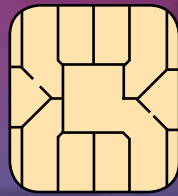




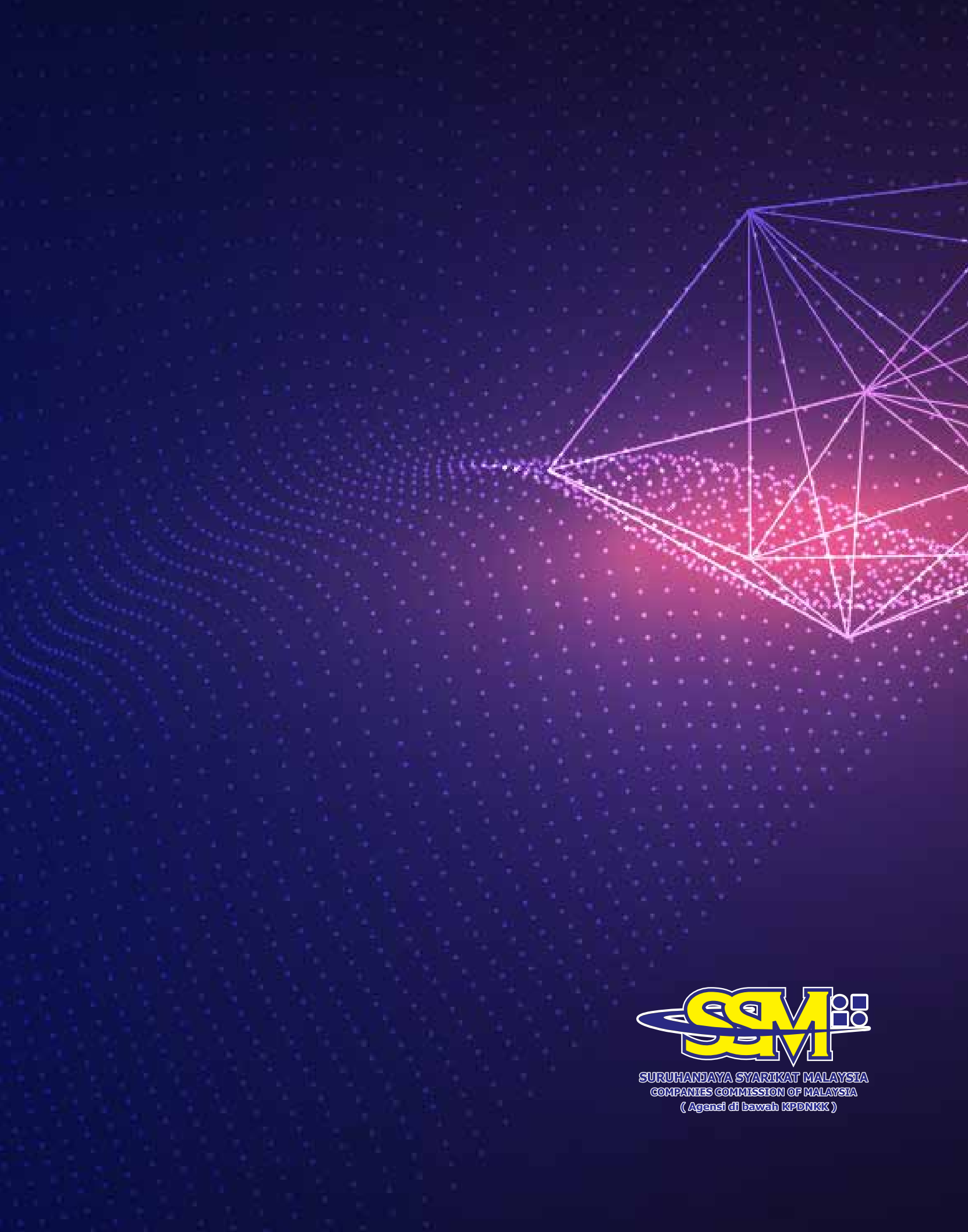
SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA
(Agensi di bawah KPDNKK)



2018 TRAINING & DEVELOPMENT CALENDAR

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION





SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA
(Agensi di bawah KPDNKK)

Organisation Profile	06
Training Methodologies	06
Who Should Attend	07
Customised Training Programmes	07
Mandatory Continuing Professional Education (CPE) for Licensed Company Secretaries	07
Corporate Directors Training Programme Fundamental 2.0 NEW	08
Company Secretaries Training Programme Essential 1.0	12
Company Secretaries Training Programme Significant 2.0 NEW	16
Continuing Education Programmes	18
A Practitioner's Guide on Company Meetings under Companies Act 2016	20
AGM, Accounts, Annual Returns under Companies Act 2016	21
Auditors, Financial Statements & Reports under Companies Act 2016	22
Borrowing by Companies	23
Cessation of Companies & Limited Liability Partnerships	24
Change Your Mindset: Moving from Companies Act 1965 to Companies Act 2016 NEW	25
Companies Act 2016	26
Companies Act 2016: Charges - Registration, Compliance & Practice	27
Companies Act 2016. Dealing with Common Issues NEW	28
Companies Act 2016 Made Simple: A Practical Guide for Company Directors	29
Companies Act 2016. What's New for Company Secretaries?	30
Corporate Rescue: Corporate Voluntary Arrangements & Judicial Management	31

Continuing Education Programmes

Ethics and Integrity in Governance: Case Studies for Company Directors and Company Secretaries NEW	32
Financial Essentials for Company Secretaries and Directors NEW	33
Foreign Companies under Companies Act 2016 and Representation Office NEW	34
Insolvency & Corporate Rescue	35
Interest Schemes Act 2016 & Guidelines	36
Key Offences under Companies Act 2016 & Interest Schemes Act 2016	37
Limited Liability Partnerships Act 2012 & Taxation Related Issues for Compliance Officers	38
No Par Value & Issuance Of Shares and Other Securities	39
Preference Shares and Utilization of Shares Premium under Companies Act 2016 NEW	40
Prevention Of Money Laundering & Terrorism Financing - Role of Company Secretaries NEW	41
Professional Writing Skills for Company Secretaries NEW	42
Read, Interpret & Analyse Financial Statements NEW	43
Registration of Company & Its Constitution	44
Share Registration Practical Issues	45
SSM Compass on “Companies Act 2016 & Interest Schemes Act 2016”	46
The Company Director. The Expanded Duties & Responsibilities Under Companies Act 2016	47
The Company Secretary Under Companies Act 2016	48
Writing Effective Minutes Workshop	49

Calendar 2018 **50**

My Training Planner 2018 **52**

Registration Form 2018

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

The Companies Commission of Malaysia Training Academy (**COMTRAC**) was established on 1 April 2007 to spearhead the Companies Commission of Malaysia's (**SSM**) external stakeholders training initiatives. Its mission is to train and educate a wide array of corporate role-players comprising directors, company secretaries, the management and employees of companies, auditors, entrepreneurs, innovators and members of the professional bodies, consistent with SSM's functions as stipulated under subsection 17(d) and 18(2) of the Companies Commission of Malaysia Act 2001 which states:

Sub-section 17(d) "...to encourage and promote proper conduct amongst directors, secretaries, managers and other officers of a corporations, companies, business, industry groups and professional bodies in the corporate sector in order to ensure that all corporate and business activities are conducted in accordance with established norms of good corporate governance".

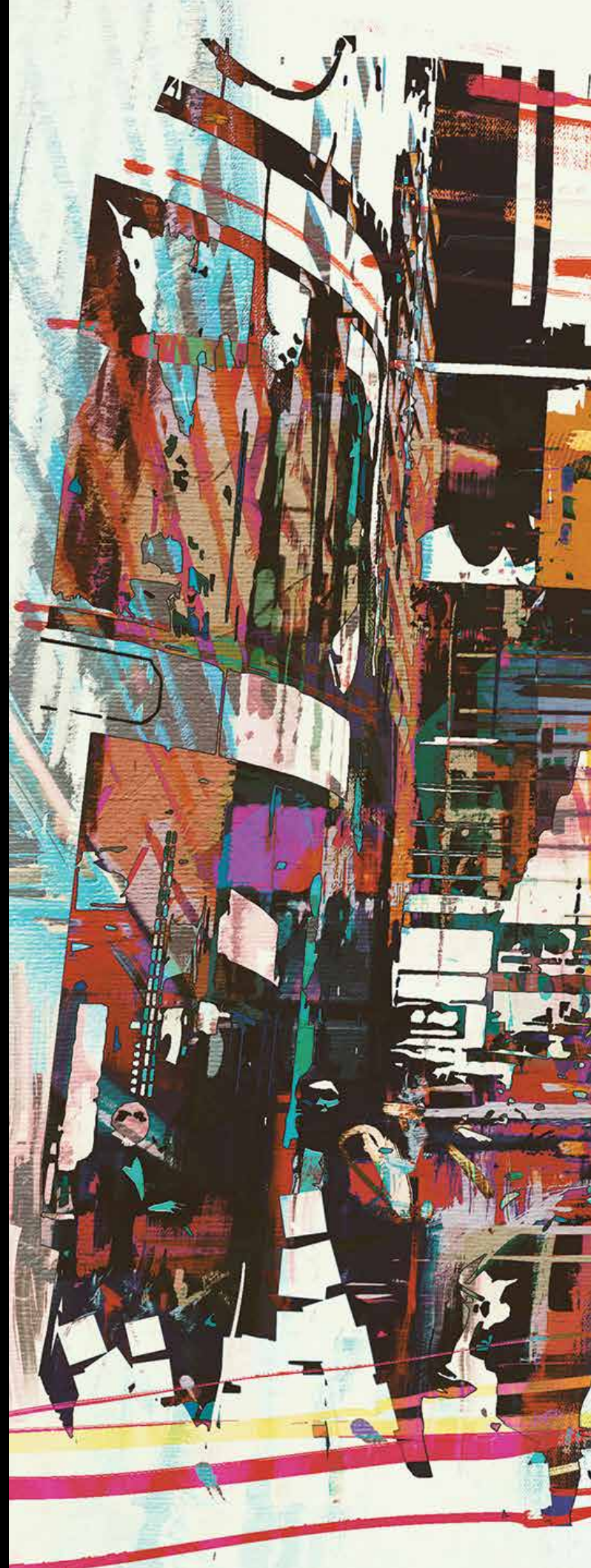
Sub-section 18(2) "...to formulate, conduct and implement educational and training programmes relating to the laws specified in the First Schedule"

Being a strong proponent of the philosophy of enforcement by education, COMTRAC strives to educate stakeholders and strengthen public awareness about the major benefits of complying with company law. Our key role is to provide education that complements the effectiveness of SSM's enforcement initiatives in ensuring voluntary compliance.

The Academy is known as **COMTRAC & Knowledge Management Division** from March 2017. Please visit www.ssm.com.my to find out more about SSM and COMTRAC and its training programmes.

TRAINING METHODOLOGIES

- Lecture
- Interactive learning
- Class discussion
- Role playing
- Case studies
- Pre & post understanding check



WHO SHOULD ATTEND

- Company Directors
- Chief Executive Officers
- Chief Financial Officers
- Chief Operations Officers
- Entrepreneurs
- S.M.E. Proprietors
- Company Secretaries
- Auditors
- Lawyers
- Bankers
- Corporate Advisers
- Compliance and Risk Officers
- Academicians
- Regulators
- Government agencies
- Undergraduate & Post Graduate Students

CUSTOMISED TRAINING PROGRAMMES

COMTRAC can cater to your specific training and corporate development needs of organization. Our existing training programmes and modules can be modified to suit your organizations training needs. Our consultants will work closely with your organization to identify the training needs, design and develop the contents and training methodology. Kindly contact us for consultation or send your email to comtrac@ssm.com.my.

MANDATORY CONTINUING PROFESSIONAL EDUCATION (CPE)

All training programmes stipulated in our Training Calendar carry SSM's CPE points, which are accepted of renewing the license of license secretaries appointed pursuant to S235(2)(b) of the Companies Act 2016.

The license holder shall always enhance his knowledge and quality of service by attending seminars organized by COMTRAC and other courses offered by professional bodies with a minimum total attendance of sixty (60) credit hours within three (3) years effective from the issuance of the license. For further enquiries on SSM CPE requirements and related matters, please contact SSM Corporate Intermediaries Section at tel no: **+603 2299 5254 / 4515 / 5541 / 5481.**



CDTP

CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 2.0

The corporate scenario of the 21st century is both challenging and exciting, promising numerous opportunities for wealth creation. This is provided the key economic role players in the country are able to navigate the economic landscape. With this in mind, the Companies Commission of Malaysia Training Academy & Knowledge Management Division believes that the directors and key role-players of companies need to be equipped with the fundamental knowledge of their roles and responsibilities under the Companies Act 2016 as well as knowledge on business ethics and integrity. It is hope that with these knowledges gained, it will enable them to manage their companies on a sustainable manner and at the same time remain competitive.

COURSE OBJECTIVES

The CDP Fundamental 2.0 is designed to convey basic yet vital information pertaining to the characteristics, anatomy, life-span of a company and its key role players. The course will also introduce the participants to the fundamental of corporate governance and corporate responsibility. Business ethics and integrity is also part of this course. This course also includes an overview of Companies Act 2016.

COURSE CONTENTS

- **Module 1: Dynamics of a Company**
Characteristics and key components of a company, incorporation, management and closure of a company.
- **Module 2: Duties and Responsibilities of Directors, Company Secretaries and Auditors**
Descriptions of key duties and responsibilities of directors, company secretaries and auditors.
- **Module 3: The Fundamentals of Corporate Governance**
Principles and definitions of corporate governance, significance of corporate governance.
- **Module 4: The Fundamentals of Corporate Responsibility**
Principles and definitions of corporate responsibility, significance of corporate responsibility.
- **Module 5: Introduction to Business Ethics and Integrity**
Components of an effective business ethics and integrity system.
- **Module 6: Companies Act 2016** 
Highlights of Companies Act 2016 that company directors must know.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Develop a good understanding on the concept, features and significance of a company.
- Outline the roles and responsibilities of directors, company secretaries and auditors.
- Be equipped with the foundational knowledge of corporate governance and corporate responsibility.
- Develop a good understanding on the ethical and integrity issues that business may be facing.
- Be equipped with the essential knowledge on Companies Act 2016.

ADMINISTRATIVE DETAILS		
DATE	VENUE	EVENT CODE
10 January 2018	Menara SSM@Sentral, Kuala Lumpur	CDTPF/KL/18/001
25 January 2018	Imperial Hotel, Miri	CDTPF/MR/18/009
14 March 2018	Menara SSM@Sentral, Kuala Lumpur	CDTPF/KL/18/023
04 July 2018	Promenade Hotel, Kota Kinabalu	CDTPF/KK/18/045
14 November 2018	Menara SSM@Sentral, Kuala Lumpur	CDTPF/KL/18/072
Trainer(s)	SSM trainers and / or associate trainers	
Time	9:00 am - 5:00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (Inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
CPE points	8	

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



CSTP

COMPANY SECRETARIES TRAINING PROGRAMME

The Company Secretaries Training Programme (CSTP) **Essential 1.0**

The Company Secretaries Training Programme (CSTP) **Significant 2.0**



COMPANY SECRETARIES TRAINING PROGRAMME ESSENTIAL 1.0

COURSE INTRODUCTION

The Company Secretaries Training Programme (CSTP) Essential 1.0 is an updated programme from Company Secretaries Training Programme (CSTP) Essential. The CSTP Essential 1.0 is based on the Companies Act 2016. It is a mandatory training course under the Companies Commission of Malaysia (SSM) Continuing Professional Education (CPE) points scheme for licensed company secretaries who have been issued with licenses by the Registrar of Companies under S.235(2)(b) of the Companies Act 2016.

