

## **CASE STUDY SERIES on** **Appointment, Resignation** **and Removal of Directors**

**11 September 2024, Wednesday**

9.00am - 1.00pm

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

Virtual

Course code: CS110924W1

**Closing date: 9 September 2024**



**4 CPD  
HOURS**

## Introduction

The 'Case Study' Model of discussion and analysis has been widely acknowledged as an effective mode of teaching by premier institutions like Harvard Business School and the Kennedy School of Business.

Cases are narratives, situations, selective data and statements that present real-life simulations and as such, put to the fore unresolved and thought-provoking issues which are likely to occur in varying magnitude and complexities, in our practical lives also. Case Studies encourage participants to engage in critical thinking and to identify the several solutions for a given set of facts.

In this 1st series of the Case Studies Webinars, simulated and practical case scenarios will be presented and invite participants to engage in critical thinking and to identify solutions for given sets of case scenarios in corporate secretarial practice.?

## Course objectives

This 4-hours webinar seeks to analyse and assess the practical approach towards the appointment of directors, resignation of directors, removal of directors, vacation of office as directors and role of the company secretary when the sole director or last remaining director pass away or is disqualified.

## Learning Outcomes

By the end of the webinar, participants will be able to -

- Have a better understanding of the responsibilities and duties involved
- Learn how to handle practical situations
- Minimize their liabilities or risks in their occupation / practice

## Course outline

- Case study no. 1 deals with the appointment of a director, the role of reporting institutions under the AMLATPUA 2001 in conducting a client's due diligence or enhanced due diligence process on the appointment, verification of ID documents & other assessment procedures
- Case study no. 2 deals with the resignation of a director and assessment of the case laws relating to resignation of a director; non-approval / acceptance of the resignation by other directors; liability of company secretaries in accepting the resignation of a director
- Case study no. 3 deals with the removal of a director; the convening of a general meeting for the proposed removal; challenges posed by the 'removed' director and (possible) liabilities of the company secretary in assisting in the removal
- Case study no. 4 deals with the role and duties of the company secretary in dealing with a situation where the sole director (who is also the sole shareholder) or the last remaining director passes away

## Methodology

The speaker will be using power-point presentation to post the four case studies and engage in an interactive session where attendees must participate to analyse and assess the case studies, offer solutions or suggestions to deal with the scenario..

## 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.

## WEBINAR FEE

Category	Early Bird Fee per person (RM)  (applicable for participant who register and pay before 28/8/2024)	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.**

### MAICSA Member's Staff

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- (iii) The Sponsoring staff must be MAICSA active member
- (iv) MAICSA Affiliate CANNOT sponsor his/her staff.

### 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

**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](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.**

## TERMS & CONDITIONS FOR WEBINARS

### WEBINAR ACCESS LINK

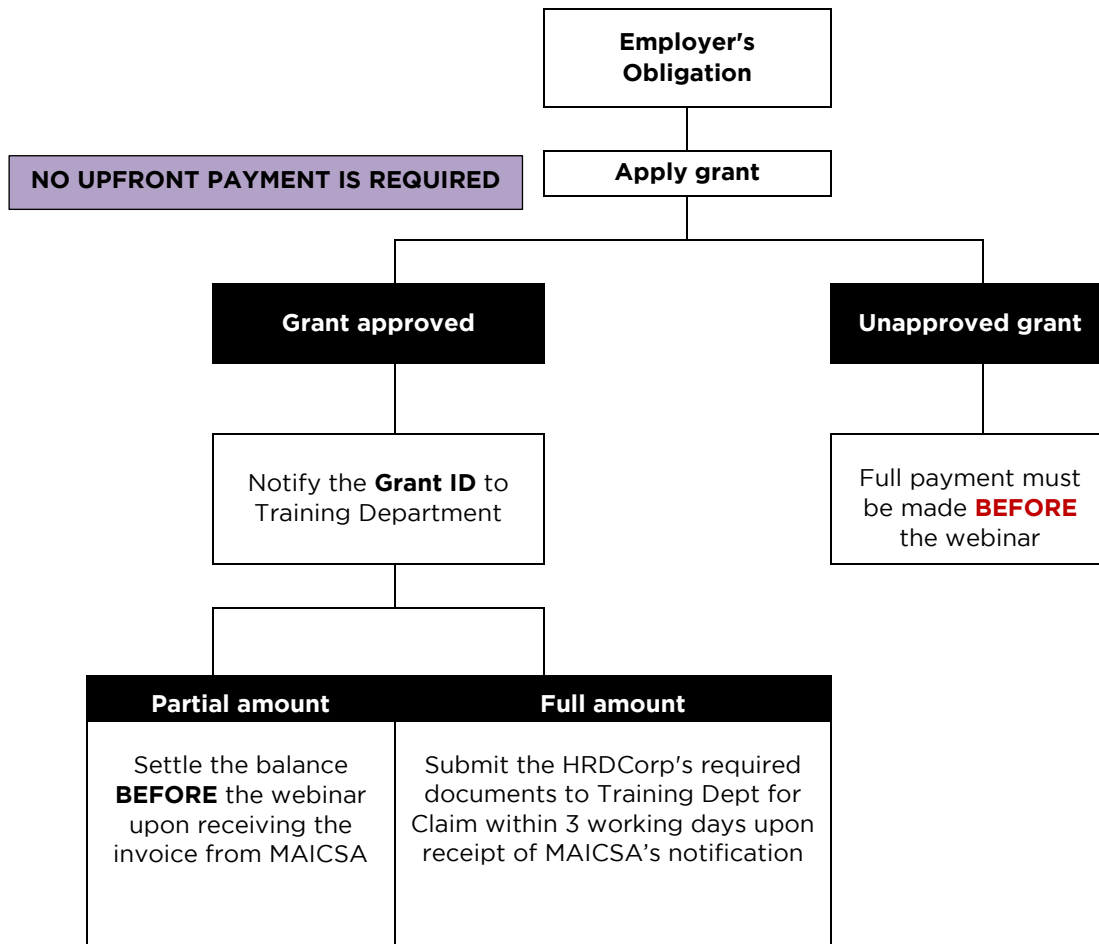
- The Access Link will be emailed at least one day before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.
- **Participants may log-in at 8.45am**

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

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REMOTE ONLINE TRAINING (PUBLIC)**



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- 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 <https://www.maicsa.org.my/resources/cpd-training/e-certificate-of-attendancee-confirmation-letter-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.
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