

AUDITORS, FINANCIAL STATEMENTS & REPORTS UNDER THE 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, the 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.

WHO SHOULD ATTEND

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

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.

ADMINISTRATIVE DETAILS		
DATE	VENUE	EVENT CODE
15 January 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/002
20 March 2018	Ipoh, Perak	CEP/IPOH/18/025
Time	9:00 am - 5:00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (Inclusive of 6% GST) <i>Fee inclusive of certificate of attendance, compact disc pre-loaded with seminar materials and refreshment.</i>	RM530.00 RM424.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	8	

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

Please register me for the below programme:

DATE	PROGRAMME
	AUDITORS, FINANCIAL STATEMENTS & REPORTS UNDER THE COMPANIES ACT 2016

PARTICIPANT DETAILS: (All details must be completed)	
Name _____	
I/C No. _____	Licensed Secretary No. _____
Prescribed Body Name & Membership No. _____	
Designation _____	
Company _____	
Address _____	
Office Tel. No. _____ Fax No. _____ Mobile No. _____	
Email Address _____ <i>(Please provide your e-mail address as registration confirmation is sent to you via e-mail.)</i>	
Tax Invoice to be issued in the name of _____	
Name of HR personnel _____ Tel. No. _____	
<input type="checkbox"/> Vegetarian Meal <input type="checkbox"/> Other Diet _____	
Payment by cheque no. _____ amount RM _____	

PAYMENT

- Fee is payable to **SURUHANJAYA SYARIKAT MALAYSIA**
- Payment can be made in cash, cheque, bank draft, credit card, postal order or money order.
- Each programme fee must be paid separately.
- Only cheque issued by company/firm can be accepted. Companies/Firms that issue a non-valid cheque will be blacklisted.
- Personal cheque will not be accepted.
- On the reverse of each instrument of payment, please indicate the participant(s) name (maximum 5), License Secretary no. / Professional Body name (if any), programme date and event code.
- Attach with a copy of the Registration Form (if payment made before the programme date) or Invoice (if payment made after the programme date) when submitting payment.
- Payment can be made at SSM, Level 17, Menara SSM @ Sentral, Kuala Lumpur and at all SSM branches in Malaysia.

PROGRAMME FEE

COMTRAC's training and administration fees are subjected to 6% GST under the GST Act 2014. Fee is inclusive of certificate of attendance issued by the Companies Commission of Malaysia (SSM), a pre-loaded CD containing training materials, refreshments and lunch (where applicable).

FAX YOUR REGISTRATION FORM AND SEND YOUR PAYMENT TO:

COMTRAC, Level 12, Menara SSM @ Sentral, 7 Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50623 Kuala Lumpur
Tel: +(603) 2299 4440 (Zakhir) / 4441 (Priya) / 5308 (Fuza) Fax: +(603) 2299 4451 / 4452 Email: comtrac@ssm.com.my

TERMS & CONDITIONS

Registration is on a first-come-first-served-basis. No walk-in accepted. All registrations MUST be submitted to SSM accompanied with the **full payment five (5) working days before the programme**. Admittance will not be permitted unless payment or letter of guarantee is received. Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment or letter of guarantee is received.

Cancellation

No refund is entertained if participant decide to cancel their registration but a substitute is welcome. Written notification of substitute's name must be received by COMTRAC at least three (3) working days prior to programme. Any difference in fee will be charged accordingly. In cases of cancellation/postponement of programme by COMTRAC, the registration fee will be refunded.

Transfer

No refund is entertained if participant fails to attend a programme. Transfer of registration fee to another programme is not allowed.

Replacement Of Certificate

SSM will charge an administrative fee of RM30.00 (inclusive of 6% GST) per copy for any replacement of certificate due to errors in name or identification card number wrongly filled by participant / representative during registration or loss of certificate, etc.

DISCLAIMER

SSM reserves the right to cancel programme, change date(s), venue(s), speaker(s) or any other changes due to any unforeseen circumstances that may arise without prior notice to participants. Upon submitting the registration form, you are deemed to have read and accepted the terms and conditions.

PSMB

Suruhanjaya Syarikat Malaysia is registered as a training provider with **PSMB** under **KERAJAAN1846**.

PERSONAL DATA PROTECTION NOTICE

Your personal data and other information provided in this application and including any additional information you may subsequently provide, may be used and processed by COMTRAC / SSM as a reference in future to communicate with you on our training programmes/ events. In line with the Personal Data Protection Act 2010, we wish to get your agreement and consent for using your personal data. If you do not consent to the processing and disclosure of your personal data, you should send an e-mail to us at comtrac@ssm.com.my