



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

ENHANCING YOUR PRACTICE AS COMPANY SECRETARY.



12 SEPTEMBER 2026 | SATURDAY



9.00 AM - 5.00 PM



ZOOM WEBINAR



seminar@macs.org.my



www.macs.org.my



03-78063755

011-56594799 (Whatsapp only)

ENHANCING YOUR PRACTICE AS COMPANY SECRETARY.

BY MR. TAN TENG CHAI

COURSE INTRODUCTION

This course provides an overview as how a conventional secretary practices be diversified into business advisory. Participants will gain practical and legal insights into corporate governance responsibilities, shareholders' rights, and statutory compliance. The course will also explore common issues faced by companies and key judicial decisions shaping corporate practices in Malaysia.

COURSE OUTLINE

1. Venturing into business Advisory

- Conventional secretarial services for mere compliance is losing up on revenue earned. The increase in secretarial service fee does not able to cope up with increase in living cost. Diversification into Advisory or other value added services will be required in order to continue your practice.
- Method and approach for diversification will be shared.

2. Adoption of a constitution

- Discuss on the requirement of having a constitution and to make changes to the old M&A.

3. Procedure for share issue

- Power of the directors to allot shares and circumstances where mandate is required from shareholders before the directors exercise their power.
- Procedure for obtaining approval from shareholders on both members' written resolution and physical meeting of shareholders.
- The pre-emptive rights under Sec 85 to all existing shareholders and the requirement to remove the pre-emptive rights.
- Elaborate both right issue and bonus issue of share capital.

4. Shares at no par value

- Practical application for shares at no par value.

5. Procedures for declaration of dividend

- Samples & procedures for declaration of dividend. Such dividend need not be in cash.

6. Procedure for appointment or change of Auditor

- Detail procedures for appointment of first auditor, auditor for subsequent year, resignation and removal.

PROFILE OF SPEAKER

MR. TAN TENG CHAI, B ECON, CA (M), FCPA (AUSTRALIA), CFP, FCCS, FCTIM

Mr. Tan Teng Chai is a regular speaker and trainer for the MIA, MACS and CPA Australia on Company Law and Practice and taxation. He is a partner in an audit firm and the principal director of a tax and management consultancy firm. He is also an approved income tax consultant under the Income Tax Act 1967.

- 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.

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REGISTRATION FEES:

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

11 September 2026 (before 4:00PM)

CONTACT PERSON | ENQUIRIES

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HOW TO REGISTER

- To view more seminars/webinars and download the full brochure, please visit: 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))

