

## Registration Form

Please retain original for your records | Please photocopy for additional participants |  
Registration can be made via fax or email.

### Registration Fees:-

Macs Member  RM424.00 Non Member  RM477.00

Staff from member's Firm  RM445.20

The above seminar fee is inclusive of SST 6%. (Inclusive of lunch, refreshments, seminar materials & Certificate of Attendance)

**Certificate of Attendance:** The Certificate of Attendance will be issued upon full attendance of the registered participant and receipt of full payment. Please ensure that your name is spelled correctly in the registration form and also in the attendance list. The certificates will be mailed to you within 2 weeks after the seminar.

**Cancellation:** There will be no refund for cancellation or non-attendance but substitute attendee will be accepted on the condition that the organiser receives prior notice 7 days before the date of seminar. Admittance will not be permitted unless payment is received.

**Disclaimer:** The organiser reserves the right to make changes to the venue, date, speakers, fee, including cancellation of the seminar, if warranted by circumstances beyond the organiser's control.

**Closing Date: 19 APRIL 2019**

### Contact Person | Enquiries

#### MACS SECRETARIAT

Pn Siti Suhada Bt Rosdi

Unit A608 Block A Tingkat 6 Kelana Square

No.17 Jalan SS7/26 Kelana Jaya

47301 Petaling Jaya Selangor.

Tel: 03-7806 3755 / 03-7806 1023 Fax: 03-78063625

E-mail: seminar@macs.org.my

#### JOHOR STATE REPRESENTATIVE

Mr. Seet Cheng Hoe

c/o Cheng Management Services. 19, Jalan Lembah Lima,

Taman Tasek 80200 Johor Bahru, Johor

Tel: 07-2369998 Fax: 07-2074277 Mobile: 019-776 5980

**8 CPD / CPE HOURS**



PERSATUAN SETIAUSAHA SYARIKAT MALAYSIA  
MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES  
(Approved Body under Fourth Schedule of the Companies Act, 2016)

## WORKSHOP ON THE COMPANIES ACT, 2016 AND SECRETARIAL PRACTICE

Date: Saturday, 27 April 2019

Time: 9.00am to 5.00pm

Venue: Mutiara Hotel Johor Bahru, Johor



### COURSE OUTLINES

- Members' Voluntary Winding-Up-What is the procedure and requirement? How to draft the resolutions, advertisement and the submission Forms.
- What is the procedure to remove a director under Companies Act, 2016? How to draft the resolution, special notice, and steps taken to effect the removal of director.
- Resignation of Company Secretary under Companies Act, 2016. The practice Note and the implications of the resignation.
- What are rules and legal position on quorum, corporate representative and proxies?
- Share transfer in Private Company-How to effect the transaction, and meaning of instrument of Transfer.

- Members’ written resolution-the requirement of the Companies Act, 2016 together with the samples of the written resolution of the members.
- Declaration of Dividend-What is Solvency Test and how to prepare resolution and Dividend Voucher?
- SSM Updates on the Implementation of Section 241.

**PROFILE OF SPEAKER**

**Mr Tang Chan Ming CA (M), FCCS, FCTIM**

Mr Tang Chan Ming is a practising Company Secretary, Chartered Accountant, Income Tax Consultant, and was a GST Tax Consultant. He has more than 37 years of working experience in corporate secretarial works, financial accounting, and other professional involvement. He has been speaking on various topics relating to Companies Act, 2016, GST and tax issue for Malaysian Association of Company Secretaries (MACS) and other organisations. He is now the President of MACS and the Chairman of Technical Committee of the Association.

**WHO WILL BENEFIT?**

- Company secretaries, secretarial assistants, company administrators, accountants and company directors are required to keep abreast with the latest developments/legislations and changes affecting the secretarial profession/business and to maintain professional competency in areas relevant to their work.
- MACS CPD Programme is recognised by SSM for Licensed Company Secretaries in meeting their CPD hours. For members of MACS who act and practise under Sections 236 & 241 of the Companies Act, 2016, it is mandatory to secure a minimum of twenty-four (24) CPD hours per annum.

**Participant’s Contact Details**

Full Name:.....  
 MACS Membership No:..... Other Professional Bodies No:.....  
 Postal Address:.....  
 .....  
 Company:.....  
 Designation:.....  
 Tel:..... Fax:.....  
 Email:..... Mobile:.....

\*Please tick the appropriate box

Tax invoice to be issued under the name:  Company  Individual

**Payment Method**

I hereby enclose RM....., via:- Cheque No. ....  
 (made payable to “**Malaysian Association of Company Secretaries**”)

Direct Bank in to MACS A/C No: Public Bank Berhad **PBB 3193504112**

All payment for registration can be made by cheque or direct bank-in at PBB. Registration by fax will only be confirmed upon full payment/receipt of bank-in-slip/EFT payment advice.

**Personal Data Protection Statement**

Your personal information collected in this form is processed, retained and used by MACS in accordance with the Malaysian Personal Data Protection Act 2010. Your personal information may be used for all purposes in relation to the processing of your registration for seminar organised by MACS and to meet statutory obligation but not limited to marketing and promoting other seminars that are offered from time to time.

MACS may also retain and continue to process your personal data for all intents and purposes unless you request in writing to withdraw your consent to receive any form of communication from MACS.

I ..... agree/disagree \* to provide my personal data as mentioned in the Statement.

Signature : .....

Date : .....