



YEAR END MATTERS UNDER THE COMPANIES ACT 2016/COMPANY VIRTUAL, HYBRID AND PHYSICAL AGM MEETINGS

HRD CORP Scheme & Training Programme
No.: HRD Corp Claimable Courses - Skim
Bantuan Latihan Khas & 1000121835



April 6, 2026
(Monday)

09:00 a.m. – 05:00 p.m.



Hotel In KL



Total CPD Hours:
8 hours



Registration Fee:

MICPA & CAANZ Members /
Approved Training Employer (ATE):

RM560.00

Non-Members:

RM680.00

**due to e-invoicing, once the
billing information have been
chosen, NO FURTHER CHANGES
WILL BE PERMITTED*

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. Therefore, directors need to be aware of such compliance issues under the Companies Act 2016.

The directors / company secretaries must be familiar with the meeting rules at board meetings, members meeting and Annual General Meetings so that meetings can be conducted in accordance with the Companies Act 2016. With the emergence of virtual and hybrid meetings since Covid 19, the directors/company secretaries must also ensure that they are well equip to handle such changes on mode of meetings.

This Seminar will attempt to address the cause of non compliance of the Act on yearly compliance issues of companies and conducting virtual and hybrid meetings for the companies.

PROGRAMME OUTLINE

09:00 a.m. – 05:00 p.m.

- Registration
- Year end matters
- Annual returns and AGM
- Extension of time under the Movement Control Order (MCO) for AGM, Annual returns and financial statements
- Retirement of director for “Sdn Bhd”
- Appointment and retirement of auditors
- SSM Practice Directives and Practice Notes
- Company Meetings under the Companies Act 2016
- Rights of members
- No AGMs regime
- Shareholders’ activism
- Running virtual meetings
- Do’s and don’ts of virtual meetings
- Taking charge at AGMs
- Q and A
- 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.

Contact: CPD DEPARTMENT
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To Register, Please Click This Link:
<https://tinyurl.com/3up92ms3>