



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

# **PROCEDURES AND BEST PRACTICES FOR MEMBERS' WRITTEN RESOLUTIONS IN PRIVATE COMPANIES VS PROCEDURE AT PHYSICAL MEETING**



**15 AUGUST 2026 | SATURDAY**



**9.00 AM - 5.00 PM**



**ZOOM WEBINAR**

**8  
CPD/CPE  
HOURS**



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# PROCEDURES AND BEST PRACTICES FOR MEMBERS' WRITTEN RESOLUTIONS IN PRIVATE COMPANIES VS PROCEDURE AT PHYSICAL MEETING

## COURSE CONTENTS

To equip Company Secretaries with a **clear, practical framework** to:

- choose correctly between **members' written resolutions** and **members' meetings**,
- run the process **strictly in line with CA 2016** (and the company's constitution),
- anticipate and prevent common disputes (validity challenges, quorum deadlock, defective requisitions, defective notices, etc.), and document and evidence the process properly for audit/regulatory scrutiny and litigation readiness.

## LEARNING OUTCOMES

By the end of the programme, participants will be able to manage members' decision-making in private companies in compliance with the **Companies Act 2016** and the **constitution**. They will know when to use a **written resolution** versus a **members' meeting**, and apply the correct procedures for eligibility, circulation, timelines, electronic delivery, majority and lapse rules. They can handle member-initiated circulation (including **5% threshold**, statements, costs/deposits and abuse risks), run compliant meetings (quorum, chair, voting and corporate representatives), assess litigation risk using recent Malaysian cases, and compile a complete, challenge-ready **evidence pack**.

## PROFILE OF SPEAKER

**MR. TANG CHAN MING CA (M), FCCS, ACTIM**

**Mr. Tang Chan Ming** is a practicing Company Secretary, Company Accountant, Income Tax Consultant, and GST Tax Consultant. He has more than 43 years of working experience in Corporate Secretarial works, Financial Accounting, and other professional involvement. He has been speaking on various topics relating to the Companies Act, 2016, GST and tax issue for Malaysian Association of Company Secretaries (MACS) and other organizations. He is now the Chairman of Technical Committee of the Association.

- MACS CPD Programme is recognized by SSM for Licensed Company Secretaries in meeting their CPD hours. For members of MACS who act and practice under Sections 236 & 241 of the Companies Act, 2016, it is mandatory to secure a minimum of twenty-four (24) CPD hours per annum.

# PROCEDURES AND BEST PRACTICES FOR MEMBERS' WRITTEN RESOLUTIONS IN PRIVATE COMPANIES VS PROCEDURE AT PHYSICAL MEETING

## BY MR. TANG CHAN MING

### REGISTRATION FEES:

Category	Normal Fee (RM) per person
MACS Member	<b>320.00</b>
Staff Member	<b>320.00</b>
MACS Student	<b>120.00</b>
Non-Member	<b>440.00</b>
State Representative & Committee Member	<b>160.00</b>

The above seminar fee is inclusive of SST 8%, seminar materials (softcopy) and E-Certificate of Attendance.

### PROGRAMME FEE

- Fee is payable to **MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES**.

### PAYMENT MODE

- Payment must be made through the electronic channels i.e. online payment via the MACS member service portal and electronic fund transfer (EFT).
- Payment by cash and cheque is **NOT ACCEPTABLE** effective from 1 January 2024.

### TERMS & CONDITIONS

#### **Certificate of Attendance:**

- Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received.
- Please ensure that your name is spelled correctly in the online registration form and also in the attendance list if applicable.
- The certificates will be E-mailed to you within two (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, fees, including cancellation of the seminar, if warranted by circumstances beyond the organiser's control.

#### **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.

**Closing Date:**

**14 August 2026 (before 4:00PM)**

#### **CONTACT PERSON | ENQUIRIES**

**MS. NURUL KHALILAH BINTI MOHD ZUL ISHAK**  
**MACS Secretariat**

Unit A608 Block A Tingkat 6 Kelana Square  
No.17 Jalan SS7/26 Kelana Jaya  
47301 Petaling Jaya Selangor.

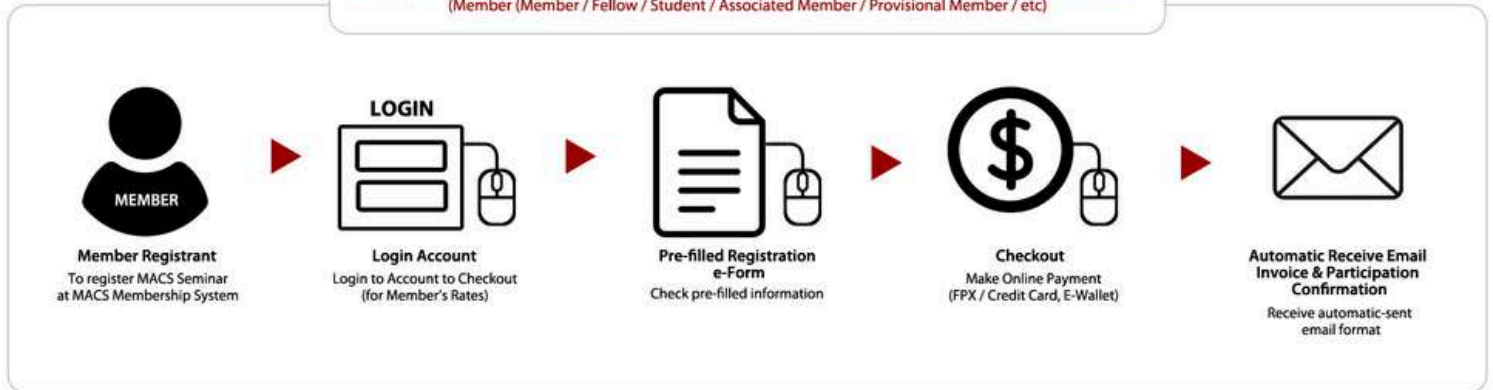
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E-mail: seminar@macs.org.my

# HOW TO REGISTER

- To view more seminars/webinars and download the full brochure, please visit: [www.macs.org.my](http://www.macs.org.my).
- Search MACS's Continuing Professional Development Programme (CPD) and select the event
- Click 'Register Now' to experience the new system by continuing with the respective steps below:

## ONLINE MACS SEMINAR REGISTRATION PROCESS AT MACS MEMBERSHIP SYSTEM (Member (Member / Fellow / Student / Associated Member / Provisional Member / etc))



## ONLINE MACS SEMINAR REGISTRATION PROCESS AT MACS MEMBERSHIP SYSTEM (Non-Member (Guest / Staff of Members))