There have been cases of licensed company secretaries who attended the mandatory training course more than once for the purpose of fulfilling their CPE requirements. With effect from 1 January 2014, licensed company secretaries are not allowed to repeat their attendance at CSTP Essential in each renewal cycle. CPE points from repeated CSTP Essential will not be accepted for renewal of license purpose.

COURSE OBJECTIVES

CSTP Essential 1.0 is designed to include emerging trends and fresh approaches to the company secretaries' challenges at work. It aims at enhancing the knowledge, skill and competencies of company secretaries in their role as advisor to the board of directors. Although the CSTP Essential 1.0 are primarily targeted at licensed company secretaries, other corporate role-players such as company secretaries of prescribed bodies, company directors, members of the management and support staff can also benefit from this programme and apply what they have learned, in managing their companies.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Develop a good understanding on the concept and features of a company.
- State the role and responsibilities of company secretaries.
- Outline the roles and responsibilities of key role players in a company.
- Apply the knowledge in managing statutory books and company meetings.
- Identify key offences under the Companies Act 2016.

The CSTP Essential 1.0 is made up of three parts which comprised of two modules each. Participants are deemed to have completed the CSTP Essential 1.0 upon attending all three parts.

COURSE CONTENTS

PART A

• **Module 1: ANATOMY OF A COMPANY**

The salient features of a company, types of companies, key role-players and the life span of a company. Introduction of more relaxed requirements such as single member and single director for private companies under the Companies Act 2016.

• **Module 2: ROLES AND RESPONSIBILITIES OF COMPANY SECRETARIES**

The roles and responsibilities of company secretaries vis-à-vis Companies Act 2016.

PART B

• **Module 3: KEY ROLE-PLAYERS IN A COMPANY - DIRECTORS, OFFICERS, SHAREHOLDERS AND AUDITORS**

Roles, duties and responsibilities of key corporate role-players in a company namely directors, auditors and employees. Familiarization of their roles, duties and responsibilities will enable a company secretary to carry out their functions more effectively.

• **Module 4: MANAGING THE REGISTERED OFFICE, STATUTORY BOOKS, RETURNS AND OTHER DOCUMENTS**

The requirements and significance of having a registered office of a company and the importance of ensuring information are recorded in all statutory books by the company secretary. The Companies Act 2016 provides that the Register of Members (ROM) shall be the prima facie evidence as to legal title of shares and it is the duty of the company secretary to update the ROM on any changes as well as notify Companies Commission of Malaysia of the changes within the stipulated timeframe.

PART C

• **Module 5: MANAGING COMPANY MEETINGS**

The Companies Act 2016 dispenses with the requirement for a private company to hold an Annual General Meeting (subject to the company's constitutions) and new provisions have been introduced in consequence of this. Regulatory requirements and key aspects of the management of annual general meeting, extraordinary general meeting and board meetings.

• **Module 6: NAVIGATING COMPLIANCE: KEY OFFENCES UNDER COMPANIES ACT 2016**

Highlight of key offences under the Companies Act 2016. Apart from examining the common offences committed by company secretaries, this module also looks into some of the serious offences such as fraud and giving false statements to Companies Commission of Malaysia.

ADMINISTRATIVE DETAILS			
DATE	PART	VENUE	EVENT CODE
16 January 2018	Part A	Menara SSM @ Sentral, Kuala Lumpur	CSTPE/KL/18/004
17 January 2018	Part B	Menara SSM @ Sentral, Kuala Lumpur	CSTPE/KL/18/005
18 January 2018	Part C	Menara SSM @ Sentral, Kuala Lumpur	CSTPE/KL/18/006
06 February 2018	Part A	Promenade Hotel, Kota Kinabalu	CSTPE/KK/18/011
07 February 2018	Part B	Promenade Hotel, Kota Kinabalu	CSTPE/KK/18/013
08 February 2018	Part C	Promenade Hotel, Kota Kinabalu	CSTPE/KK/18/015
17 April 2018	Part A	Menara SSM @ Sentral, Kuala Lumpur	CSTPE/KL/18/029
18 April 2018	Part B	Menara SSM @ Sentral, Kuala Lumpur	CSTPE/KL/18/030
19 April 2018	Part C	Menara SSM @ Sentral, Kuala Lumpur	CSTPE/KL/18/031
04 September 2018	Part A	Menara SSM @ Sentral, Kuala Lumpur	CSTPE/KL/18/054
05 September 2018	Part B	Menara SSM @ Sentral, Kuala Lumpur	CSTPE/KL/18/055
06 September 2018	Part C	Menara SSM @ Sentral, Kuala Lumpur	CSTPE/KL/18/056
09 October 2018	Part A	Hilton Hotel, Kuching	CSTPE/KCH/18/062
10 October 2018	Part B	Hilton Hotel, Kuching	CSTPE/KCH/18/063
11 October 2018	Part C	Hilton Hotel, Kuching	CSTPE/KCH/18/064
Trainer(s)	Panel trainers from SSM and Associate Trainers		
Time	9:00 am - 5:00 pm		
Training Methodology	Lecture and Case Studies		
Target participants	Licensed secretaries, company secretaries, company directors, assistant company secretaries, secretarial support staff and members of professional bodies.		
Fee (Inclusive of 6% GST)	RM530.00	Standard	
	RM318.00	Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
CPE points	8 points per part		

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

COMPANY SECRETARIES TRAINING PROGRAMME SIGNIFICANT 2.0

COURSE INTRODUCTION

The Company Secretaries Training Programme (CSTP) Significant 2.0 is designed as a follow up programme from the Company Secretaries Training Programme (CSTP) Essential 1.0. Relevant modules in CSTP Significant 1.0 are based on Companies Act 2016. Licensed company secretaries who had completed the Licensed Secretaries Training Programme (LSTP)/CSTP Essential are highly recommended to enroll for this programme.

Becoming a company secretary can be a richly rewarding experience, but the role is not an easy one and it has become even more challenging due to the ever changing regulatory and business environments. This programme is constantly updated and comprises of selected contemporary and important topics for company secretaries. It is specially designed to enhance the competency and equipped for their challenging roles of today. CSTP Significant 2.0 aims to develop and promote good understanding of corporate governance, corporate responsibilities, ethics, integrity, cyber security risk management, financial reports and explores the professional relationship between the board and the company secretary. A company secretary need to consider the many ways in which their pivotal role can best support their board and understand how crucial this relationship is for the delivering and executing good governance within their organizations. The programme will focus on real life situations and by way of discussions, will greater enhance the participants' understanding of the subjects. This programme not only enable effective knowledge delivery but at the same time aims to inspire, motivate and integrate such knowledge in the corporate environment.

COURSE OBJECTIVES

This course aims to enhance the knowledge, competency and quality of company secretaries and to provide variety of corporate learning programmes focusing on their roles, duties and responsibilities. This course also aims to shape the roles of company secretaries as advisors to the board of directors and gatekeepers of corporate governance.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Established good corporate integrity values and ethics.
- Identify the company secretary's role in combating money laundering and terrorism financing.
- Integrate corporate governance and corporate responsibility into company's operations.

- Identify the key challenges and issues affecting the company secretaries' daily functions.
- Know the cyber security risk management for the boardroom.
- Read and interpret financial statements.

The Company Secretaries Training Programme (CSTP) Significant 2.0 is made up of three parts which comprised of two modules each. Participants are deemed to complete the CSTP Significant upon attending all three parts.

COURSE CONTENTS

PART A

- **Module 1: ADVOCATING INTEGRITY AND ETHICS IN THE BOARDROOM**

Concept and significance of corporate ethics and integrity as well as their correlation with corporate governance. Practical tips and guides for company secretaries in advocating corporate governance by inculcating good ethics and integrity in the boardroom.

- **Module 2: ROLES AND RESPONSIBILITIES OF COMPANY SECRETARIES IN COMBATING MONEY LAUNDERING AND TERRORISM FINANCING**

Highlights on the position of company secretaries as a reporting institution in combating money laundering and terrorism financing. Practical tips for company secretaries in facilitating the enforcement in these areas.

PART B

- **Module 3: COMPANY SECRETARIES: WALKING THE BALANCE BETWEEN PROFESSIONALISM AND PERFORMANCE**

Skills and resources necessary to discharge the company secretaries' statutory and duties in the new Companies Act 2016. This module identifies, examines and deliberates the challenges company secretaries will face in meeting compliance under the new law. Practical perspectives and best practises to navigate the complex and dynamic corporate environment.

- **Module 4: INTEGRATING CORPORATE GOVERNANCE INTO COMPANY OPERATIONS**

Methodologies on how corporate governance can be integrated into a company's operations by the company secretaries. Practical perspective and guide for effective and seamless integration of corporate governance into company operations.

PART C

- **Module 5: CYBER SECURITY RISK MANAGEMENT FOR THE BOARDROOM**

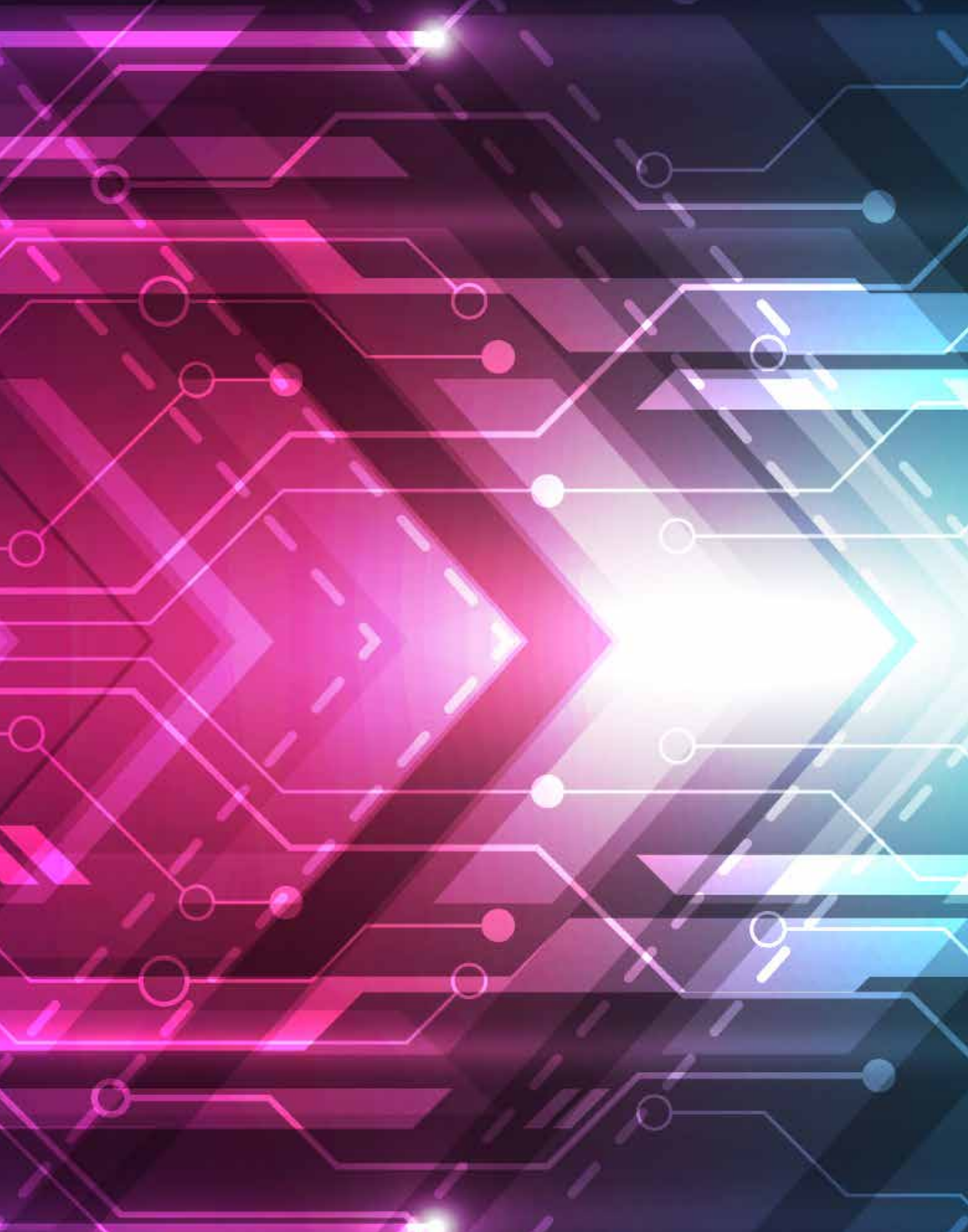
This module aims to provide awareness on cyber security at the company level. It addresses a range of topics, each of which is vital to securing the modern enterprise. These topics include review of case studies, company roles, risk management, and responsibilities of Board and management. Company secretaries who plays advisory role to the Board should understand the context and impact of cyber security on the overall company.

- **Module 6: UNDERSTANDING FINANCIAL STATEMENT FOR COMPANY SECRETARIES**

Company secretaries will find it enjoyable and easy to understand once the mysteries behind financial statements are removed.

ADMINISTRATIVE DETAILS			
DATE	PART	VENUE	EVENT CODE
06 February 2018	Part A	Menara SSM @ Sentral, Kuala Lumpur	CSTPS/KL/18/010
07 February 2018	Part B	Menara SSM @ Sentral, Kuala Lumpur	CSTPS/KL/18/012
08 February 2018	Part C	Menara SSM @ Sentral, Kuala Lumpur	CSTPS/KL/18/014
05 June 2018	Part A	Promenade Hotel, Kota Kinabalu	CSTPS/KK/18/040
06 June 2018	Part B	Promenade Hotel, Kota Kinabalu	CSTPS/KK/18/041
07 June 2018	Part C	Promenade Hotel, Kota Kinabalu	CSTPS/KK/18/042
25 September 2018	Part A	Menara SSM @ Sentral, Kuala Lumpur	CSTPS/KL/18/058
26 September 2018	Part B	Menara SSM @ Sentral, Kuala Lumpur	CSTPS/KL/18/059
27 September 2018	Part C	Menara SSM @ Sentral, Kuala Lumpur	CSTPS/KL/18/060
Trainer(s)	Panel trainers from SSM and Associate Trainers		
Time	9:00 am - 5:00 pm		
Training Methodology	Lecture and Case Studies		
Target participants	<p>Participants who have attended the Company Secretaries Training Programme Essential 1.0 (or formerly known as Licensed Secretaries Training Programme/Company Secretaries Training Programme Essential).</p> <p>Licensed secretaries, company secretaries, company directors, assistant company secretaries, secretarial support staff and members of professional bodies.</p>		
Fee (Inclusive of 6% GST)	RM530.00	Standard	
	RM371.00	Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
CPE points	8 points per part		

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



CEP

CONTINUING EDUCATION PROGRAMMES

A PRACTITIONER'S GUIDE ON COMPANY MEETINGS UNDER COMPANIES ACT 2016

COURSE INTRODUCTION

The Companies Act 2016 (CA 2016) dispenses with the requirement for a private company to hold an Annual General Meeting and new provisions have been introduced in consequence of this. The unanimity rule for members' written resolution in the Companies Act 1965 has been relaxed and new procedures are imposed for circulation of written resolutions where a statement of instruction signifying acceptance must be issued. There are also new provisions in CA 2016 for the convening, constituting and conduct of meetings.

