

DRAFTING RESOLUTIONS OF BOARD AND MEMBERS

COURSE INTRODUCTION

A resolution is an agreement or decision made by the directors or members (or a class of members) of a company. When a resolution is passed, the company is bound by it. Essentially, a resolution is written documentation describing an action that has been authorised by either the directors or members of a Company. Although the process for writing a resolution is not particularly complex, it has to be precise in order for the resolution to meet the legal standing that it was intended for.



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COURSE OBJECTIVES

This course introduces the Company Secretary to the basics of resolution drafting for a board or shareholders' decision. The presentation will discuss the role that resolutions play with respect to good corporate governance and the importance of drafting comprehensive and well-organized resolutions. Participants will also note the essential elements which have to be present before a resolution can be taken as valid, effectual or enforced.

COURSE CONTENTS

- Types of resolutions
- Essential elements needed for a resolution to be valid.
- Drafting comprehensive and precise resolution.
- How to deal with errors in the resolution?
- Legal and general effects of resolutions.
- Common flaws in corporate resolution.

LEARNING OUTCOMES

By attending this course, participants will be able to:

- Develop a better understanding of the legalities involved in drafting resolutions.
- Recognise the pertinent matters that must be included in the resolution to ensure it is comprehensive.
- Learn the dos and don'ts of drafting resolutions.
- Identify practical issues relating to resolution drafting.

WHO SHOULD ATTEND

Company secretaries, company directors and accountants.



ABOUT THE TRAINER

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.

Oi Wah is also involved in advisory 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 an approved trainer with HRD Corp and does regular training for the Companies Commission Malaysia Training Academy and other professional bodies. She is also co-author of "Company Meetings, Minutes and Resolutions in Malaysia" published in 2021 by the Malaysian Current Law Journal.

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ADMINISTRATIVE DETAILS

Date	08 October 2024	
Venue	Virtual platform	
Time	9.00AM – 5.00PM	
Training Methodology	Lecture and case discussion	
Fee	RM500.00	Standard
	RM400.00	Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	8 Points	

HOW TO REGISTER?

STEP 1

Strictly via online registration at <https://e-comtrac.ssm.com.my>

STEP 2

NEW USER (First Time Login)

- Click on **SIGN UP**
- Key in **REGISTRATION INFORMATION**
- Click on **REGISTER**
- Key in **USERNAME** and **PASSWORD**

EXISTING USER

- Key in USERNAME and PASSWORD
- Click on SIGN IN

STEP 3

- Select training
- Check on Available Seat
- Click on Add Participant
- Key in participant's information
- Click on Submit
- Check participant's details
- Click on Submit Payment

Note: Please submit your application within 15 minutes. Otherwise the system will automatically cancel your transaction and you will lose your seat(s). Please re-apply if you wish to proceed. Full payment shall be made at the point of registration.



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Payment Mode

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- Payment by cash and cheque is not acceptable effective from January 2021.

Webinar Access Link

- A notification e-mail with the webinar access link will be sent at least 24 hours before the commencement of the webinar.
- The access link is unique for registered participants and should not be forwarded or shared with others.

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- Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received.
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COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

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