

2021 PATHWAY FOR BEGINNERS SERIES ON COMPANY LAW AND COMPANY SECRETARIAL PRACTICE

COMPANY SECRETARY AND GETTING STARTED WITH COMPANIES

COURSE INTRODUCTION

Pathway for Beginners Series on Company Law and Company Secretarial Practice (CSP) programme is designed and developed for beginners in the company secretarial profession and for those looking for a refresher course. **This programme combines the essential principles of company law in Malaysia under the Companies Act 2016 regime and the practical applications.**

The six topics under this programme for the year 2021 are:

1. Company secretary and getting started with companies.
2. Constitution, audit and annual return.
3. Directors, members and meetings.
4. Shares and share capital.
5. Cessation of companies.
6. Corporate governance for beginners.

COURSE OBJECTIVES

This programme walks the beginners through the basics of company law and CSP in a simple and plain language. It aims to guide them in understanding key legal principles of company law and learn the practical aspects and functions of a company secretary. Participants will acquire the skills to carry out the duties and tasks that have to be performed by a company secretary, think critically about various aspects of Companies Act and its applications. All participants arrive at a similar level and no prior knowledge is assumed.

COURSE CONTENTS

COMPANY SECRETARY AND GETTING STARTED WITH COMPANIES

COMPANY LAW

- Introduction to business entities – Sole proprietorship, partnership, limited liability partnership, company.
- Basic concepts.
- Classification of companies.
- Company limited by shares.
- Company limited by guarantee.
- Unlimited company.
- Private vs public companies.
- Corporate personality.
- Lifting the veil of incorporation.
- Related companies – holding and subsidiary; ultimate holding; wholly owned subsidiary; related companies.
- Company secretary – qualification, disqualification
- Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 (AMLA)
- Foreign companies

CSP

- Incorporation of private, public and CLBG
- Step-by-step incorporation process.
- Conversion from private to public company.
- Conversion from public to private company.
- Exempt private companies.
- Company secretary - appointment, resignation, removal, roles and responsibilities, company secretary and corporate governance.
- Know your customer due diligence.
- Change of company's name
- Common seal
- Registration of foreign companies.

LEARNING OUTCOME

By attending this programme, participants will be able to:

- Develop good understanding of essential principles of company law in Malaysia.
- Learn the basic overview legal framework of the Companies Act 2016.
- Learn the practical applications in administering companies under the Companies Act 2016.
- Identify the scope and apply the role and functions of a company secretary.
- Understand the law and best practice in key functional matters to ensure compliance under the Companies Act 2016.

WHO SHOULD ATTEND

Company secretarial assistants below two years of experience, support staff in secretarial department, personal assistants to company secretary, legal administrators and legal secretaries who are involved in corporate secretarial work.

Note to Participants:

Compulsory to have a copy of Companies Act 2016 as reference at the programme.



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ABOUT THE TRAINERS

Dr. Usharani Balasingam is currently a Senior Lecturer at the Faculty of Law, University of Malaya. Prior to that, her work experience includes being an active legal practitioner of law as an Advocate and Solicitor of the High Court of Malaya. She was also in legal corporate advisory in Kuala Lumpur City Centre Berhad before entering academia. Dr Usha has taught Company Law and Corporate Governance in the Faculty of Law, University of Malaya. She has researched and presented papers in local and international conferences. She has published articles in local and international journals and book chapters in the areas of education, law and ethics. She has also undertaken consultancy and projects in these areas. Dr Usha is a co-author of Navigating Companies Act 2016 for SMEs (2018, Sweet & Maxwell), as well as, Protecting the Elderly Against Abuse and Neglect (UM Press 2017).

Wong Wei Fong is an associate member of MAICSA and a holder of MBA from Sydney Business School, University of Wollongong. She has been involved in the corporate secretarial practice since year 1992, chalking up more than 28 years of experience in the field. She spent most of her career working in secretarial firms dealing with a wide range of clients from various industries. In the years spanning over 28 years, she has provided countless regulatory updates and briefings to board members to equip them with the right knowledge to discharge their fiduciary duties effectively.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
3 - 4 February 2021	Webinar @ Microsoft Teams	016/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Lecture, case laws, discussions	
Fee	RM1,000.00	Standard
	RM800.00	Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	16	