COURSE OBJECTIVES

This course will highlight to participants the statutory requirements in the CA 2016 that are relevant and applicable to a board meeting and general meeting. It will highlight the new procedures for passing written resolutions and the new manner of communication with the members. Members' rights to requisite meeting and rights to management review would also be discussed to enable the participants to understand the extent and impact of such rights.

COURSE CONTENTS

- Written Resolution – manner of circulation sample statement on procedure to signify agreement, date of resolution.
- Notice of meeting – proper notice, authority to give notice, accidental omission, period of notice.
- Communication with members – hard copy, electronic form, notice on website.
- Quorum – power to fix quorum, quorum of one, quorum at adjourned meeting, loss of quorum.
- Proxy and Corporate Representatives.
- Voting – methods of voting, poll, proxies.
- Minutes – types of minutes, contents, evidence.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Understand the various requirements to adhere to ensure that the meeting convened will be valid.
- Learn the new requirements imposed for written resolution.
- Be better equipped when dealing with rights of members.

ABOUT THE TRAINER

Leong Oi Wah is a Fellow Member of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) and has more than 30 years of experience in handling corporate secretarial matters in the profession and the corporate sector.

Oi Wah is also involved in advisory on corporate secretarial requirements including corporate restructuring and compliance with various regulatory bodies such as the Registrar of Companies, Bursa Malaysia Securities Berhad, Securities Commission and other authorities. She is an approved trainer with Pembangunan Sumber Manusia Berhad and does regular training for the Companies Commission Malaysia Training Academy and other professional bodies.

WHO SHOULD ATTEND

Company secretaries, lawyers, accountants, corporate consultants and anyone who is involved in company meetings.

DATE	VENUE	EVENT CODE
01 November 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/071
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

AGM, ACCOUNTS, ANNUAL RETURNS UNDER COMPANIES ACT 2016

COURSE INTRODUCTION

In line with providing flexibility in managing the affairs of companies under Companies Act 2016, AGM is mandatory for public company. Private company to hold AGM if required under its constitution. The law also introduced the decoupling of the requirement to lodge audited financial statements and annual returns. These change the way companies handle their yearly compliance matters. This seminar will attempt to provide clarities on matters pertaining to annual compliance of companies under the Companies Act 2016.

COURSE OBJECTIVES

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

- Assist them by providing support and guidance on a range of common tasks to do with AGM, accounts, audit and annual returns under Companies Act 2016.
- 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

- Holding of AGM under the Companies Act 2016.
- Retirement of directors.
- Appointment/resignation/removal of auditors.
- Retirement of auditors/directors.
- Audit exemption.
- Audited financial statements and exempt private company.
- Annual returns under the Companies Act 2016.
- Decoupling of lodgement of audited financial statement and annual returns.
- Extension of time to hold AGM.
- Proxy and poll.
- Shareholders' activism at meetings.
- Shareholders' rights.
- Rights of minorities.
- FAQs at AGM.
- Maintenance of statutory registers/minutes books and related issues.

- Company secretaries' duties and responsibilities under the Companies Act 2016 relating to AGM, financial statements and annual return.
- Offences under the Companies Act 2016 relating to annual compliance matters.
- Best practices at AGM.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Comply with Companies Act 2016's requirements and execute the common tasks relating to AGM, audited financial statements and annual returns.
- Identify and resolve pitfalls arising from annual compliance matters.
- Describe best practices of AGM.
- Update, maintain and extract information from statutory books, statutory returns and other related documents.

ABOUT THE TRAINER

Liew Lee Kee, MBA, has more than 20 years experience in the corporate secretarial and consultancy services industry. She is currently the Managing Director of Erdington Corporate Asia Sdn. Bhd. She has a great deal of experience in advising and servicing multinational corporations and locally incorporated companies. She also has vast experience in servicing foreign companies wishing to set up businesses in various industries in Malaysia such as Representative/Regional offices, Branch Offices and liaison with the relevant government authorities such as MIDA, Immigration, Registry of Trade mark, etc. She is a trainer and professional speaker and has conducted numerous business seminars, talks and conferences to professionals, directors, entrepreneurs, executives, foreign investors, etc. She is a Certified Professional Trainer, UK, PSMB Approved Trainer and Certified Trainer of the Ministry of Tourism.

WHO SHOULD ATTEND

Company secretaries, company secretarial staff, PA to the company secretary, legal manager, auditors, accountants, company directors and anyone who are involved in AGM, preparing of financial statements and annual returns.

DATE	VENUE	EVENT CODE
22 January 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/007
09 July 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/046
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

AUDITORS, FINANCIAL STATEMENTS & REPORTS UNDER COMPANIES ACT 2016

COURSE INTRODUCTION

The directors of every company must cause to be kept such accounting and other records as will sufficiently explain the transactions and financial position of the company and enable true and fair financial statements to be prepared and audited. The financial statement may include a business review report to enhance the shareholders' understanding of the performance of the company. The Registrar of Companies may exempt certain private companies from the audit provisions in the Companies Act 2016. With the mandatory Annual General Meeting removed for private companies in the Act, the provisions for appointment of Auditors and circulation of the financial statements differs.

COURSE OBJECTIVES

This course is to provide participants with an understanding of the provisions in the Companies Act 2016 on the preparation of financial statement and reports, the extent and details of the information to be provided therein. The obligations imposed on a private company to circulate the financial statement within stipulated timeframe would be highlighted together with the procedures for dealing with auditors.

COURSE CONTENTS

- Auditors' qualifications, appointment, removal and resignation.
- Auditors' remuneration and expenses.
- Duties and rights of auditors.
- Preparation of financial statements and reports.
- Business review and system of internal control.
- Circulation of financial statements and reports.
- Lodgement of financial statements with registrar.

LEARNING OUTCOME

By attending this course, participants will be able to:

- Deal with the appointment of auditors under the new provisions.
- Have a better understanding of the contents to be included in the financial statements.
- Note the obligations of the company in the circulation of the financial statements.

ABOUT THE TRAINER

Leong Oi Wah is a Fellow Member of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) and has more than 30 years of experience in handling corporate secretarial matters in the profession and the corporate sector.

Oi Wah is also involved in advisory on corporate secretarial requirements including corporate restructuring and compliance with various regulatory bodies such as the Registrar of Companies, Bursa Malaysia Securities Berhad, Securities Commission and other authorities. She is an approved trainer with Pembangunan Sumber Manusia Berhad and does regular training for the Companies Commission Malaysia Training Academy and other professional bodies.

WHO SHOULD ATTEND

Company secretaries, company secretarial assistants, company directors, lawyers, accountants, and corporate consultants.

DATE	VENUE	EVENT CODE
15 January 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/002
20 March 2018	Weil Hotel, Ipoh	CEP/IPOH/18/025
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary, Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

BORROWING BY COMPANIES

COURSE INTRODUCTION

A company, in carrying on its business, would inadvertently require further working capital and could either issue more shares or borrow from shareholders, related corporations or financial institutions. Before raising money on loan, a company should ascertain that it has powers to borrow and if the power is restricted, the contemplated borrowing and outstanding loans will not exceed the limit imposed. Whilst powers are usually set out in the Constitution. The Companies Act 2016 dispenses with the requirement for a company to have a constitution. In such situation, the Company would have to refer to the provisions of the law.

COURSE OBJECTIVES

This course is to provide participants with an understanding of the powers given to a company to borrow in the Companies Act 2016 and the obligations when exercising such powers in the mortgage or charge of the company's undertaking, property or issue of debentures and other securities for any debt, liability, or obligation of the company or of any third party.

COURSE CONTENTS

- Powers to borrow – implied or expressed.
- Directors' exercise of borrowing powers.
- Security for loans.
- Difference between debenture and charges.
- Different types of charges and rights of the company in dealing with assets charged for facilities.
- Registration of charges and satisfaction of charge.
- Remedies for lenders.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Distinguish between debentures, fixed and floating charge.
- Have a better understanding of the obligations of the company and its officers in the registration of charges and the subsequent discharge.

ABOUT THE TRAINER

Leong Oi Wah is a Fellow Member of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) and has more than 30 years of experience in handling corporate secretarial matters in the profession and the corporate sector.

Oi Wah is also involved in advisory on corporate secretarial requirements including corporate restructuring and compliance with various regulatory bodies such as the Registrar of Companies, Bursa Malaysia Securities Berhad, Securities Commission and other authorities. She is an approved trainer with Pembangunan Sumber Manusia Berhad and does regular training for the Companies Commission Malaysia Training Academy and other professional bodies.

WHO SHOULD ATTEND

Company secretaries, company secretarial assistants, company directors, lawyers, accountants, and corporate consultants.

DATE	VENUE	EVENT CODE
06 March 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/019
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

CESSATION OF COMPANIES & LIMITED LIABILITY PARTNERSHIPS

COURSE INTRODUCTION

The Companies Act 2016 will streamline and modernise the methods for closing down a company. The winding up process allows for an ordered realisation of the company's assets. It can be utilised where the company is either solvent or insolvent. Striking the company off the register allows for the removal of, among others, dormant companies. The provisions on the management of assets of dissolved companies empower the Registrar to represent dissolved companies and where outstanding assets vests in the Registrar. This course will also cover the winding up process and striking off Limited Liability Partnerships (LLP) from the register as provided under the Limited Liability Partnerships Act 2012.

COURSE OBJECTIVES

Participants will learn of the improvements made to the winding up laws set out in the Companies Act 2016. The voluntary winding up process has been maintained, and is divided into the members' voluntary winding up and the creditors' voluntary winding up. There have been changes in the court winding up process, starting from the statutory demand until after the winding up order is granted. Next, learn about the changes in the striking off provisions including the procedure and the new draft guidelines that have been issued. Finally, be aware of how the assets of dissolved companies are managed. At this seminar, participants will hear about the legal framework from the regulator's perspective and get insights of practice issues from the practitioner's viewpoint.

COURSE CONTENTS

Companies

- The members' voluntary winding up process: the requirements of solvency.
- The creditors' voluntary winding up process: where the company is insolvent.
- The conversion from a members' voluntary winding up to a creditors' voluntary winding up.
- The effect of a voluntary winding up on transactions and legal proceedings.
- The court winding up process on the ground of the company's inability to pay debts.
- The ability to stay and terminate winding up proceedings.
- The new rights and duties of secured creditors in winding up.
- Striking the company off the register.
- How to reinstate a struck off company.
- Considerations for applying to strike off a company or for reinstatement.
- The management of assets of dissolved companies.

Limited Liability Partnerships

- Method of dissolution- court ordered winding up and voluntary winding up.
- Guidelines on declaration of dissolution in a voluntary winding up.
- Strike off a LLP from the register.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Understand the process of winding up and its impact on the company, creditors and liquidators.

- Appreciate the difference in the two voluntaries winding up processes.
- Identify the different effects of voluntary winding up on legal proceedings.
- Recognise the different grounds to initiate the court winding up process.
- Understand the court winding up process from the statutory demand until the winding.
- Be aware of the striking off procedure and to avoid striking off.
- How to apply for the striking off for a dormant company.
- Applying for the reinstatement of a struck off company.
- Learn on the practical issues arising from the management of assets of dissolved companies.
- Understand the winding up and striking off procedures for LLPs.

ABOUT THE TRAINER

Norhaslinda Salleh joined Companies Commission of Malaysia in January 2004. She is the Head of Insolvency in the Registration Services Division since June 2015. She is responsible to ensure and monitor the process of striking off names, winding up and management of the asset of dissolved companies and limited liability partnerships are in accordance with the related Acts and Guidelines. Prior to heading the Insolvency Section, she was the Head of Corporate Planning & Strategy in the Corporate Planning & Policy Division of SSM (2011-2015) where she was responsible for the strategic planning and project management of SSM and implementation of the Corporate Responsibility Agenda of SSM and also the Head of the Law Reform, Policy & International Affairs of the same Division (2004-2011) where she was largely involved in activities relating to the reform of the law and drafting amendments of the legislations administered by SSM, policy guidelines and practice notes. Norhaslinda obtained her LLB (Honours) from University Technology Mara (UiTM), Malaysia in 1991. She was called to the Malaysian Bar and was admitted as an Advocate & Solicitor of the High Court of Malaya on 22 May 1992. Prior to joining SSM in January 2004, Norhaslinda Salleh was in private legal practice where she was largely responsible in handling civil and commercial litigation.

Lee Shih is a dispute resolution Partner at Skrine. He has been admitted to the English Bar and is an Advocate and Solicitor in the High Court of Malaya. His portfolio of litigation work focuses on international arbitration, corporate litigation and corporate insolvency. He regularly advises and acts in insolvency, schemes of arrangement and receivership matters. He is a Council member of the Insolvency Practitioners Association of Malaysia (IPAM). He also regularly speaks and writes articles on topics relating to company law, insolvency, and receivership. He has given talks at the Companies Commission of Malaysia National Conference, the Companies Commission of Malaysia National Insolvency Conference, the Malaysian Institute of Accountants Annual Conference, the MAICSA Annual Conference and at the Bar Council on these topics.

WHO SHOULD ATTEND

Insolvency practitioners, company directors, company secretaries, finance managers, lawyers, accountants, bankers, regulators, government officers, business owners, corporate consultants who need the knowledge on insolvency law.

DATE	VENUE	EVENT CODE
15 March 2018	Cititel Hotel, Penang	CEP/PG/18/024
04 July 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/077
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

CHANGE YOUR MINDSET: MOVING FROM COMPANIES ACT 1965 TO COMPANIES ACT 2016

COURSE INTRODUCTION

This course is designed to tackle the most difficult issue in change management – change of mindset. While the Companies Act 2016 was specifically designed to make the incorporation and administration of companies in Malaysia easier and cheaper, for existing companies, it requires the right mindset for its full benefits to be reaped. As with all procedures and processes, change is challenging, especially with regards to long existing habits. This course is designed to assist existing companies to look at the Companies Act 2016 in its own right to unlock the benefits it can bring to established companies and businesses in Malaysia.

COURSE OBJECTIVES

This course will look into the preferred method for companies established under the Companies Act 1965 to unlock the many benefits available under the Act.

COURSE CONTENTS

The course is divided in three parts. In the first part, participants will examine a company set up under the Companies Act 1965 and then examine the decisions that would need to be made with respect to the changes brought about by the Companies Act 2016, focusing predominantly on those that are mandatory.

