

## ANNUAL COMPLIANCE ON ANNUAL RETURN, AUDIT, ACCOUNTS AND AGMS AND STATUTORY RECORDS UPDATES



**October 3, 2024**

(Thursday)

**09:00 a.m. – 05:00 p.m.**



**Venue:**

**AICB Centre of Excellence,  
Kuala Lumpur**



**Total CPD Hours:**

**8 hours**



**REGISTRATION FEE:**

MICPA & CAANZ Members /  
Approved Training Employer  
(ATE)

**RM560.00**

Non-Members

**RM680.00**

### Disclaimer:

MICPA reserves the right to:

- Change the agenda or any relevant details without notice;
- Cancel the event due to any unforeseen circumstances; and
- Close the registration should the participant number exceeds capacity

## INTRODUCTION

The most common offences committed by directors is the non adherence to the yearly submission of annual returns and financial statements of the companies. The delay in the audit of the financial statements is often the root cause of non submission of financial statements. Due to the nonchalance of the directors on such matters, problems with the authorities arise. Therefore, directors need to be aware of such compliance issues under the Companies Act 2016.

The Registrar has in recent years been actively conducting field audits of the statutory records of the companies. With the emphasis on transparency and accountability, it is of utmost importance that the statutory records and register are kept up to date. The Registrar of Companies is in the midst of a wide ranging crackdown on non compliance issues under the Act. Company Secretaries need to keep the statutory records in a timely, orderly, accurately and easily accessible manner. It is therefore a necessity for Company Secretaries to update themselves with record keeping issues whether it is in manual, electronic or cloud mode.

## SEMINAR OBJECTIVE

This seminar will attempt to address the cause of non compliance of the Act on yearly compliance issues of companies and upkeep of the statutory records of the companies.

## PROGRAMME OUTLINE

**09:00 a.m. – 05:00 p.m.**

- Registration
- Requirements on tabling of accounts for private and public limited Companies
- Rights and duties of auditors, directors and secretaries under the Companies Act 2016
- Practical issues on completion of the new Annual Return manually or electronically
- Exempt Private Company under MBRS
- Circulation of financial statements under the RMCO/MCO
- Extension of time – pre, during and post Covid 19
- AGMs/Board Meeting under RMCO
- Appointment, removal, resignation and retirement of auditors and directors.
- Procedures and compliance on AGMs under the Act
- Virtual, hybrid and physical meetings
- FAQs at AGMs
- Auditors' exemption under the Companies Act 2016
- Managing shareholders at AGM
- Extension of time under the Movement Control Order (MCO) for AGM, Annual returns and financial statements
- Updates on SSM Practice Directives and Practice notes
- Q&A and End of Session

## 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.