



BASIC PRINCIPLES OF COMPANY SECRETARIAL PRACTICE

HRD CORP Scheme & Training Programme
No.: HRD Corp Claimable Courses - Skim
Bantuan Latihan Khas & 10001377711



July 6, 2026
(Monday)

09:00 a.m. – 05:00 p.m.



Hotel In
Kuala Lumpur



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

This program is specifically tailored to newcomers who enter this profession now. This course is to highlight the fundamental duties of company secretaries and on what is required from them in practice.

The daily duties of the Company Secretary are generally wide in scope and may range from ensuring that the company complies with regulation or advising the directors on good corporate governance practice and the maintenance of company accounts and registers and to duties as diverse as administrative duties such as personnel management and office administration.

PROGRAMME OUTLINE

09:00 a.m. – 05:00 p.m.

- Registration
- Incorporation of companies
- Change of company name
- Roles and responsibilities of company secretary and directors under the Companies Act 2016
- Appointment, resignation, duties and responsibilities of company directors
- Appointment/resignation/removal of auditors
- Transfer of shares and transmission of shares
- Board Meetings and General Meetings – related issues
- Types of shares
- Share certificates and common seal
- Types of meeting
- What is resolution/motion?
- Company number, Company seal, share certificate and documents
- Legal effect of constitution
- Alteration of constitution
- General provisions relating to forms and other documents
- Q&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/ymwf6hz6>