

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: 27 February 2020

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

MIRI STATE REPRESENTATIVE

Ms Bernice Lim

TAS SECRETARIAL SERVICES SDN BHD

Lot 1246, Jalan Permaisuri, 98000 Miri, Sarawak

Tel: 085-416404/ 013-8368000 Fax: 085-426611

E-mail: bernice@chrissim.com



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

EFFECTIVE MINUTES WRITING WORKSHOP

Date: Saturday, 7 March 2020

Time: 9.00am to 5.00pm

Venue: Imperial Palace Hotel Miri, Sarawak



COURSE OUTLINES

- Purpose and use of Minutes.
- Useful terminology and how to use it.
- Minute's presentation.
- What Minutes should include and what should be left out.
- The role of the Chairperson and how to work with him.
- The importance of Minutes.
- Types of Minutes.
- The requirement of Minutes in the Companies Act, 2016.

8 CPD / CPE HOURS

PROFILE OF SPEAKER

(Miri)

Mr. Vincent Koh Kheng Hwa CA(M), CPA (Aust.), RFP, MCCS, ACTIM

Mr. Vincent Koh is a practising Company Secretary, Chartered Accountant and Income Tax Agent. He was an invited lecturer of the tax subject of the CAT course in private institution in Segamat, Johor. Mr. Vincent Koh has about 20 years of practical experience in accounting, company secretarial and taxation. Mr. Vincent Koh is currently the Assistant Honorary Treasurer of MACS.

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 (Please fill in BLOCK Letters)

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

<p>Payment Method</p> <p>I hereby enclose RM....., via:- Cheque No. (made payable to “Malaysian Association of Company Secretaries”)</p> <p>Direct Bank in to MACS A/C No: Public Bank Berhad PBB 3193504112</p> <p>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.</p>
--

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 :