

## SSM'S Guidelines, Practice Notes & Practice Directives – Forget Them at Your Peril

**24 April 2025, Thursday**

9.00am – 1.00pm

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

Virtual

Course code: CS240425W1

**Closing date: 22 April 2025**

**4 CPD  
HOURS**

## Course Introduction

The Companies Commission of Malaysia ('CCM') has to-date issued 6 Practice Directives and 6 Practice Notes to provide guidance for companies and company secretaries on various areas of compliance and lodgement of documents with the CCM. Other than these, CCM also issue various guidelines on various areas to provide guidance and directions as well as FAQs to provide further clarifications. Company secretaries should be reminded that these guidelines, practice notes and directives are issued under the Companies Commission Act 2001 and have the force of law and requires compliance.

## Objectives

The objective of this webinar is to assess and comment on some of the Guidelines (other than the BO Framework), Practice Notes and Practice Directives to ensure that company secretaries do not miss out the significance of the directives and notes.

## Who Should Attend

Company secretaries, accountants, lawyers and those who involve in the advisory works

## Course outlines

This webinar will be for 4-hours covering: -

- a) Practice Directive 1/2017 and the 2 amendments thereto, Practice Directive 2/2017 (as revised) and Practice Directive 3/2017
- b) Practice Directives 4/2017, 5/2018 and 5/2020
- c) Practice Notes 2/2018, 3/2018, 4/2018, 5/2019 and 6/2019
- d) FAQ's on Companies Act 2016 and Transitional Issues
- e) Guideline on Dealing with Assets of Dissolved Companies

## 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.

## 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 10/4/2025)	Normal Fee per person (RM)	Group Fee per person (RM)*  (For 3 or more registrations from the same organization)
MAICSA Member/ Affiliate/Graduate/Student	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.

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- (iv) MAICSA Affiliate CANNOT sponsor his/her staff.

### ENQUIRIES:

Email: [training@maicsa.org.my](mailto:training@maicsa.org.my)

Tel: 03-2282 9276 (ext 804)

Attention: Ms Shafika

- 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.

- Access to join the webinar shall be granted only upon full payment as per the above requirement.
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**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.
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- **Participants may log-in at 8.45am**

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