

FOREIGN COMPANIES & EFFECTIVE MINUTES WRITING



March 8, 2024

(Friday)

09:00 a.m. – 05:00 p.m.



Venue:

Webinar



Total CPD Hours:

8 hours



REGISTRATION FEE:

MICPA & CAANZ Members /
Approved Training Employer
(ATE)

RM360.00

Non-Members

RM480.00

PROGRAMME OUTLINE

- Why the need for a Malaysian Branch?
- How to register a foreign company in Malaysia?
- Statutory obligations of a Foreign company under the Companies Act 2016
- Merits and demerits of a foreign company
- Obligations of local agent – Think before you leap!
- Procedures to register a Malaysian Branch with SSM
- Issues to consider before cessation of foreign company
- When and why register a Representative Office?
- Advantages and disadvantages of Representative Office
- Functions of Representative Office
- Structuring the notes
- Taking accurate minutes
- Recording the message not the words
- Summarizing skills
- Understanding the different writing styles
- English for minutes writing
- Challenges of minute taker
- Notetaking skills
- Importance of listening
- Skills of effective minutes writing

SPEAKER'S PROFILE

Ms Jessica Liew Lee Kee, MBA, has had 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.

Ms Jessica has a great deal of 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.

Ms Jessica is a Distinguished Toastmaster (DTM), the highest recognition awarded by Toastmasters International which is the premier public speaking organization in the world. She is also a Certified Professional Trainer, UK, PSMB Approved Trainer and Certified Trainer of the Ministry of Tourism.