

Seminar Outline

TRANSFER OF DECEASED MEMBERS' SHARES

- 📖 Unique properties of shares
- 📖 Procedures for stamping of Transfer Form 32A
- 📖 In the case of a member died with a will
- 📖 In the case of a member died intestacy
- 📖 Distribution of estate of the deceased

PROCEDURES OF MEETING AND EFFECTIVE MINUTES WRITING

- 📖 Overview of Meetings
- 📖 Legal Definition of Meetings
- 📖 Types of Meetings and Legal Requirements
- 📖 Meetings – Planning an Effective Agenda and Effective Board
- 📖 Overview Meaning, Definition and Case Law on Minutes
- 📖 Guidelines to Taking and Preparing Minutes
- 📖 Case Studies – Interactive Presentation and Preparation of Minutes

Speaker's Profile

Mr. Heng Chiang Pooh, FCIS is a Chartered Secretary by profession and is a Fellow of the Institute of Chartered Secretaries and Administrators (ICSA), United Kingdom.

Mr. Heng is also a corporate practitioner under the Friendbond Group of Companies, providing corporate secretarial services, consultancy for project management and setting up joint ventures. His works evolved on corporate practices since 1980 and among others, he was involved with The Institute of World Bank in modernisation projects implementation for Third World countries identified during the early nineties. Some of his interests are research in corporate practices and he had authored books and written manuals on such subjects for publications.

In the past, he had served in well established organisations like Sime Darby Berhad and Faber Merlin Malaysia Berhad in their corporate and secretarial departments in the early 1980's before embarking on his own practice some 17 years ago. His vast working experience was accumulated and drawn from serving his clients in many foreign countries in Asia, America and Europe.

Abroad, he is engaged as one of the Chief Examiners on the Board of Examiners of Institute of Chartered Secretaries and Administrators (ICSA, UK). On home ground, he serves as a Member of Investigating Tribunal of the Advocates & Solicitors' Disciplinary Board, The Malaysian Bar and one of the Chief Examiners for Open University Malaysia (OUM) / Universiti Terbuka Malaysia (UNITEM).

He also gives lectures at the university and speaks at various seminars on corporate interests organized by professional bodies such as the Malaysia Institute of Accountants (MIA), The Institute of Chartered Accountants in Australia Malaysia Members Group (ICAA), Malaysian Association of Company Secretaries (MACS) as well as authorized regulators such as Bursa Malaysia Securities Berhad and Securities Commission under the Mandatory Accreditation Programme and Continuing Educational Programme as well as the Corporate Directors Training Programme conducted under the Companies Commission of Malaysia.

PROGRAMME TABLE

Time	Details
8.30 – 9.00 am	Registration
9.00 – 10.30 am	Topic 1 :- Transfer of Deceased Members' Shares Mr. Heng Chiang Pooh, FCIS <i>Chartered Secretary</i>
10.30 – 10.45 am	Morning Tea Break
10.45 – 12.30 pm	Continuation of Topic 1 Transfer of Deceased Members' Shares
12.30 – 1.00 pm	Q & A session
1.00 – 2.00 pm	Lunch
2.00 – 3.30 pm	Topic 2 :- Procedures Of Meeting And Effective Minutes Writing Mr. Heng Chiang Pooh, FCIS <i>Chartered Secretary</i>
3.30 – 3.45 pm	Afternoon Tea Break
3.30 – 4.30 pm	Continuation of Topic 2 Procedures Of Meeting And Effective Minutes Writing
4.30 – 5.00 pm	Q & A session
5.00 pm	End