

# MIRA workshop on "Companies Act & Regulations"

Date : **15<sup>th</sup> December 2011, Thursday**

Venue : **Theatrette Room**  
Lower Ground Floor, Bursa Malaysia  
Exchange Square, Bukit Kewangan  
50200 Kuala Lumpur

Fee : **RM300\*** for MIRA members  
\*redeemable via MIRA vouchers  
**RM450** for non-members

**Registration 8:45 am**

**Commence 9:00 am**

**End 12:45 pm**

## Who should attend:

- ✓ Directors, Senior Management
- ✓ Investor Relations Officers
- ✓ Company Secretaries
- ✓ Managers

## TOPIC OUTLINE

### 1) Companies Act & Regulations (Part 1)

- Types of company
- Memorandum & Articles of Association
- Company's names
- Members
- Share Capital
- Formation of private limited company
- Post incorporation
- Conversion from Sdn Bhd to Bhd and vice versa

### 2) Companies Act & Regulations (Part 2)

- Shareholders' powers
- Administration of shareholdings
- Company meetings & resolutions
- Directors and duties
- Auditors
- Company administration – annual obligation

## PRESENTER



**Dr. Cheah Foo Seong**, Chief Technical Officer of Tricor Corporate Services Sdn Bhd, has more than 20 years experience in providing corporate secretarial and business advisory services. He has participated in numerous dialogues and forums in corporate laws, rules and regulations and assisted in the development of the Malaysian Code of Corporate Governance during his tenure as Technical Director of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA). An author of several books and publications on corporate matters, he is also the President of MAICSA.

**PROGRAMME OUTLINE**

08.45 am to 09.00 am

**Registration**

09.00 am to 10.30 am

**Companies Act & Regulations (Part 1)**

10.30 am to 10.45 am

**Q & A session**

10.45 am to 11.00 am

**Coffee break**

11.00 am to 12.30 pm

**Companies Act & Regulations (Part 2)**

12.30 pm to 12.45 pm

**Q & A session**

End of Workshop

# Malaysian Investor Relations Association Berhad

(Company no. : 777008-W)

Annexe Building, Bursa Malaysia Bhd, Exchange Square, Bukit Kewangan,  
50200 Kuala Lumpur, Malaysia

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Email : [mira@bursamalaysia.com](mailto:mira@bursamalaysia.com) website : [www.mira.com.my](http://www.mira.com.my)

## Registration Form (15 December 2011)

	Name of participants	Designation
1		
2		
3		
4		

Name of Company : .....

Address : .....

Contact person : ..... Tel. no. (GL/DID) : .....

Email : ..... Please tick if participant requires a certificate of attendance ( )

**Fee :** *Join MIRA today and benefit from complimentary networking sessions, vouchers and member's special rate for trainings!*

MIRA Member	Non-MIRA Member
RM300.00 (redeemable via MIRA vouchers) MIRA membership no. : _____	RM450.00

(inclusive of refreshments)

**Cancellation :** There is no refund for cancellation or non-attendance but substitutes from the same company are allowed. Admittance will not be permitted unless payment is received.

**Reservation :** The organiser reserves the right to make changes to the venue, date, speaker, fee and cancellation of the seminar if warranted by circumstances beyond the organiser's control.

**Registration & enquiries :** **Malaysian Investor Relations Association (MIRA)**

Contact Persons :

(1) Mr. Alex Lee  
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(2) Pn. Normarzean Mohamed Zin  
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**Closing date :** **9 December 2011**

**Payment** Enclosed is cheque/bank draft no. .... for the sum of RM..... made payable to "Malaysian Investor Relations Association".

**Registration is on first-come-first-serve basis. All registrations must be accompanied with the full payment. Registration made by fax must be followed immediately by payment.**