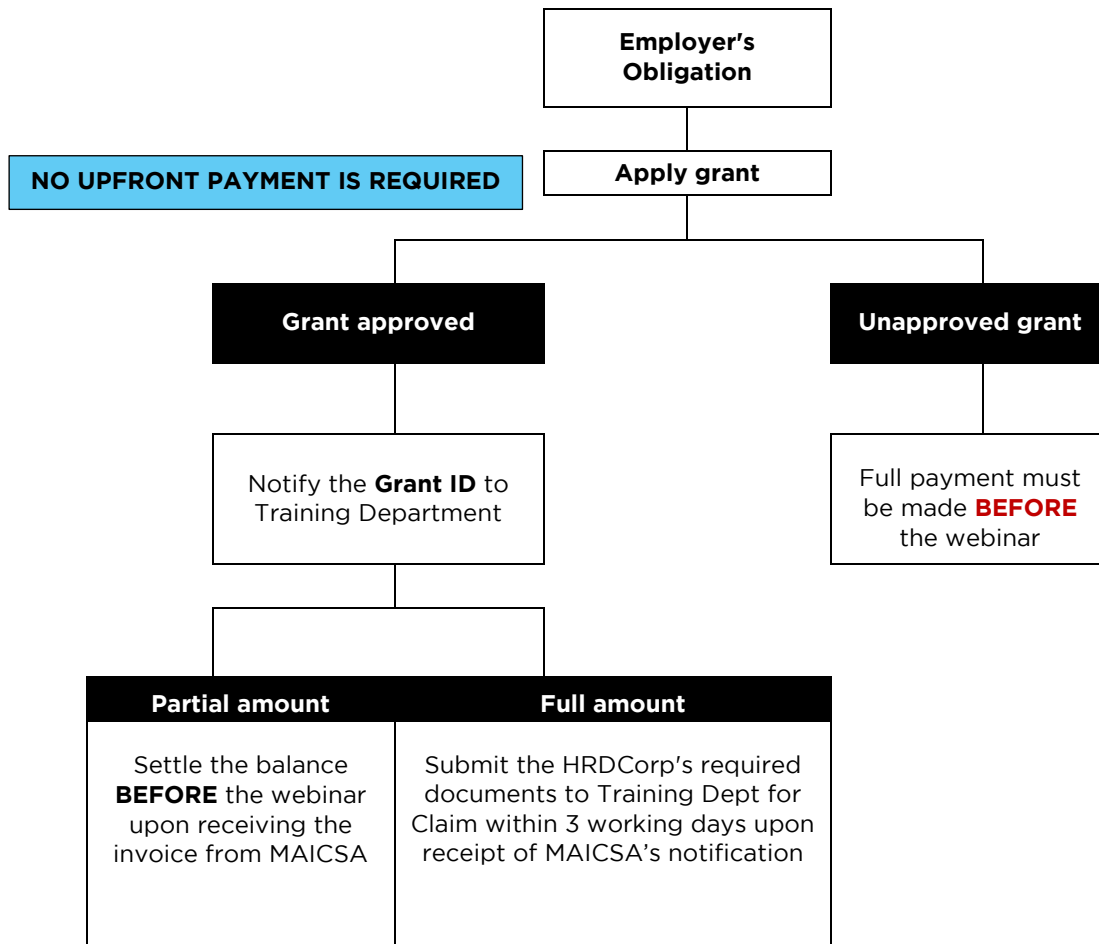
- The Access Link will be emailed at least one day before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.
- **Participants may log-in at 8.45am**

HRD CORP (FOR CLAIMABLE EVENTS ONLY)

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HRDCORP PROGRAMME NO.: TO BE ADVISED**



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

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 - 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 <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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