In the second part, the participants will examine setting up a new company under the Companies Act 2016 and the decisions that would need to be made in doing so. This will invariably focus on the options provided by the 2016 Act.

In the third part, the two processes will be examined to see which would be the better approach to take- changing only what is necessary, or considering the 2016 Act as the starting point for administering the company.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- To understand the ease of corporate decision-making under the Companies Act 2016.
- To discover the increased flexibility in corporate administration under the Companies Act 2016.
- To appreciate the ease of changing business directions and restructuring companies under the Companies Act 2016.

ABOUT THE TRAINER

Paul Subramaniam was a practising litigation lawyer for 28 years specializing in corporate and financial litigation. He then focused on the training of and knowledge management of corporate lawyers for 6 years before taking on the role of Chief Risk Officer in 2014 in ZICO Holdings Inc, a company listed on the Singapore Stock Exchange. He is a much sort after speaker and trainer have presented at international and national forums and industry-level conferences and symposiums. Some of his recent engagements include the Commonwealth Law Conference in Melbourne, Australia, the In-House Congress in Singapore and Hong Kong, the Malaysian Institute of Chartered Secretaries and Administrators' Malaysian Company Law Conference all in 2017. His current area of interests are psychology and group behaviour.

WHO SHOULD ATTEND

Company secretaries, managers, directors, general managers, business owners and anyone who wants to learn about management of business under the Companies Act 2016.

DATE	VENUE	EVENT CODE
21 March 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/026
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Discussions	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

COMPANIES ACT 2016

COURSE INTRODUCTION

The modern legal framework in the Companies Act 2016 came into force on 31 January 2017. It consists of 5 parts, 620 sections and 13 schedules as compared to the Companies Act 1965 which was made up of 12 parts, 374 sections and 10 schedules.

The provisions in the Companies Act 2016 have introduced many key changes to the principal legislation that governs the formation, operation, termination, regulation and compliance of companies in Malaysia.

COURSE OBJECTIVES

- Provide overview and underlying policies of the Companies Act 2016.
- Raise the level of understanding on the new provisions in the Companies Act 2016.
- Change mindset on how business will be conducted under the Companies Act 2016.
- Identify specific actions required under the new compliance and disclosure requirements.

COURSE CONTENTS

- Starting business in Malaysia.
- Director, company secretary, auditor and Shareholder.
- Share capital, audit and financial reporting.
- Company meetings.
- Corporate insolvency framework.
- Compliance requirements under Companies Act 2016.

LEARNING OUTCOME

By attending this course, participants will be able to:

- Learn the overview of the legal framework of the Companies Act 2016.
- Understand the flexibility in administering companies under the Companies Act 2016.
- Understand how business will be conducted under the Companies Act 2016.
- Get update on the implementation of Companies Act 2016.

ABOUT THE TRAINER

Speakers from **Suruhanjaya Syarikat Malaysia**.

DATE	VENUE	EVENT CODE
27 February 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/017
14 May 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/037
23 July 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/049
22 November 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/073
Time	9.00 am – 1.00 pm	
Training Methodology	Lecture and Q&A session	
Fee (inclusive of 6% GST)	RM318.00 Standard RM265.00 Licensed Secretary, Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	4	

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

COMPANIES ACT 2016. CHARGES - REGISTRATION, COMPLIANCE & PRACTICE

COURSE INTRODUCTION

The term 'charges' refer to security given by a company over some or all its assets in favour of a creditor. This course will focus on all aspects of the registration of charges under the new Companies Act 2016 (Act 777). It will also deal with the relationship between the company and its creditors; and the implications in the event of default with the reference to such registration.

COURSE OBJECTIVES

It is imperative for participants to know the importance of the registration of charges with the Registrar of Companies. Participants will learn the compliance and enforcement aspects from SSM Officers as well gain knowledge and exposure on practice issues from a practitioner.

COURSE CONTENTS

- Legal requirements under Companies Act 2016 relating to charges.
- Enforcement for non-compliance relating to charges.
- Related issues with reference to SSM's perspective and judicial pronouncements.
- Procedures for the registration of charges and discharge of charges.
- Assignment of charges.
- Variation of charges.
- Common mistakes made when lodging documents with the Registrar.
- Checklist of information to be lodged with Registrar.
- Comparison of the provisions of the relevant sections of the Companies Act 1965 and those under the Companies Act 2016.
- Applications to Court for an extension of time to register charges or to amend particulars registered.
- Implication on creditors and liquidators if charges are not registered.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Gain insights into different types of company charges and legal requirements on their registration.
- Prepare checklist of documents to be lodged with the Registrar.
- Be aware of the implications in the event of default.

ABOUT THE TRAINERS

Mohamed Sufyan Mohd Mokhtar is Head of Legal Services Section in the Companies Commission of Malaysia ('SSM'). He is also a qualified Mutual Evaluation Assessor under the Asia/Pacific Group on Money Laundering and Certified Trainer accredited by the Human Resources Development Fund Berhad. He has more than 20 years of experience in the legal field, beginning with legal practice in Kuala Lumpur and Kuantan. After ceasing practice in 1999, he joined the Securities Commission. He subsequently served in Pengurusan Danaharta Nasional Berhad, Malaysia's asset management agency, which was established in the aftermath of the 1997 Asian Financial Crisis. Mohamed Sufyan was educated at the Malay College Kuala Kangsar and London School of Economics & Political Science. He was admitted as a Barrister-at-Law (Inner Temple) in 1994 and as an Advocate & Solicitor of the High Court of Malaya, in 1995.

Jamilah Taib is Head of Unit, Charges, Registration Services Division in the Companies Commission of Malaysian (SSM). The function of the unit is to register charges, notices of assignment of charge, notice of variation in terms of charge, rectification of charge under section 361, Companies Act 2016 and register discharge of charge.

Ooi Huey Ling is a founding partner of the firm of Ranjit Ooi & Robert Low and leads the firm's corporate, commercial and insolvency practices, advising and representing clients in various aspects of corporate law, corporate/commercial documentation, corporate receivership and insolvency. She frequently acts for court and debenture appointed receivers and liquidators in compulsory and voluntary liquidations on a broad range of areas which often involve complex issues, including asset realization, advisory, investigative and litigation related issues. She also represents clients on commercial transactions including joint ventures, securities and real property disposals and acquisitions, investment agreements, debt restructuring, property development and those involving the amicable resolution of commercial disputes. Well-regarded for her extensive knowledge and ability to handle complex legal matters, she has represented and advised Malaysian public listed companies, conglomerates, international accounting firms as well as foreign law firms.

WHO SHOULD ATTEND

Company secretaries, lawyers, legal advisers, company directors, bankers and any officers who are involved with work relating to charges.

DATE	VENUE	EVENT CODE
07 March 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/020
Time	9.00 am – 1.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM318.00 Standard RM265.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	4	

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

COMPANIES ACT 2016. DEALING WITH COMMON ISSUES

COURSE INTRODUCTION

This course deals with the common issues facing companies in moving from the regimen of the Companies Act 1965 to the Companies Act 2016. More importantly, it deals with the inherent uncertainty that accompanies any new Act, let alone an Act of such extensive impact, and the different approaches that may be taken to deal with those uncertainties.

COURSE OBJECTIVES

Any new legislation, however well drafted, raises certain ambiguities in the interpretation of its provisions. The objective of this course is to examine the more common ambiguities raised by the Companies Act 2016 and to work out the best methods of dealing with those ambiguities until there are judicial pronouncements or statutory amendments to resolve them.

COURSE CONTENTS

The course will be in two parts. In the first part, common difficulties in interpretation of the Companies Act 2016 being faced by companies will be examined. These include the manner and effect of execution of corporate documents, the liability for representations made by directors and officers, the effect on the company of documents filed with the Registrar of Companies no longer being constructive notice, the legal effect of the new Act on company warrants, and similar issues.

The second part will be an examination of how courts deal with ambiguities and a historical look at other legislation, in particular, the Companies Act 1965, and how companies dealt with the latent ambiguities in those legislation until they were resolved, as a guide to the best approach to dealing with ambiguities in the Companies Act 2016.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Understanding inherent uncertainties in new legislation, such as the Companies Act 2016.
- Examining the legal pathways to remove or clarify such uncertainties.
- Appreciating the possible approaches to adopt pending such removal or clarification.

ABOUT THE TRAINER

Paul Subramaniam was a practising litigation lawyer for 28 years specializing in corporate and financial litigation. He then focused on the training of and knowledge management of corporate lawyers for 6 years before taking on the role of Chief Risk Officer in 2014 in ZICO Holdings Inc, a company listed on the Singapore Stock Exchange. He is a much sort after speaker and trainer have presented at international and national forums and industry-level conferences and symposiums. Some of his recent engagements include the Commonwealth Law Conference in Melbourne, Australia, the In-House Congress in Singapore and Hong Kong, the Malaysian Institute of Chartered Secretaries and Administrators' Malaysian Company Law Conference all in 2017. His current area of interests are psychology and group behaviour.

WHO SHOULD ATTEND

Company secretaries, managers, directors, general managers, business owners and anyone who wants to learn about management of business under Companies Act 2016.

DATE	VENUE	EVENT CODE
22 May 2018	RH Hotel, Sibul	CEP/SB/18/038
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture, Role-Play and Case Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

COMPANIES ACT 2016 MADE SIMPLE: A PRACTICAL GUIDE FOR COMPANY DIRECTORS

COURSE INTRODUCTION

Being a director of a company brings many challenges and responsibilities. On appointment, a director automatically assumes onerous duties, responsibilities and personal liability under both common law and statutory law. A director is accountable to various stakeholders and needs to be alert of the obligations imposed on him and the Company that he manages. The pursuit and satisfaction of managing a company is enriched if the director is knowledgeable and is confident in carrying out his fiduciary duties and acting in the best interest of the company.

COURSE OBJECTIVES

This course aims to provide company directors with a practical guide on carrying out their roles and responsibilities of directors under the Companies Act 2016. This course analyses and describes, mainly from practical standpoint, the duties and liability of directors and intends to clearly explain how directors should behave to fulfil their duties and provides guidelines on how they should perform their functions. This course is suitable for entrepreneur who is considering to start his own business; owner of private company who wish to know what is expected of him as director and employees who are invited to join the board of directors.

COURSE CONTENTS

- Powers of company directors.
- Disclosure of interests – at board meetings, financial statement, directors' report.
- Restrictions of powers – loan to directors, tax-free payment, compensation for loss of office, directors' fees.
- Functions of directors - binding duties, civil liability rules, liability actions, liability for the conduct of executives; and defence mechanisms against liability actions.
- The role of the board in terms of its legal authority and relationships.
- The importance of ethics in the world of corporate governance.
- Checklist of important tips for directors and boards.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Understand how the Companies Act 2016 has enhanced the roles and responsibilities of directors and how directors can take pro-active actions.
- Understand the principles of good governance.
- Understand the changes in corporate restructuring procedure.
- Note the heavier sanctions and actions to take to defend against enforcement
- Understand how corporate responsibility can be an integrated element of the business.
- Manage expectations and potential risks whilst fulfilling the role as a director.

ABOUT THE TRAINER

Leong Oi Wah is a Fellow Member of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) and has more than 30 years of experience in handling corporate secretarial matters in the profession and the corporate sector.

Oi Wah is also involved in advisory on corporate secretarial requirements including corporate restructuring and compliance with various regulatory bodies such as the Registrar of Companies, Bursa Malaysia Securities Berhad, Securities Commission and other authorities. She is an approved trainer with Pembangunan Sumber Manusia Berhad and does regular training for the Companies Commission Malaysia Training Academy and other professional bodies.

WHO SHOULD ATTEND

Company directors, company secretaries, lawyers, accountants, corporate consultants and anyone who wishes to know the roles and responsibilities of company directors.

DATE	VENUE	EVENT CODE
24 July 2018	The Puteri Pacific, Johor Bahru	CEP/JB/18/050
04 September 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/053
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

COMPANIES ACT 2016. WHAT'S NEW FOR COMPANY SECRETARIES?

COURSE INTRODUCTION

The Companies Act 2016 imposes new roles and responsibilities on the company secretary and this is a clear signal on the importance of the role of the company secretary in the eyes of the legislature. Company Secretaries are the conscience keepers for the companies since they are expected to be specialists in the field of corporate governance, regulations, compliance and are the eyes and ears of the Board on such matters. For a listed entity, the role is taken a step further by placing the responsibility on the Board of directors to ensure that the secretary has the requisite knowledge and experience to discharge the functions of secretary of the company and to maintain the records as required by law.

COURSE OBJECTIVES

This course includes simplified interpretations, practical guides and tools to help company secretaries navigate through the various parameters of the Companies Act 2016. The speaker will guide participants with the latest development on their roles and responsibilities under the Companies Act 2016. Attending this course will give the participants a thorough understanding of this important role in respect of advising the Board, particularly the Chairman, on directors' statutory duties under the law and disclosure obligations and also in respect of corporate governance requirements and practices and effective board processes.

COURSE CONTENTS

- Position of the Company Secretary.
- Disqualification and vacancy in office.
- Requirement to register with Registrar.
- Duties and responsibilities of Company Secretary.
- Statutory functions of Company Secretary.
- Organisational governance.
- Supporting the Chairman.
- Board processes.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Appreciate how the Companies Act 2016 has enhanced the roles and responsibilities of the Company Secretary.
- Explain the new requirements on reporting to the Registrar of Companies on changes to statutory information.
- Identify the pivotal role in supporting the Board of Directors.

ABOUT THE TRAINER

Leong Oi Wah is a Fellow Member of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) and has more than 30 years of experience in handling corporate secretarial matters in the profession and the corporate sector.

Oi Wah is also involved in advisory on corporate secretarial requirements including corporate restructuring and compliance with various regulatory bodies such as the Registrar of Companies, Bursa Malaysia Securities Berhad, Securities Commission and other authorities. She is an approved trainer with Pembangunan Sumber Manusia Berhad and does regular training for the Companies Commission Malaysia Training Academy and other professional bodies.

WHO SHOULD ATTEND

Company secretaries, lawyers, accountants, corporate consultants and company directors.

DATE	VENUE	EVENT CODE
03 July 2018	Promenade Hotel, Kota Kinabalu	CEP/KK/18/044
16 October 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/066
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

CORPORATE RESCUE: CORPORATE VOLUNTARY ARRANGEMENT & JUDICIAL MANAGEMENT

COURSE INTRODUCTION

The new corporate rescue mechanisms under the new Companies Act 2016 allow additional options for a company to restructure its debts and to revive its business. The new processes are the corporate voluntary arrangement and judicial management. They complement the schemes of arrangement process.

COURSE OBJECTIVES

Participants will learn of the improvements in the scheme of arrangement provisions. Next, the course will cover the two new corporate rescue mechanisms: corporate voluntary arrangement (CVA) and judicial management (JM). Both mechanisms cater for different situations and with advantages to offer to companies. The automatic moratorium in CVA and JM will stay legal proceedings and give companies time to attempt a restructuring of its debts.

COURSE CONTENTS

Schemes of Arrangement

- Requirements for undergoing a scheme of arrangement.
- Additional safeguard of an independent assessment of the scheme.
- Changes to the law on the extension of a restraining order.

