

RUNNING EFFECTIVE AGM & EGM – ESSENTIAL GUIDE TO COMPANY SECRETARY OF PLCs **NEW**

COURSE OBJECTIVE

This course examines the issues which may emerge for those involved in the preparation of a listed company's Annual General Meeting (AGM) or Extraordinary General Meeting (EGM), and to offer guidance as to how certain obstacles may be dealt with. The course will examine the role of the company secretary before, during, and after the meeting, including working with the chairperson, dealing with the board and managing the various areas and procedures which may arise. The legal issues will be clarified in relation to the requirements of the Companies Act 1965, the BURSA Listing Requirements and how these affect the listed company in practice.

LEARNING OUTCOME

By attending this workshop, participant will be able to:

- Explain the legal requirements to hold general meetings.
- Describe the role of company secretary before, during and after general meetings.
- Enhance the quality of general meetings.
- Apply best practices at general meetings.

COURSE CONTENTS

- Legal requirements to hold an AGM/EGM.
- Constitution of valid meetings – notice period and content of notice, special business, location, timing, appointment of proxy, scrutineers, adjournment and postponement.
- Conduct of meetings – role of Chairman, quorum, types of resolutions, voting on show of hands, procedure on a poll, procedural resolutions and amendments, dealing with disorder.
- Enhancing the quality of AGM – best practices before, during and after AGM.
- Corporate Governance requirements on communication with shareholders and reporting to shareholders.

Trainer

Leong Oi Wah.

Target participants

Company secretaries and company secretarial staff, chairman, chief executives and those involved in organizing and holding a company AGM/EGM.

ADMINISTRATIVE DETAILS

Date	Event Code
19 Apr 2011	CS/KL/11/057
13 Sep 2011	CS/KL/11/121
Time	9am - 5pm
Venue	Menara SSM @ Sentral, Kuala Lumpur
Fee	RM400
SSM CPE Points	8
PSMB Scheme	SBL

Fee inclusive of certificate of attendance, compact disc pre-loaded with seminar materials, refreshment and lunch.