

Practical and Regulatory Issues & Solutions to Year-End Compliance Matters AGM, Audited Accounts and Annual Returns



COURSE INTRODUCTION

The Company Secretary is an officer of the company as defined by Section 4 of the Companies Act 1965. The company secretary is charged with the primary responsibility of ensuring that all required returns are in order and lodged with the Registrar of Companies (ROC) and the company's statutory records are properly maintained.

Part of the duties of the company secretary is to ensure that the company's year-end compliance obligations are met and the requisite statutory forms are accurately prepared and lodged with the ROC. As such, company secretary must be well versed with the law requirements and be aware of the pitfalls of such compliance issues.

COURSE OBJECTIVES

This course is designed for company secretary and experienced support staff with the aims to:

- ❖ Assist them by providing support and guidance on a range of common tasks to do during year end.
- ❖ Help them by providing practical guidance on the holding of AGMs, appointment/resignation/removal of auditors, filing of annual returns and the audited financial statements of companies.
- ❖ Guide participants through the key compliance issues that must be addressed and provide hands-on training arising from the company secretary's duties.

COURSE CONTENTS

- Overview of duties and responsibilities of company secretary during year end.
- Pitfalls on dating of audited accounts
- Retirement/rotation of directors at AGM
- Best practices of Annual General Meeting
- Appointment/resignation/removal of auditors
- Annual returns
- SSM's Practice Note No 2/2008 on 'Requirements Relating to the Lodgement of Annual Returns of Companies'
- Application for extension of time to the Registrar [S143(2)]

PROGRAMME DETAILS

Date	28 April 2009 Tuesday ; or 21 October 2009 Wednesday
Time	9.00am – 1.00pm
Venue	SURUHANJAYA SYARIKAT MALAYSIA Level 19, Putra Place, 100 Jalan Putra, 50622 Kuala Lumpur
Course Fee	RM200 (inclusive of seminar materials, certificate of attendance & refreshment)



SPEAKER

▪ LIEW LEE KEE

Liew Lee Kee, Jessica, MBA is the Director of Erdington Corporate Consultancy Sdn Bhd. She has had more than 20 years experience in corporate secretarial practice and corporate consultancy.

She has vast experience in advising local and foreign clients wishing to set-up businesses in Malaysia. She also provides consultancy services to foreign companies who wish to set-up businesses in various industries in Malaysia. She also liaises with the relevant government authorities such as MIDA, Registry of Trademarks, etc.

Jessica conducts business seminars and talks to local and foreign investors intending to invest in Malaysia, entrepreneurs, professionals, directors and executives. She also conducts in-house corporate training/workshops.

Jessica is the Past President of the MAICSA Toastmasters Club 2005.2006. She also teaches part-time at institutions of higher learning.

▪ SSM REPRESENTATIVE

Organized by:



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA



AKADEMI LATIHAN SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY

REGISTRATION FORM

AGM, Audited Accounts & Annual Returns

COURSE FEE

RM200

Use one form for each participant. Please print or type details clearly. This form can be downloaded from SSM's website at www.ssm.com.my. Kindly make copies if more forms are needed.

Yes, please register me for the above seminar on **28 April 2009 | Tuesday;** or
 21 October 2009 | Wednesday

Participant and Payment Details

Name :	Office Tel. No. :
I/C No. :	Fax No. : Mobile No. :
License Secretary No. :	Email Address :
Professional Body Name & Membership No. :	<input type="checkbox"/> I/We enclose Cheque/Bank Draft/Money Order/Postal Order for amount of RM _____ (non-refundable and made payable to 'SURUHANJAYA SYARIKAT MALAYSIA' [Please indicate participant and company's name and event code on the reverse of the cheque].
Designation :	Fax your registration form and send your payment to:
Company :	COMTRAC (Companies Commission of Malaysia Training Academy) Level 11, Putra Place, 100 Jalan Putra 50622 Kuala Lumpur
Address :	Tel : 03-40479681 (Farah) / 5009 (Zila) / 9658 (June) / 6018 (Zalina) Fax : 03-40476052/6334 Email: comtrac@ssm.com.my

ABOUT THE ORGANISER

COMTRAC (Companies Commission of Malaysia Training Academy) commenced operation in April 2007 to function as the education and training arm of Companies Commission of Malaysia (Suruhanjaya Syarikat Malaysia [SSM]). COMTRAC undertakes a crucial role in enhancing the skills and competencies of its employees and elevating and promoting ethical business and good corporate governance values to business and corporate community. Please visit www.ssm.com.my to find out more about COMTRAC and its training programmes.

TERMS AND CONDITIONS

Registration is on a first-come-first-served-basis. All registrations MUST be accompanied with the full payment. Admittance will not be permitted unless payment or a letter of guarantee is received. There is no refund policy for cancellation. A substitute participant is welcome. However extra charges will be imposed where there is a difference in fee for the substitute. If a participant fails to attend a programme, the registration fee will not be refunded nor allocated to another programme. Postponement/replacement is allowed if SSM is notified within three (3) working days prior to the programme. All postponements/replacements must be made in writing and acknowledged by SSM. Any replacement of certificate due to errors in name or identification card number wrongly filled by participant/representative during registration or loss of certificate will be charged RM30.00 per-copy for administration cost. SSM retains the right to postpone the date/place and cancel program due to any unforeseen circumstances that may arise. In cases of cancellation, full refund will be returned to participants. Please advise us if you need an invoice otherwise the registration form serves as our official invoice.