Corporate Voluntary Arrangement

- Overall introduction to the corporate rescue mechanisms.
- The new Corporate Voluntary Arrangement (CVA).
- Requirements for the CVA.
- The CVA moratorium.
- Timelines for the meetings and the approval required.

Judicial Management

- The new judicial management scheme.
- Requirements to be met for a judicial management order.
- The effect of a moratorium.
- Protection of the debenture holder's rights.
- The powers of the judicial manager.
- Approval for the judicial manager's proposals.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Learn of the scheme of arrangement process.
- Identify the changes of the scheme of arrangement and the restraining order.
- Consider the advantages and benefits of the new corporate voluntary arrangement process.
- Prepare for the new judicial management process and the advantages it offers.
- Understand the impact of judicial management on legal proceedings and any enforcement of legal rights.

ABOUT THE TRAINER

Lee Shih is a dispute resolution Partner at Skrine. He has been admitted to the English Bar and is an Advocate and Solicitor in the High Court of Malaya. His portfolio of litigation work focuses on international arbitration, corporate litigation and corporate insolvency. He regularly advises and acts in insolvency, schemes of arrangement and receivership matters. He is a Council member of the Insolvency Practitioners Association of Malaysia (IPAM). He also regularly speaks and writes articles on topics relating to company law, insolvency, and receivership. He has given talks at the Companies Commission of Malaysia National Conference, the Companies Commission of Malaysia National Insolvency Conference, the Malaysian Institute of Accountants Annual Conference, the MAICSA Annual Conference and at the Bar Council on these topics.

WHO SHOULD ATTEND

Insolvency practitioners, company directors, company secretaries, finance managers, lawyers, accountants, bankers, regulators, government officers, business owners, corporate consultants who need the knowledge on insolvency law.

DATE	VENUE	EVENT CODE
24 October 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/069
Time	9.00 am – 1.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM318.00 Standard RM265.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	4	

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

ETHICS AND INTEGRITY IN GOVERNANCE: CASE STUDIES FOR COMPANY DIRECTORS AND COMPANY SECRETARIES

COURSE INTRODUCTION

In the ever-changing environment of international business, one factor is emerging which underpins sustainable growth: the ability of a company to maintain its 'organisational health', a necessary prerequisite for long-term performance.

Ethics and integrity are integral to an organisation staying in good shape and ready to meet the challenges ahead. This module looks at these areas, focusing particularly on how these can emerge in the area of corporate governance.

This programme is of particular relevance for Malaysian companies with an international presence; those looking to extend their operations overseas; or companies looking to secure business with multi-national companies which are increasingly interested in local suppliers with strong values and high standards of integrity.

COURSE OBJECTIVES

This programme will enable directors, company secretaries and others working at the Board level to understand the challenges and opportunities of doing business with integrity, and integrate these factors into their corporate governance frameworks, strategies and operations.

COURSE CONTENTS

- Groundwork: Organisational health and corporate governance - what does it mean?
- Case studies, with exercises. Delegates will work in teams to conduct research and analysis on high-profile cases, to understand how ethics and integrity can make the difference between success and failure.
- Application through open discussion. Delegates will discuss the lessons learnt and how these can be applied in today's Malaysia business environment.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Understand why ethics and integrity are essential for a company's well-being in today's business environment.
- Learn from case studies, where companies have either done well and proved successful, or done badly and had serious problems in this area, with lessons learnt.
- Know how to integrate ethics and integrity effectively into governance frameworks, corporate strategies and operations.

ABOUT THE TRAINER

Mark Lovatt is CEO of Trident Integrity Solutions Sdn Bhd, and widely considered a thought leader in the area of business integrity and ethics. Prior to leading Trident, Dr Lovatt was the Business Integrity Programme Manager for Transparency International Malaysia, and concurrently the Managing Director of TI BIP Malaysia Sdn Bhd, the consultancy wing of the chapter. He holds a BA (Hons) and PhD from Nottingham University, UK, and has a background in IT, corporate regulation and business development in the power & gas sector. One of the few PECB-certified Lead Implementers for ISO 37001, he is an internationally recognized expert in private sector corruption, speaking at conferences across the region and has worked with governments, global agencies, multinationals and GLCs to deliver effective measures for building business integrity.

WHO SHOULD ATTEND

Chairmen, directors, company secretaries, chief executive officers, chief finance officers, chief operations officers, vice presidents, general managers, head of legal/strategy/CSR/audit/integrity and compliance personnel.

DATE	VENUE	EVENT CODE
11 October 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/065
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

FINANCIAL ESSENTIALS FOR COMPANY SECRETARIES AND DIRECTORS

COURSE INTRODUCTION

Globalization.....

The term globalization has been in increasing use since the mid-1980s. In 2000, the International Monetary Fund (IMF) identified four basic aspects of globalization: trade and transactions, capital and investment movements, migration and movement of people and the dissemination of knowledge. The onset of globalization saw a huge shift and movement of multinational companies based in United States, Europe and Japan to Southeast Asia, China and Latin America seeking lower cost and promising new markets.

The Current Dilemma.....

Now, there is a new era of global business competition emerging that is called globality. Globality is not an activity so much as it is an environment, a state of being. It is mainly fueled by a set of business competitors that are based both in the developed world and in the emerging economies. In this challenging new global environment, all organizations discover themselves dealing with a range of new management issues - concerning costs, human resources, supply chains, innovation, and more.

The Key Challenges.....

Globality presents both threats and opportunities to all players. Long established players face tough new challenges, but these can be met and turned to advantage. New global players stand at the brink of huge opportunities but still face barriers to seizing them. Possibly the most critical success factor today is to make sure every employee is cost-conscious and understands basic finance to help their organization to progress smoothly and achieve good profitability levels. Financial and Business Knowledge has to be enhanced at all levels of management to ensure not just survival, but also the long-term success of corporations as well as the public sector in the new millennium.

COURSE OBJECTIVES

This workshop is designed for Company Secretaries and Directors from diverse industries to get a firm grasp on the numbers side of business. The primary goal is to help them develop sound financial knowledge to read and understand financial reports; helping them lead their organization successfully in a highly competitive globalized business arena. Business Managers need to look at the linkages in the financial statements to understand its operations better. Hence, this course is designed to empower participants to develop a more productive relationship with vendors and customers plus build the confidence to work with finance professionals and top management. This progresses into a healthy cross-functional working relationship that enhances organizational value. (This course is ideal for professionals who have little or no knowledge in accounting)

COURSE CONTENTS

- Identifying the key financial statements and its purpose.
- Revenue is vanity... Margin is sanity... Cash is king.
- Learning financial concepts and the accrual basis via a card game.
- Apply knowledge via case-studies to evaluate financial statements.
- Review financial pages in business news bulletins.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Understand financial concepts and identify core financial statements, their content and links.
- Read, understand and interpret financial reports.
- Distinguish the characteristics of cashflow, profit, net worth and their purpose.
- Understand the limitations of financial statements.
- Ask finance professionals the right questions.

METHODOLOGY

The process of this program constitutes using a combination of interactive discourse & problem solving through case studies, quiz, games, print and digital media as well as group discussions, self-assessment and presentations where necessary to test and entrench the knowledge of participants. They learn to apply the principles to scenarios provided besides having the opportunity to discuss dilemmas faced at their workplace.

ABOUT THE TRAINER

S. Yoga Thevan is a Chartered Global Management Accountant and an associate of CIMA (Chartered Institute of Management Accountants, UK). He also obtained an MBA from the renowned Strathclyde University Graduate School of Business, Europe's largest Business School. He has a wide industry exposure from manufacturing to banking & stock-broking. Since 2004 he is a full-time Learning Facilitator. He is also a regular speaker for PSMB, MIA, SSM, SME Corp, MEF, MIHRM and many corporations, both local and foreign. Yoga is also a founding member of MAPS (Malaysian Association of Professional Speakers) and was President in 2008. In 2012 he was engaged by the Malaysian Government to brief all heads of department and top-ranking officers in various Ministries on the concept and impact of Accrual Accounting to the Government Accounts. What you can expect from Yoga in his programs are thorough, exciting, knowledge enhancing sessions filled with action learning divulged in a simple manner. His diverse background and experience coupled with a variety of delivery mechanisms enriches participants' knowledge and retention of this intricate subject.

WHO SHOULD ATTEND

Company secretaries, board members and 'C' level executives, directors, general managers, heads of department and senior officers who want to comprehend financial statements, terminology and underlying concepts.

DATE	VENUE	EVENT CODE
08 March 2018	Promenade Hotel, Kota Kinabalu	CEP/KK/18/021
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

FOREIGN COMPANIES UNDER COMPANIES ACT 2016 AND REPRESENTATION OFFICE

COURSE INTRODUCTION

This seminar will highlight the alternative entities that a multinational corporation (MNC) can set up in Malaysia besides a private limited company. MNCs may not be aware that setting up a Representative office in Malaysia could be a more cost effective if their intention is just to have a toehold in Malaysia before setting up a permanent entity. Establishing a foreign company in Malaysia to conduct business is another alternative. Therefore it is important that MNCs are properly advised and that they make an accurate decision on the type of entity to be established in Malaysia.

COURSE OBJECTIVES

This course aims to enhance participants' knowledge of alternative entities for foreign investors intending to invest in Malaysia. This seminar will also highlight the differences between a foreign company and a Representative Office.

COURSE CONTENTS

- Why set up a foreign company?
- Registration of a foreign company under the Companies Act 2016.
- Advantages and disadvantages of a foreign company.
- Roles and responsibilities of local agent.
- Cessation of foreign company – Giving accurate advice?
- When do you register a representative office?
- Representative office vs foreign company.
- Representative office – The right entity?
- Purpose of representative office.

LEARNING OUTCOME

By attending this course, participants will be able to:

- Update themselves with the provisions of foreign companies under the Companies Act 2016.
- Help investors to decide the appropriate entity to set up in Malaysia.

ABOUT THE TRAINER

Liew Lee Kee, MBA, has had more than 20 years experience in the corporate secretarial and consultancy services industry. She is currently the Managing Director of Erdington Corporate Asia Sdn. Bhd. She has vast experience in advising and servicing multinational corporations and locally incorporated companies. She also has vast experience in servicing foreign companies wishing to set up businesses in various industries in Malaysia such as Representative/ Regional offices, Branch Offices and liaison with the relevant government authorities such as MIDA, Immigration, Registry of Trade mark, etc. She is a Certified Professional Trainer, UK, PSMB Approved Trainer and Certified Trainer of the Ministry of Tourism.

WHO SHOULD ATTEND

Company secretaries, company secretarial staff, CEOs, CFOs, tax consultants, businessmen and professionals who deal with local and foreign investors.

DATE	VENUE	EVENT CODE
17 October 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/067
Time	9.00 am – 1.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM318.00 Standard RM265.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	4	

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

INSOLVENCY & CORPORATE RESCUE

COURSE INTRODUCTION

When a company enters financial distress, it may signal the impending insolvency and winding up of a company. The company's secured lender may have a right to also appoint a receiver over the company due to the company's inability to pay its debts to the secured lender. A company will want to consider its options in attempting to restructure its debts and to revive its business. Under the Companies Act 2016, the law will now provide for additional options to try to rescue this company and to fend off the liquidation of the company.

COURSE OBJECTIVES

Participants will learn the improvements made to the insolvency-related laws as set out in the Companies Act 2016. The receivership provisions have been strengthened and will be relevant to secured lenders and to borrowers. The winding up provisions have been modified in certain aspects. A company can undertake a restructuring of its debts through the scheme of arrangement process and the new provisions adds clarity in this area. Finally, the Companies Act 2016 introduces two new corporate rescue mechanisms: corporate voluntary arrangement and judicial management. Participants will learn how these corporate rescue mechanisms will provide more options to financially distressed companies. The talk will also cover case studies and practical examples.

COURSE CONTENTS

Changes to the Laws on Receivership.

- Appointment of the receiver/receiver & manager ("R&M") and its statutory agency status.
- The shift to the codification of the powers of the receiver and R&M.
- Changes in the personal liability of the receiver and R&M.
- Interplay between receivership and winding up.

Winding Up

- Increase in the minimum amount for the statutory demand.
- Void disposition, exempt disposition and the change to undue preference.
- Changes to the powers of the liquidator.
- Changes to the stay and termination of winding up.

Schemes of Arrangement

- Requirements for undergoing a scheme of arrangement.
- Additional safeguard of an independent assessment of the scheme.
- Changes to the law on the extension of a restraining order.

Corporate Voluntary Arrangement

- Overall introduction to the corporate rescue mechanisms.
- The new Corporate Voluntary Arrangement (CVA).
- Requirements for the CVA.
- Timelines for the meetings and the approval required.

Judicial Management

- The new judicial management scheme.
- Requirements to be met for a judicial management order.
- The effect of a moratorium.

- The powers of the judicial manager.
- Approval for the judicial manager's proposals.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Understand the changes to the laws of receivership and the options available.
- Understand the process of winding up and its impact on the company, creditors and liquidators.
- Learn of the scheme of arrangement process.
- Consider the advantages and benefits of the new corporate voluntary arrangement process.
- Prepare for the new judicial management process and the advantages it offers.

ABOUT THE TRAINER

Norhaslinda Salleh joined Companies Commission of Malaysia in January 2004. She is the Head of Insolvency in the Registration Services Division since June 2015. She is responsible to ensure and monitor the process of striking off names, winding up and management of the asset of dissolved companies and limited liability partnerships are in accordance with the related Acts and Guidelines. Prior to heading the Insolvency Section, she was the Head of Corporate Planning & Strategy in the Corporate Planning & Policy Division of SSM (2011-2015) where she was responsible for the strategic planning and project management of SSM and implementation of the Corporate Responsibility Agenda of SSM and also the Head of the Law Reform, Policy & International Affairs of the same Division (2004-2011) where she was largely involved in activities relating to the reform of the law and drafting amendments of the legislations administered by SSM, policy guidelines and practice notes. Norhaslinda obtained her LL.B (Honours) from University Technology Mara (UiTM), Malaysia in 1991. She was called to the Malaysian Bar and was admitted as an Advocate & Solicitor of the High Court of Malaya on 22 May 1992. Prior to joining SSM in January 2004, Norhaslinda Salleh was in private legal practice where she was largely responsible in handling civil and commercial litigation.

Lee Shih is a dispute resolution Partner at Skrine. He has been admitted to the English Bar and is an Advocate and Solicitor in the High Court of Malaya. His portfolio of litigation work focuses on international arbitration, corporate litigation and corporate insolvency. He regularly advises and acts in insolvency, schemes of arrangement and receivership matters. He is a Council member of the Insolvency Practitioners Association of Malaysia (IPAM). He also regularly speaks and writes articles on topics relating to company law, insolvency, and receivership. He has given talks at the Companies Commission of Malaysia National Conference, the Companies Commission of Malaysia National Insolvency Conference, the Malaysian Institute of Accountants Annual Conference, the MAICSA Annual Conference and at the Bar Council on these topics.

