

AGM, ACCOUNTS, AUDIT & ANNUAL RETURNS UNDER THE COMPANIES ACT 2016

COURSE INTRODUCTION

In line with providing flexibility in managing the affairs of companies under the Companies Act 2016, AGM is mandatory for public company. Whereas, private company may need to hold AGM if required under its constitution. The law also introduced the decoupling of the requirement to lodge audited financial statements and annual returns. These change the way companies handle their yearly compliance matters. This seminar will attempt to provide clarities on matters pertaining to annual compliance of companies under the Companies Act 2016.

COURSE OBJECTIVES

This course is designed for company secretaries and experienced support staff with the aim to assist them by providing support and guidance on a range of common tasks to do with AGM, accounts, audit and annual returns under the Companies Act 2016. It will also guide participants through the key compliance issues that must be addressed and provide hands-on training arising from the company secretary's duties.

COURSE CONTENTS

- Holding of AGM under the Companies Act 2016.
- Retirement of directors.
- Appointment/resignation /removal of auditors.
- Retirement of auditors/directors.
- Audit exemption.
- Audited financial statements and exempt private company.
- Annual returns under the Companies Act 2016.
- Decoupling of lodgement of audited financial statement and annual returns.
- Extension of time to hold AGM.
- Hybrid and virtual AGMs.
- Proxy and poll.
- SSM Practice Directives.
- Shareholders' activism at meetings.
- Shareholders' rights.
- Rights of minorities.
- FAQs at AGM.
- Maintenance of statutory registers/minutes books and related issues.
- Company secretaries' duties and responsibilities under the Companies Act 2016 relating to AGM, financial statements and annual return.
- Offences under the Companies Act 2016 relating to annual compliance matters.
- Best practices at AGM.

LEARNING OUTCOME

By attending this course, the participants will be able to:

- Comply with the Companies Act 2016's requirements and execute the common tasks relating to AGM, audited financial statements and annual returns.
- Identify and resolve pitfalls arising from annual compliance matters.
- Describe best practices of AGM.
- Update, maintain and extract information from statutory books, statutory returns and other related documents.

WHO SHOULD ATTEND

Company secretaries, company secretarial staff, legal manager, auditors, accountants, company directors and anyone who are involved in AGM, preparing of financial statements and annual returns.

ABOUT THE TRAINER

Liew Lee Kee has more than 20 years experience in the corporate secretarial and consultancy services industry. She is currently the Managing Director of Erdington Corporate Asia Sdn. Bhd. She has vast experience in advising and servicing multinational corporations and locally incorporated companies. She also has vast experience in servicing foreign companies wishing to set up businesses in various industries in Malaysia such as Representative/Regional offices, Branch Offices and liaison with the relevant government authorities such as MIDA, Immigration, Registry of Trade mark, etc. She is a trainer and professional speaker and has conducted numerous business seminars, talks and conferences to professionals, directors, entrepreneurs, executives, foreign investors, etc. She is a Certified Professional Trainer, UK, PSMB Approved Trainer and Certified Trainer of the Ministry of Tourism.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
07 January 2021	Webinar @ Microsoft Teams	003/21/CEP/WEB
01 April 2021	Webinar @ Microsoft Teams	042/21/CEP/WEB
29 July 2021	Webinar @ Microsoft Teams	092/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Lecture and Case Discussion	
Fee	RM500.00 RM400.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	8	