

ROLE OF COMPANY SECRETARY IN AN IPO



 Gunung Lang Recreational Park, Ipoh

COURSE INTRODUCTION

When a company decides to go public with an Initial Public Offering (IPO), the workload of the Company Secretary essentially doubles up. An IPO is a major milestone — it's when a company offers its shares to the public for the first time and gets listed on a recognized stock exchange such as the Main Market or Ace Market. The entire process is strictly regulated by the Securities Commission of Malaysia and Bursa Malaysia Berhad and entails a lot of legal formalities, documentation, and coordination.

The role of the Company Secretary has expanded far beyond traditional compliance. Today, the Company Secretary acts as a strategic advisor, legal expert, risk manager, and communication bridge during the IPO process. Their involvement is essential to the successful planning, execution, and post-listing compliance of an IPO—making them a vital pillar in a company's journey to becoming publicly listed.

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COURSE OBJECTIVES

The course starts with a look at the statutory role and core duties of the company secretary, moving on to explore the secretary's work in such key areas as working with the board and its various committees, compliance with the Listing Requirements, best practice in corporate governance and year-end matters.

COURSE CONTENTS

- Role and duties of the PLC secretary – functions.
- The Board and Committees – role, terms of reference, planning meeting and taking minutes.
- The Listing Requirements - continuing listing obligations, acquisitions and disposals, corporate disclosure, financial reporting, inside information.
- Corporate governance - background to and contents of the Malaysian Code on Corporate Governance and recent developments.
- The year end reporting and general meetings - planning and practical issues.

LEARNING OUTCOMES

By attending this course, participants will be able to:

- Have an understanding of the company secretary's role in supporting the Board, management, and regulators during the IPO process.
- Apply best practices in managing statutory records, compliance filings, and regulatory submissions post-listing.
- Develop effective Board and committee meeting plans, annual calendars, and agendas.
- Identify and comply with key continuing listing obligations under Bursa Malaysia's Listing Requirements.
- Analyse how governance expectations apply to listed issuers, including Board composition, independence, and sustainability oversight.
- Plan and coordinate year-end reporting activities, including annual reports, governance statements, and sustainability disclosures.

WHO SHOULD ATTEND

Anyone with some company secretarial experience within a listed PLC or about to move into a listed environment.



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	15 June 2026
Venue	Virtual platform
Time	09.00 am – 05.00 pm
Training Methodology	Lecture and case discussion
Fee	RM550.00 Standard RM450.00 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 www.ssm4u.com.my/ecomtrac

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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TERMS & CONDITIONS FOR TRAINING PROGRAMMES

PROGRAMME FEE

- Fee is payable to SURUHANJAYA SYARIKAT MALAYSIA.
- Admittance to training programme shall be granted only upon registration and full payment is received.

PAYMENT MODE

- Registrations and payment for training programmes MUST be made through online at e-COMTRAC (www.ssm4u.com.my/ecomtrac). Upon submitting the registration application, participants are deemed to have read and accepted the terms and conditions herein.
- Payment by cash and cheque is not acceptable effective from January 2021.

CLASSROOM TRAINING

- For classroom-based training, a confirmation e-mail will be sent to participants at least 1 working day prior to the programme.
- Participants are required to present Malaysia's identification card and foreign participants are required to present passport at the registration counter for verification and admission to training programme.
- Admittance may be denied upon failure to present identification card / passport.

LIVE WEBINAR TRAINING

- A notification e-mail with the webinar access link will be sent to participants at least 1 working day prior to the webinar.
- The access link is unique for registered participants and should not be forwarded or shared with others.

E-LEARNING TRAINING

- Upon successful registration, an email will be sent containing the access link to the pre-recorded webinar and accompanying material will be sent on the start date of the programme.
- Access will be available for a fixed duration of seven (7) days starting from the session's commencement date. After this period, the link will expire, and access to the webinar and materials will no longer be available.

CERTIFICATE OF ATTENDANCE

- Upon full attendance of the programme and payment is received, participants will be issued an e-Certificate of Attendance.
- Participants can download the e-Certificate of Attendance from e-COMTRAC platform in three (3) working days after the programme or in seven (7) working days for conference / symposium. Please take note that the certificate is available for download up to 30 days from the conclusion of the programme. An administrative fee of RM30.00 per copy is chargeable for downloading the certificate after the 30th day. Any replacement of certificate due to errors in name or identification card number wrongly filled by participant / representative during registration or loss of certificate, etc will incur a fee of RM30.00 for reissuance.

CANCELLATION / ABSENT

- No refund will be given to participants who failed to attend the programme.
- Replacing registered participant is not allowed.

TRANSFER

Transfer of registration fee to another training programme is not allowed.

PERSONAL DATA PROTECTION NOTICE

Your personal data and other information provided in this application and including any additional information you may subsequently provide, may be used and processed by COMTRAC/SSM as a reference in future to communicate with you on our training programmes/events. In line with the Personal Data Protection Act 2010, we wish to obtain your agreement and consent for using your personal data. If you do not consent to the processing and disclosure of your personal data, you should send an e-mail to us at comtrac@ssm.com.my.

HUMAN RESOURCES DEVELOPMENT CORPORATION

SSM is registered as a training provider with HRD Corp under GOV1000117857. All trainings are claimable under SBL Scheme subject to HRD Corp approval. Participant's employer needs to apply for grant at least one day before the commencement of training.

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