WHO SHOULD ATTEND

Insolvency practitioners, company directors, company secretaries, finance managers, lawyers, accountants, bankers, regulators, government officers, business owners, corporate consultants who need the knowledge on insolvency law.

DATE	VENUE	EVENT CODE
28 August 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/052
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

INTEREST SCHEMES ACT 2016 & GUIDELINES

COURSE INTRODUCTION

Creative business mind knows no bound. New asset classes have emerged that are no longer based on outright ownership of property or right. One such asset class is interest. Interest can exist or be creatively structured in many forms with unlimited potential. It can be structured as a right to enjoy or use certain vacation accommodation or recreational or sporting facilities on shared basis in common with other users over a course of specific duration. It can also be structured as investment units beyond the traditional investment instruments which confer the holder of the unit the right to the sharing of profits or other benefits realised from any common enterprise undertaken by the promoter of the scheme.

In view of the wide reach and huge potential of interest as a basis of any innovative business scheme which is open for exploitation by irresponsible quarters to cause public to contribute money in unregulated environment, the provisions under Division 5 Part IV of the now repealed Companies Act 1965 have been revised, enhanced and regenerated in the form of Interest Schemes Act 2016.

The Interest Schemes Act 2016 (Act 778) was gazetted on 15 September 2016 and came into force on 31 January 2017. The Interest Schemes Act 2016 framework provides for a complete and comprehensive legal framework for interest schemes in Malaysia.

Interest Scheme involves the pooling of a financial contribution from the public in exchange for an interest in a particular scheme.

COURSE OBJECTIVES

This seminar will guide participants on the legal framework for interest schemes in Malaysia. Participants will learn about alternative method of fundraising on the principles of common enterprise. The speaker will address the applicable legal issues such as protection mechanisms for investors and corporate governance through specific duties and responsibilities of the management companies, enhancement of rights of the interest holders, requirement for periodical reporting and appointment of auditors for the approved schemes

COURSE CONTENTS

- General overview of Interest Scheme and its place under the current economic landscape.
- Features of the Interest Schemes Act 2016 (Act 778).
- The regulatory structure.

- Regulatory function of the Registrar – lifecycle management of scheme.
- Nature of schemes – investment schemes, recreational membership, time-sharing schemes and hybrid schemes.
- Types of schemes – premium, small and foreign.
- Categories of schemes – Recreational, golf, timeshare, sharefarming etc.
- Step-by-step guide on registration of schemes.
- Policy guidelines and requirements issued by SSM.
- Checklist, statutory forms, pre-lodgement form and prescribed fee.
- Trust deed and prospectus.
- Trustees – appointment, eligibility, duties, resignation and removal.
- General duties of management companies.
- Audit and annual meeting of interest holders.
- Financial statements and annual returns.
- Appointment and duties of auditor.
- Winding-up of schemes.
- Special powers of the Registrar.
- Shariah compliant framework.

LEARNING OUTCOME

By attending this course, participants will be able to:

- Understand the role and potential of Interest Scheme as innovative business models and alternative financing solutions.
- Develop a good appreciation of the Interest Schemes Act 2016 and its Policy guidelines.
- Understand and explain about investor protection mechanisms.
- Understand the latest requirements for registration of new schemes.
- List the duties and responsibilities of the management companies.
- Explain requirement for periodical reporting.

ABOUT THE TRAINER

Speakers from **Suruhanjaya Syarikat Malaysia**.

WHO SHOULD ATTEND

Business owners looking for new or creative business model and alternative fund raising method, company secretary, company director, auditor, lawyer, legal counsel, compliance officer, investor, corporate advisor and anyone who wants to learn about the Interest Schemes Act 2016.

DATE	VENUE	EVENT CODE
25 April 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/034
Time	9.00 am – 1.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM318.00 Standard RM265.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	4	

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

KEY OFFENCES UNDER COMPANIES ACT 2016 & INTEREST SCHEMES ACT 2016

COURSE INTRODUCTION

The Companies Act 2016 was gazetted on 15 September 2016 and became operative on 31 January 2017. The modern legal framework in the new Companies Act 2016 has replaced the Companies Act 1965. The new Act consists of 5 parts, 620 sections and 13 schedules as compared to the Companies Act 1965 which was made up of 12 parts, 374 sections and 10 schedules.

This seminar discusses the key and common offences committed by directors under the Companies Act 2016. There are 336 offences found in various provisions under the Companies Act 2016 that may involve company directors and other officers. This course will not discuss all these offences, instead only offences which are rampant, will be highlighted. The term 'common offences' is used to identify the frequency of these offences. While the focus is on key and common offences, other offences which though are not rampant, will be highlighted in view of their severity.

The Interest Schemes Act 2016 was gazetted on 15 September 2016 and became operative on 31 January 2017.

COURSE OBJECTIVES

Established in April 2007 to function as the education and training arm of the Companies Commission of Malaysia (Suruhanjaya Syarikat Malaysia (SSM)), COMTRAC plays a crucial role in promoting and elevating ethical business and good governance values to both the business and corporate communities. Being a strong proponent of the philosophy of enforcement by education, COMTRAC strives to educate stakeholders and strengthen public awareness about the major benefits of complying with company law. In light of the rigorous statutory requirements imposed on directors and officers under the new Companies Act 2016, it is imperative for them to:

- keep abreast of the requirements of the Companies Act 2016.
- acquire an in-depth understanding of their duties and responsibilities.
- be aware of the key offences under the new Companies Act 2016.
- extend knowledge on good governance values.

Thus, the key role of COMTRAC is to provide education that complements the effectiveness of SSM's enforcement initiatives in ensuring voluntary compliance.

COURSE CONTENTS

- Overview of SSM's enforcement activities.
- Additional enforcement powers under the Companies Commission of Malaysia (Amendments) Act 2015 (Act A1478).
- Classification of common offences under the Companies Act 2016.
- Non-compliance offences.
- Serious corporate governance offences.
- Offences under the Interest Schemes Act 2016
- The impact of breaches and mitigation plan.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Know the key and common offences committed by directors and officers of company under the Companies Act 2016 and the penalties provided under the Act.
- Understand the impact of the breaches on companies.
- Take possible action to avoid the commission of offences under the Companies Act 2016.
- Be aware of key offences under the Interest Schemes Act 2016.

ABOUT THE TRAINER

Speakers from **Suruhanjaya Syarikat Malaysia**.

WHO SHOULD ATTEND

Company director, accountant, auditor, company secretary, lawyer, legal counsel, compliance officer, business owner, shareholder, investor, corporate advisor, public sector legal staff and anyone who wants to learn about the new Companies Act 2016.

DATE	VENUE	EVENT CODE
03 October 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/061
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

LIMITED LIABILITY PARTNERSHIPS ACT 2012 & TAXATION RELATED ISSUES FOR COMPLIANCE OFFICER

COURSE INTRODUCTION

The Limited Liability Partnership (LLP) is governed by the Limited Liability Partnerships Act 2012 (Act 743) and was enforced on 26 December 2012. LLP is an alternative form of business vehicle which complements the traditional options of carrying on a business either by way of a sole proprietorship, partnership or company. LLP provides the protection of limited liability for its partners and flexibility of a partnership arrangement for the internal management of its business.

COURSE OBJECTIVES

The objectives of this course are to provide a better understanding on the Limited Liability Partnerships Act 2012 (Act 743) and the Limited Liability Partnerships Regulations 2012. Participants will also understand why LLP was introduced in Malaysia and its distinct characteristics and features. This seminar will also guide participants on how LLPs are treated for income tax purposes and to be aware of taxation responsibilities and duties of compliance officer of LLP. This is also a platform for participants to network, learn and seek clarification about LLP and related matters from our experienced trainers.

COURSE CONTENTS

Limited Liability Partnerships Act 2012 (Act 743)

- Limited Liability Partnerships Act 2012 (Act 743) and Limited Liability Partnerships Regulations 2012.
- Rational for introducing LLP in Malaysia.
- Fundamentals of LLP.
- Formation and registration, approval letter from governing bodies for professional practice.
- Conversion of conventional partnership and private company into LLP.
- Partners' duties and liabilities, cessation of partner, effect of bankruptcy of a partner.
- Duties of compliance officer.
- Compliance requirements: registered office, annual declaration, registers and statutory records.
- Method of dissolutions - court ordered winding up, voluntary winding up and striking off.
- Guidelines for declaration of dissolution in a voluntary winding up of a LLP.
- Foreign limited liability partnership.
- Enforcement.
- Lodging of documents with the Registrar.
- MyLLP System.

Taxation Issues

- LLP Rules and Regulations compare with Income Tax Act.
- LLPs and companies – How are they related for tax purposes?
- Establishing or converting into an LLP.
- How Public Ruling 3/2014 is to be applied.
- Tax benefits which can be enjoyed.

- Duties and responsibilities of partners of LLP.
- Possible challenges from Inland Revenue.
- Highlights of Budget 2018

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Understand the characteristics and features of LLP in Malaysia.
- Understand duties of partners, compliance officer and compliance requirements of LLP.
- Know the general guidelines for registration of LLP.
- Learn the tax advantages operating as a LLP.
- Know how LLPs are treated for income tax purposes.
- Be aware of taxation responsibilities and duties of compliance officer of LLP.

ABOUT THE TRAINER

Mohamed Sufyan Mohd Mokhtar is Head of Legal Services Section in the Companies Commission of Malaysia (SSM). He is also a qualified Mutual Evaluation Assessor under the Asia/Pacific Group on Money Laundering and Certified Trainer accredited by the Human Resources Development Fund Berhad. He has more than 20 years of experience in the legal field, beginning with legal practice in Kuala Lumpur and Kuantan. After ceasing practice in 1999, he joined the Securities Commission. He subsequently served in Pengurusan Danaharta Nasional Berhad, Malaysia's asset management agency, which was established in the aftermath of the 1997 Asian Financial Crisis. Mohamed Sufyan was educated at the Malay College Kuala Kangsar and London School of Economics & Political Science. He was admitted as a Barrister-at-Law (Inner Temple) in 1994 and as an Advocate & Solicitor of the High Court of Malaya, in 1995.

Vincent Josef began his career with the Inland Revenue Board in 1968 and over the next 35 years, he served in various branches. Prior to his retirement, he was with the Operations Division of the Board Headquarters where he held the position of Assistant Director General. In addition, he has wide experience in lecturing at IRB events and Malaysian professional institutions including the Chartered Tax Institute of Malaysia, Malaysian Institute of Accountants, CPA Australia, Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) and Commerce Clearing House (CCH) Malaysia. With his total experience of about 50 years, he manages his own practice providing specialised taxation consultancy services on tax audits, investigations and other contentious issues. Mr. Josef is the author of the book "Tax Audit and Investigation Guide – Malaysia" published by CCH Malaysia and is also their Consultant Editor for the Malaysian Master Tax Guide, a position he has served in for the last 6 years.

WHO SHOULD ATTEND

Prospective and existing LLP partners, LLP Compliance officers, business owners, company directors, accountants, company secretaries, lawyers and legal advisers, joint ventures partners, venture capitalists, bankers, corporate advisors and anyone who wants to learn more about LLP.

DATE	VENUE	EVENT CODE
08 February 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/016
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary, Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

NO PAR VALUE & ISSUANCE OF SHARES AND OTHER SECURITIES

COURSE INTRODUCTION

The Companies Act 2016 introduces a new regime for share capital to be issued without a par or nominal value. Authorised capital, share premium and capital redemption reserve (CRR) will be dispensed with and the capital maintenance rules are revised. A 24 months transition period will be given to companies to utilise the outstanding credit in the share premium and CRR account. The Act also facilitates the management and restructuring of the company's share composition by introducing alternative procedures for the reduction of capital and remove restrictions in relation to financial assistance.

COURSE OBJECTIVES

This course is to provide participants with an understanding of the regulator's move to adopt the new non-par value regime and highlight the flexibilities of capital raising and maintenance under the new regime. It will provide a guide on the action to take in relation to the transitional provisions relating to abolition of the par/nominal value and the application of the new law in changes to the share capital.

COURSE CONTENTS

- The rationale for moving to the no par value share capital regime in Companies Act 2016.
- Converging to the No Par Value Regime in the transition period with illustration and comparison of the accounting procedures for shares issued with and without a par value.
- Treatment for the existing share premium and capital redemption reserve.
- New steps to issue shares.
- Alteration of share capital – consolidation, subdivision, conversion to stock.
- Capital maintenance rules on capital reduction, redemption of preference shares, financial assistance, share buy-back and dividend payment.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Understand the provisions of the Companies Act 2016 related to shares.
- Decide on the most appropriate action to take during the transition period.
- Distinguish the new legal requirements and practical procedures.

ABOUT THE TRAINER

Leong Oi Wah is a Fellow Member of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) and has more than 30 years of experience in handling corporate secretarial matters in the profession and the corporate sector.

Oi Wah is also involved in advisory on corporate secretarial requirements including corporate restructuring and compliance with various regulatory bodies such as the Registrar of Companies, Bursa Malaysia Securities Berhad, Securities Commission and other authorities. She is an approved trainer with Pembangunan Sumber Manusia Berhad and does regular training for the Companies Commission Malaysia Training Academy and other professional bodies.

WHO SHOULD ATTEND

Company secretaries, company secretarial assistants, company directors, lawyers, accountants, corporate consultants and all who are involved in issuance of shares and securities.

DATE	VENUE	EVENT CODE
09 April 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/075
04 December 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/074
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

PREFERENCE SHARES AND UTILIZATION OF SHARE PREMIUM UNDER COMPANIES ACT 2016

COURSE INTRODUCTION

This is a two-part course covering preference shares and the utilization of share premium during the transition period. The Companies Act 2016 has introduced a new redemption method i.e. redemption out of capital of the company but its effect must be carefully considered. With the move to the non-par value regime, the share premium would form part of the share capital but the Companies Act 2016 has given a 24-months period from the commencement of the Act to utilize any amounts in the Company's existing share premium account under the transitional provision.

COURSE OBJECTIVES

Part 1 of this course will guide participants on the regulations surrounding the issuance and redemption of preference shares and its use as a financial instrument. The different rights attached to the preference shares would be explained with illustration to enable the participants to appreciate the strategic considerations for the issuance of preference shares.

Part 2 of this course will guide participants on the different method of utilization of the share premium account and considerations to be made for each of the methods available.

COURSE CONTENTS

Part 1

- Strategic consideration for issuance of preference shares – advantages and disadvantages.
- Types of preference shares – cumulative, redeemable, participative, convertible.
- Rights and variation of rights of preference shares.
- Step by step guide to issuance and redemption of preference shares.
- The difference between conversion of preference shares and redemption of preference shares.

Part 2

- What happens to the share premium on implementation of the new Act?
- How are share premium to be utilized?
- Steps and procedures to handle each utilization?

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Understand of the use of preference shares and the reason companies would opt for such issuance.
- Learn the statutory requirements for the issuance and redemption of the preference shares.
- Differentiate the conversion of the preference shares to redemption.
- Understand of the transitional provision and the utilization of the share premium.

ABOUT THE TRAINER

Leong Oi Wah is a Fellow Member of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) and has more than 30 years of experience in handling corporate secretarial matters in the profession and the corporate sector.

Oi Wah is also involved in advisory on corporate secretarial requirements including corporate restructuring and compliance with various regulatory bodies such as the Registrar of Companies, Bursa Malaysia Securities Berhad, Securities Commission and other authorities. She is an approved trainer with Pembangunan Sumber Manusia Berhad and does regular training for the Companies Commission Malaysia Training Academy and other professional bodies.

WHO SHOULD ATTEND

Company secretaries, company secretarial assistants, company directors, lawyers, accountants and corporate consultants.

DATE	VENUE	EVENT CODE
13 March 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/022
03 September 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/057
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary, Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

PREVENTION OF MONEY LAUNDERING & TERRORISM FINANCING - ROLE OF COMPANY SECRETARIES

COURSE INTRODUCTION

The Anti Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 (AMLATFAPUAA 2001) requires company secretaries as reporting institution to know about their compliance role in implementing measures to fight money laundering and reporting suspicious transactions. This programme will update Company Secretaries on the latest compliance development in money laundering and terrorism financing such as customer due diligence and enhanced customer due diligence and recognize suspicious transactions.

COURSE OBJECTIVES

This programme aims to help company secretaries in understanding on the money laundering/terrorism financing risks faced by them. Company secretaries will also learn their obligations as a Reporting Institution within Malaysia's Anti money laundering (AML)/Counter financing terrorism (CFT) framework. This programme aims to bring awareness and compliance to the AML/CFT requirements

COURSE CONTENTS

- Money laundering (ML) & terrorism financing (TF) defined.
- Overview of ML/TF & the AML/CFT system.
- ML/TF vulnerabilities of company secretaries.
- Recent AML/CFT developments.
- AML/CFT Requirements on company secretaries.
- Compliance to AML/CFT requirements.
- Customer due diligence.
- Suspensions transaction report.
- Consequences of non-compliance.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Learn compliance requirements imposed on company secretary.
- Ensure company complies with AML law and practices.
- Take measure to continuously monitor business relationship with customers which present a higher risk of money laundering.
- Know how to comply with AML/CFT requirements.
- Have a better understanding of the consequences for non-compliance and tipping-off.

ABOUT THE TRAINER

Panel trainer from **Bank Negara Malaysia / SSM**.

WHO SHOULD ATTEND

Company secretaries and company secretarial staff with more than one year of secretarial experience. Anyone who is interested to learn about AMLATFAPUAA 2001.

DATE	VENUE	EVENT CODE
19 April 2018	The Light Hotel, Penang	CEP/PG/18/032
26 April 2018	Thistle Hotel, Johor Bahru	CEP/JB/18/035
03 May 2018	Hilton Hotel, Kuching	CEP/KCH/18/036
Time	9.00 am – 1.00 pm	
Training Methodology	Lecture and Discussion	
Fee (inclusive of 6% GST)	RM318.00 Standard RM265.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	4	

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

PROFESSIONAL WRITING SKILLS FOR COMPANY SECRETARIES

COURSE INTRODUCTION

The writing produced by company secretaries is read internally by top executives and externally by high level officials, and even by the general public. Often, they have to write on behalf of the board and management. Therefore, there is a need for company secretaries to project professionalism in their writing. Obviously, the writing should be free of grammatical errors as well. On top of that, company secretaries may find themselves having to deal with tough requests and complaints, and having to respond tactfully to protect the image of the organisation.

COURSE OBJECTIVES

The objective of this course is to provide you with powerful techniques that will help you handle those writing challenges. You will take home easy-to-remember and astoundingly simple ideas that can transform your writing.

COURSE CONTENTS

- Put first things first
 - The 5Cs of effective writing
- Write with a strategy
 - How to analyse your readers
 - How to develop your messages
 - How to decide between a formal or informal tone for your message
- Write professional e-mails and letters
 - Email etiquette: mind your email manners
 - Cyber trends: to follow or not to follow?
- Discover vital writing techniques
 - Powerful writing techniques for expressing your ideas clearly
 - Putting forward negative messages in a positive way
 - Responding to complaints and tough requests
- Raise your grammar levels
 - Common grammar errors
 - Where to find writing tools for improving your grammar day by day, even as you write
 - How to use writing tools to form grammatically correct sentences

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Identify essential principles of writing
- Use vital techniques to express ideas clearly and professionally
- Apply strategies to convey difficult messages to clients in a positive manner
- Identify common grammar problems and techniques to overcome them

METHODOLOGY

This course uses competence-based experiential training methodologies including:

- writing assignments
- group exercises
- word games

ABOUT THE TRAINER

Lum Woon Foong holds a Masters Degree in Training and Human Resources Development from the University of Warwick, UK and is a Chartered Accountant, Malaysia. She also has two accreditations from South Australia - competency-based training and education (CBTE) Instructor, and CBTE Curriculum Designer and Developer. As a practitioner, consultant and trainer for more than 15 years, she has wide experiences in designing training that has a strong link with real life business requirements. She has conducted training for a wide range of personnel, from clerks to managers to Board members. Her passion is in making subjects which are perceived as difficult to understand into something enjoyable and easy to learn. She has served clients in a wide range of industries including agriculture, banking, business consulting, IT, insurance, manufacturing, retail and shipping. She has held senior management positions in finance, human resource management and training in organisations such as Malayan Cement Berhad, MCSB Systems, and Ernst & Young. Other organisations she had worked in include Coopers & Lybrand and Deloitte Kassim Chan.

WHO SHOULD ATTEND

Company secretaries, executives, managers and individuals whose role requires them to write professionally.

DATE	VENUE	EVENT CODE
29 October 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/070
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

READ, INTERPRET AND ANALYSE FINANCIAL STATEMENTS

COURSE INTRODUCTION

Company Secretaries and Key Personnel contribute more strategically if they apply financial knowledge in the business operations of their organizations. This course is specially designed to assist people in developing their skills to use financial tools and techniques. Participants will learn to extend a keen eye in reading and analyzing financial statements to improve business performance. They become sought-after leaders who are sharper and more effective in financial management.

COURSE OBJECTIVES

The course aims to enhance the participants' financial and business acumen to analyze financial statements and assess business performance using ratio analysis and other financial management tools. Participants will also be better equipped to set policies and goals to better manage any business they are involved in. They learn how to optimize their business to meet goals and KPIs in order to generate superior returns for their shareholders.

COURSE CONTENTS

- Review of financial fundamentals.
- Comprehending the new challenges in the business environment today.
- Getting to grips of the numbers with corporate financial planning.
- Financial analysis of corporate annual reports of listed entities.
- Published illustrations & group discussions.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Get a firm grip on the Numbers side of Business.
- Read, Interpret and Analyze Financial Statements.
- Assess Business Trends using Financial Tools.
- Identify Warning Signs of business decline and insolvency.
- Develop new Ideas and Strategies for business.

METHODOLOGY

The process of this program constitutes using a combination of interactive discourse & problem solving through case studies, quiz, games, print and digital media as well as group discussions, self-assessment and presentations where necessary to test and entrench the knowledge of participants. They learn to apply the principles to scenarios provided besides having the opportunity to discuss dilemmas faced at their workplace.

ABOUT THE TRAINER

S. Yoga Thevan is a Chartered Global Management Accountant and an associate of CIMA (Chartered Institute of Management Accountants, UK). He also obtained an MBA from the renowned Strathclyde University Graduate School of Business, Europe's largest Business School. He has a wide industry exposure from manufacturing to banking & stock-broking. Since 2004 he is a full-time Learning Facilitator. He is also a regular speaker for PSMB, MIA, SSM, SME Corp, MEF, MIHRM and many corporations, both local and foreign. Yoga is also a founding member of MAPS (Malaysian Association of Professional Speakers) and was President in 2008. In 2012 he was engaged by the Malaysian Government to brief all heads of department and top-ranking officers in various Ministries on the concept and impact of Accrual Accounting to the Government Accounts. What you can expect from Yoga in his programs are thorough, exciting, knowledge enhancing sessions filled with action learning divulged in a simple manner. His diverse background and experience coupled with a variety of delivery mechanisms enriches participants' knowledge and retention of this intricate subject.

WHO SHOULD ATTEND

Company secretaries, board members and 'C' level executives, directors, general managers, heads of department and senior officers with profit responsibility.

Note: Program Pre-Requisite

This program is for people who are familiar with Financial Statements. All participants who are not from a financial background need to have attended a basic course in Finance; such as "Finance for Non-Finance Managers". Professionally qualified Company Secretaries as well as people with accounting qualifications may also attend this workshop to enhance their analytical skills.

DATE	VENUE	EVENT CODE
19 July 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/048
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

REGISTRATION OF COMPANY & ITS CONSTITUTION

COURSE INTRODUCTION

The Companies Act 2016 facilitates and modernizes entrance into the corporate sector by introducing more relaxed requirements like single member and single director for private companies. This will make incorporation of company more attractive for sole proprietors who will be able to enjoy the separate liability of the corporate entity. Incorporation process will be simplified to ease doing business by facilitating entry with minimum requirement. The Act also dispenses with the requirement for a company (other than a company limited by guarantee) to have a constitution (M&A), common seal and share certificate.

COURSE OBJECTIVES

This course is to introduce the requirements for incorporation of companies limited by share and limited by guarantee under Companies Act 2016. For companies incorporated before the enforcement of the Companies Act 2016, their M&A is deemed to be the constitution and the adopted provisions of the 3rd Schedule and Table A in the Companies Act 1965 shall continue to have effect. Participants' concern as to the extent of amendments that they may need to make to their M&A to be consistent with the new Act will be addressed.

COURSE CONTENTS

- Single member, single director company.
- Abolition of the doctrine of constructive notice and its impact.
- Name approval and reservation process.
- Simplified incorporation process.
- Comparative of provisions of M&A with Companies Act 2016.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Understand the provisions of the Companies Act 2016 related to registration of companies.
- Decide on the most appropriate amendments to make to their M&A.
- Distinguish the new legal requirements and practical procedures.

ABOUT THE TRAINER

Leong Oi Wah is a Fellow Member of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) and has more than 30 years of experience in handling corporate secretarial matters in the profession and the corporate sector.

Oi Wah is also involved in advisory on corporate secretarial requirements including corporate restructuring and compliance with various regulatory bodies such as the Registrar of Companies, Bursa Malaysia Securities Berhad, Securities Commission and other authorities. She is an approved trainer with Pembangunan Sumber Manusia Berhad and does regular training for the Companies Commission Malaysia Training Academy and other professional bodies.

WHO SHOULD ATTEND

Company secretaries, company secretarial assistants, company directors, lawyers, accountants and corporate consultants.

DATE	VENUE	EVENT CODE
12 April 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/076
05 June 2018	Hilton Hotel, Kuching,	CEP/KCH/18/039
23 October 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/068
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

SHARE REGISTRATION PRACTICAL ISSUES

COURSE INTRODUCTION

The Companies Act 2016 provides that the Register of Members shall be prima facie evidence as to legal title of shares and it is the Company Secretary's duty to update the Register of Members on any changes as well as to notify Suruhanjaya Syarikat Malaysia (SSM) of the changes within a stipulated timeframe. It also enables a company to require a member to disclose if the shares are held by him as beneficial owner or as trustee.

COURSE OBJECTIVES

This course is to provide participants with an understanding of the duties imposed on the Company Secretary in relation to the maintenance of the Register of Members. Illustrative guide will be provided to give participants better insight into the disclosure of interest in shares. The new procedures for transfer of shares would also be discussed.

COURSE CONTENTS

- Register of Members - maintenance, inspection, closure, rectification, Record of Depositors, Branch Register.
- Disclosure of beneficial interest.
- Restriction on membership of companies.
- Interest in shares and disclosure by substantial shareholders.
- Transfer of shares – procedures, refusal, forged transfer.
- Transmission of shares – death, bankruptcy, winding-up.
- Duties and rights of shareholders.
- Lost certificates.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Understand the provisions of the Companies Act 2016 related to entries in the Register of Members, disclosure of interest in shares, transfer and transmission of shares.
- Distinguish the new legal requirements and practical procedures

ABOUT THE TRAINER

Leong Oi Wah is a Fellow Member of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) and has more than 30 years of experience in handling corporate secretarial matters in the profession and the corporate sector.

Oi Wah is also involved in advisory on corporate secretarial requirements including corporate restructuring and compliance with various regulatory bodies such as the Registrar of Companies, Bursa Malaysia Securities Berhad, Securities Commission and other authorities. She is an approved trainer with Pembangunan Sumber Manusia Berhad and does regular training for the Companies Commission Malaysia Training Academy and other professional bodies.

WHO SHOULD ATTEND

Company secretaries, company secretarial assistants, company directors, lawyers, accountants and corporate consultants.

DATE	VENUE	EVENT CODE
17 July 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/047
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

SSM COMPASS ON “COMPANIES ACT 2016 & INTEREST SCHEMES ACT 2016”

COURSE INTRODUCTION

The Companies Act 2016 has introduced many key changes to the principal legislation that governs the formation, operation, termination, regulation and compliance of companies in Malaysia. In this seminar, participants will learn among others, new provisions on single member/director company, super form, optional Memorandum & Articles of Association and share certificate, no par value regime, solvency statements, business review report, no AGM for private companies, decoupling of annual return and financial statement, audit exemption, corporate voluntary arrangement and judicial management etc.

The Interest Scheme Act 2016 framework has created a comprehensive legal framework for interest schemes in Malaysia. The new Interest Scheme provided alternative method of fund raising on the principles of joint enterprise. The framework addressed the applicable legal issues such as protection on investors and corporate governance through specific duties and responsibilities of the management companies, enhancement of rights of the interest holders, requirement for periodical reporting and appointment of auditors for the approved schemes.

This course will also focus on the policies underlying the legal framework of the Companies Act 2016 and Interest Schemes Act 2016.

COURSE OBJECTIVES

- Provide overview and underlying policies of the Companies Act 2016.
- Raise the level of understanding on the new provisions in the Companies Act 2016 and its implication to companies.
- Change mindset on how business will be conducted under the Companies Act 2016.
- Identify specific actions required under the new compliance and disclosure requirements.
- Enhance understanding on the Interest Schemes Act 2016.

COURSE CONTENTS

- Overview of the Companies Act 2016.
- Starting business in Malaysia.
- Provisions affecting directors and shareholders and the impact.
- Provisions affecting company secretaries and auditors.
- No Par Value regime and capital maintenance rule.
- Meetings and decision making.
- Insolvency corporate rescue framework.
- Compliance requirements under Companies Act 2016.
- Snapshots of Interest Schemes Act 2016.
- Practise Directives.
- Practise Notes.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Learn the overview of the legal framework of the Companies Act 2016 and Interest Scheme Act 2016.
- Understand the flexibility in administrating companies under new Companies Act 2016.
- Understand how business will be conducted under the Companies Act and Interest Schemes Act.
- Understand how the new framework will regulate the offering of Interest Schemes.

ABOUT THE TRAINER

Speakers from **Suruhanjaya Syarikat Malaysia**.

WHO SHOULD ATTEND

Company directors, CEOs, shareholders, investors, company secretaries, in-house legal counsels, company law practitioners, auditors, accountants, compliance and governance officers, bankers, regulators, academicians, government officers, business owners, entrepreneurs, professionals involved in corporate advisory work.

DATE	VENUE	EVENT CODE
16 January 2018	Four Points Sheraton, Sandakan	CEP/SDK/18/003
01 March 2018	Hilton Hotel, Kuching	CEP/KCH/18/018
27 March 2018	The Puteri Pacific, Johor Bahru	CEP/JP/18/027
12 June 2018	Cititel Hotel, Penang	CEP/PG/18/043
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Q&A session	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary, Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

THE COMPANY DIRECTOR. EXPANDED DUTIES & RESPONSIBILITIES UNDER COMPANIES ACT 2016

COURSE INTRODUCTION

Being a director of a company is a demanding and challenging task, even in the best of circumstances. In accepting the position, a director automatically assumes onerous duties, responsibilities and personal liability under both common law and statutory law. Directors are under increasing pressure to become more accountable, transparent and responsive to stakeholders and community interests. The Companies Act 2016 legislation as well as voluntary and statutory codes aimed at improving standards of corporate governance make this even more challenging.

COURSE OBJECTIVES

This course is to provide participants, especially company directors with the latest development on their roles and responsibilities of directors under the Companies Act 2016 and offers a practical insight on the application of the law to fulfill the obligations and responsibilities and how to avoid the common pitfalls.

COURSE CONTENTS

- Categories of directors and qualifications.
- Term and vacation of office.
- Powers of directors.
- Directors' duties, responsibilities and penalties.
- Disclosure of interests – at board meetings, financial statement, directors' report.
- Restrictions of powers – loan to directors, tax-free payment, compensation for loss of office, directors' fees.
- Responsibility in ensuring solvency for capital reduction, redemption of capital, financial assistance, share buyback and dividend payment.
- Company indemnity.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Understand how the Companies Act 2016 has enhanced roles and responsibilities of directors and how directors can take pro-active actions.
- Understand the changes in corporate restructuring procedure.
- Note the heavier sanctions and actions to take to defend against enforcement.
- Understand how corporate responsibility can be an integrated element of the business.

ABOUT THE TRAINER

Leong Oi Wah is a Fellow Member of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) and has more than 30 years of experience in handling corporate secretarial matters in the profession and the corporate sector.

Oi Wah is also involved in advisory on corporate secretarial requirements including corporate restructuring and compliance with various regulatory bodies such as the Registrar of Companies, Bursa Malaysia Securities Berhad, Securities Commission and other authorities. She is an approved trainer with Pembangunan Sumber Manusia Berhad and does regular training for the Companies Commission Malaysia Training Academy and other professional bodies.

WHO SHOULD ATTEND

Company directors, company secretaries, lawyers, accountants and corporate consultants.

DATE	VENUE	EVENT CODE
23 January 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/008
03 April 2018	Hotel Perdana, Kota Bharu	CEP/KB/18/028
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

THE COMPANY SECRETARY UNDER COMPANIES ACT 2016

COURSE INTRODUCTION

The Companies Act 2016 imposes new duties on the Company Secretary in ensuring that their companies comply with the provisions of the new legislation. The role and responsibilities of the Company Secretary continually evolve and it is crucial that the person given this responsibility is fully aware of the duties they must perform to protect their company, their directors and themselves from any penalties.

COURSE OBJECTIVES

This course is to provide participants with the latest development on their roles and responsibilities under the Companies Act 2016. Attending this course will give the participants a thorough understanding of this important role and help ensure that they are fully up-to-date and compliant with all the legal responsibilities. It would also highlight the matters to which the Secretary should advise the Board of Directors when the Board makes business decision, in particular when making solvency statements.

COURSE CONTENTS

- Appointment, resignation and removal.
- Disqualification and vacancy in office.
- Requirement to register with Registrar.
- Duties and responsibilities.
- Statutory functions – maintaining statutory books and registers.
- Filing returns.
- Common seal.
- Authentication of documents.
- Secretary's responsibilities regarding meetings and minutes.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Understand how the Companies Act 2016 has enhanced the roles and responsibilities of the company secretary.
- Learn the new requirements on reporting to the Registrar of Companies on changes to statutory information.
- Identify the pivotal role in supporting the Board of Directors.

ABOUT THE TRAINER

Leong Oi Wah is a Fellow Member of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) and has more than 30 years of experience in handling corporate secretarial matters in the profession and the corporate sector.

Oi Wah is also involved in advisory on corporate secretarial requirements including corporate restructuring and compliance with various regulatory bodies such as the Registrar of Companies, Bursa Malaysia Securities Berhad, Securities Commission and other authorities. She is an approved trainer with Pembangunan Sumber Manusia Berhad and does regular training for the Companies Commission Malaysia Training Academy and other professional bodies.

WHO SHOULD ATTEND

Company secretaries, lawyers, accountants, corporate consultants.

DATE	VENUE	EVENT CODE
07 August 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/051
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

WRITING EFFECTIVE MINUTES WORKSHOP

COURSE INTRODUCTION

Some have sleepless nights when writing minutes. Some consider minutes writing as worse than death. Don't fret! You can treat minutes writing as a fun loving activity with additional source of income. Be a professional minutes taker! Many of us take notes and yet have no structure or system for writing them into minutes. In recent years, minutes writing has become a very sought-after skill. Writing minutes can be a daunting task. Minutes are record of decisions and discussions made at meetings and serves as prima facie evidence. A good set of minutes will protect the company directors from negligence and allegations of abuse of power as the records will reveal the meeting deliberations and discussions in an accountable and transparent manner.

Learning minutes writing will ensure you never miss anything. Besides, it also improve your efficiency, add to your skills and career development.

COURSE OBJECTIVES

This one-day course is a sound introduction to minute writing and equips you with the knowledge and skills you need to write professional minutes.

COURSE CONTENTS

- Nitty gritty of minutes writing.
- Preparing templates for minutes.
- What to record and what to leave out?
- Presentation and layout of minutes.
- Avoiding ambiguity in minutes taking.
- Techniques on effective minutes writing.
- Transcribing from notes to minutes.
- Listen well with effective listening skills to ensure all key points are recorded.
- Language of minutes.
- Using diplomatic language.
- Organizing and presenting information.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Take accurate and relevant minutes- Step by step.
- Make efficient use of the pre and post meeting action to improve quality of minutes.
- Present minutes concisely, clearly and in appropriate style.

ABOUT THE TRAINER

Liew Lee Kee, MBA, has had more than 20 years experience in the corporate secretarial and consultancy services industry. She is currently the Managing Director of Erdington Corporate Asia Sdn. Bhd. She has vast experience in advising and servicing multinational corporations and locally incorporated companies. She also has vast experience in servicing foreign companies wishing to set up businesses in various industries in Malaysia such as Representative/ Regional offices, Branch Offices and liaison with the relevant government authorities such as MIDA, Immigration, Registry of Trade mark, etc. She is a Certified Professional Trainer, UK, PSMB Approved Trainer and Certified Trainer of the Ministry of Tourism.

WHO SHOULD ATTEND

Company secretaries and company secretarial staff with less than one year's secretarial experience.

DATE	VENUE	EVENT CODE
24 April 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/033
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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

CALENDAR 2018

01 JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

02 FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

03 MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

04 APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

05 MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

06 JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

07 JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

08 AUGUST

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

09 SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

10 OCTOBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

11 NOVEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

12 DECEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

PUBLIC HOLIDAYS 2018

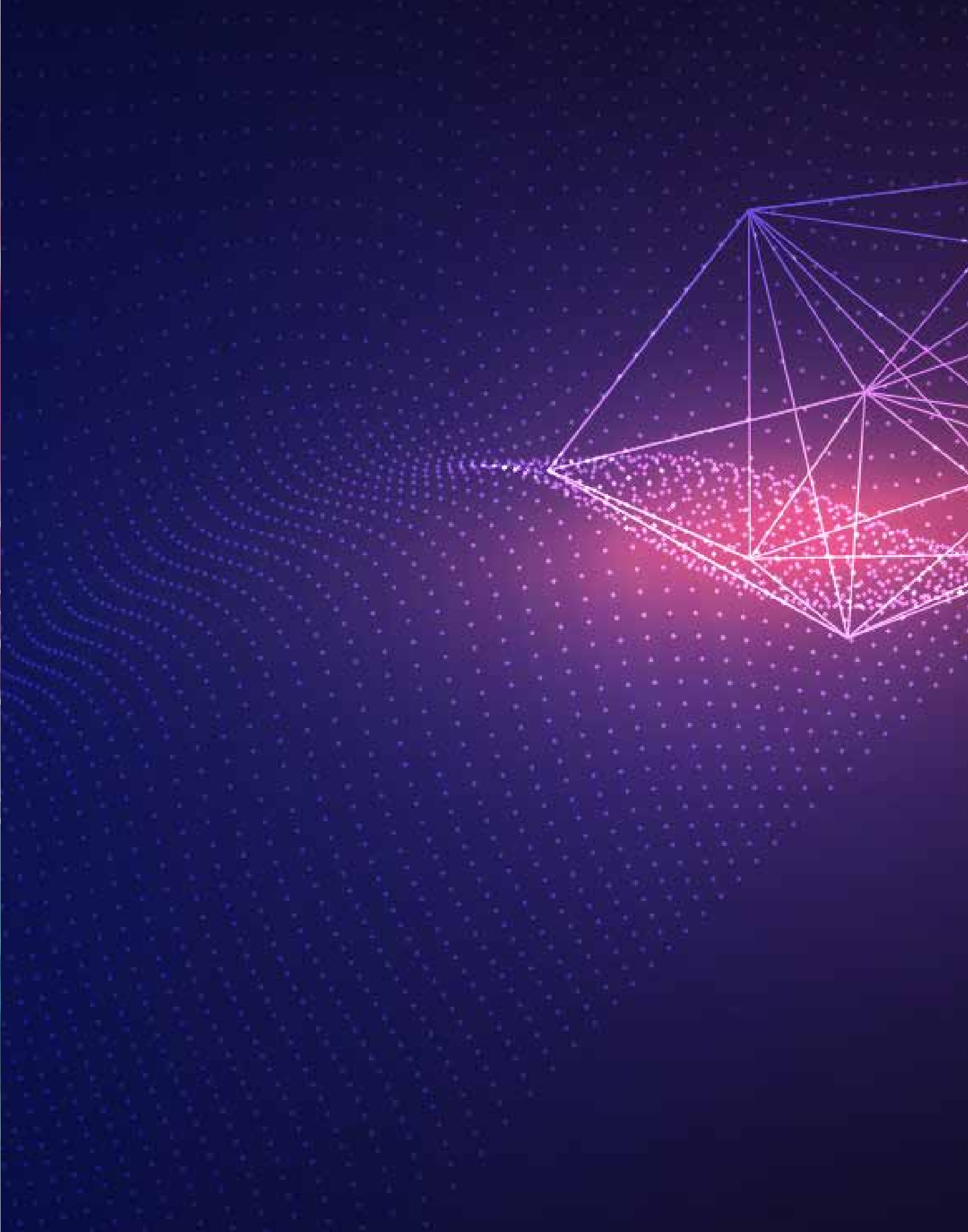
DATE	DAY	HOLIDAY	APPLICABLE TO
1 Jan	Mon	New Year's Day	National except Johor, Kedah, Kelantan, Perlis & Terengganu
14 Jan	Sun	YDPB Negeri Sembilan's Birthday	Negeri Sembilan
21 Jan	Sun	Sultan of Kedah's Birthday	Kedah
31 Jan	Wed	Thaipusam	Johor, Kuala Lumpur, Negeri Sembilan, Penang, Perak, Putrajaya & Selangor
1 Feb	Thu	Federal Territory Day	Kuala Lumpur, Labuan & Putrajaya
16 Feb	Fri	Chinese New Year	National
17 Feb	Sat	Chinese New Year Holiday	National
18 Feb	Sun	Chinese New Year Holiday	Johor, Kedah, Kelantan & Terengganu
4 Mar	Sun	Installation of Sultan Terengganu	Terengganu
23 Mar	Fri	Sultan of Johor's Birthday	Johor
30 Mar	Fri	Good Friday	Sabah & Sarawak
14 Apr	Sat	Israk and Mikraj	Kedah, Negeri Sembilan & Perlis
15 Apr	Sun	Declaration of Melaka as a Historical City	Melaka
26 Apr	Thu	Sultan of Terengganu's Birthday	Terengganu
1 May	Tue	Labour Day	National
7 May	Mon	Hari Hol Pahang	Pahang
17 May	Thu	Awal Ramadan	Johor, Kedah & Melaka
17 May	Thu	Raja Perlis' Birthday	Perlis
29 May	Tue	Wesak Day	National
30 May	Wed	Harvest Festival	Labuan & Sabah
31 May	Thu	Harvest Festival Holiday	Labuan & Sabah
1 Jun	Fri	Hari Gawai	Sarawak
2 Jun	Sat	Hari Gawai Holiday	Sarawak
2 Jun	Sat	Nuzul Al-Quran	National except Johor, Kedah, Melaka, Negeri Sembilan, Sabah & Sarawak
15 Jun	Fri	Hari Raya Aidilfitri	National
16 Jun	Sat	Hari Raya Aidilfitri Holiday	National
17 Jun	Sun	Hari Raya Aidilfitri Holiday	Johor, Kedah, Kelantan & Terengganu
7 Jul	Sat	Georgetown World Heritage City Day	Penang
14 Jul	Sat	Penang Governor's Birthday	Penang
22 Jul	Sun	Sarawak Day	Sarawak
22 Aug	Wed	Hari Raya Haji	National
23 Aug	Thu	Hari Raya Haji Holiday	Kedah, Kelantan, Perlis & Terengganu
31 Aug	Fri	Merdeka Day	National
9 Sep	Sun	Agong's Birthday	National
9 Sep	Sun	Sarawak Governor's Birthday	Sarawak
11 Sep	Tue	Awal Muharram	National
16 Sep	Sun	Malaysia Day	National
17 Sep	Mon	Malaysia Day Holiday	National except Johor, Kedah, Kelantan & Terengganu
6 Oct	Sat	Sabah Governor's Birthday	Sabah
12 Oct	Fri	Melaka Governor's Birthday	Melaka
15 Oct	Mon	Hari Hol Almarhum Sultan Iskandar	Johor
24 Oct	Wed	Sultan of Pahang's Birthday	Pahang
2 Nov	Fri	Sultan of Perak's Birthday	Perak
6 Nov	Tue	Deepavali	National except Sarawak
11 Nov	Sun	Sultan of Kelantan's Birthday	Kelantan
12 Nov	Mon	Sultan of Kelantan's Birthday Holiday	Kelantan
20 Nov	Tue	Prophet Muhammad's Birthday	National
11 Dec	Tue	Sultan of Selangor's Birthday	Selangor
25 Dec	Tue	Christmas Day	National

SCHOOL HOLIDAYS 2018

17.03.2018 - 25.03.2018	09.06.2018 - 24.06.2018
18.08.2018 - 26.08.2018	24.11.2018 - 31.12.2018

Holiday starts and ends a day earlier for schools in Kedah, Kelantan, Terengganu and Johor.







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