



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

2018 COMPANY SECRETARIES TRAINING PROGRAMMES

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY
& KNOWLEDGE MANAGEMENT DIVISION

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	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). 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 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.

REGISTRATION FORM

COMTRAC Training Programme 2018

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.

Yes, please register me for the below Programme(s).

PART	DAY	MONTH	VENUE	STANDARD FEE	LICENSED SECRETARY & MEMBER OF PRESCRIBED BODIES FEE
COMPANY SECRETARIES TRAINING PROGRAMME ESSENTIAL 1.0					
<input type="checkbox"/> Part A	<input type="text"/>	<input type="text"/>	- 2018 _____	<input type="checkbox"/> RM530	<input type="checkbox"/> RM318
<input type="checkbox"/> Part B	<input type="text"/>	<input type="text"/>	- 2018 _____	<input type="checkbox"/> RM530	<input type="checkbox"/> RM318
<input type="checkbox"/> Part C	<input type="text"/>	<input type="text"/>	- 2018 _____	<input type="checkbox"/> RM530	<input type="checkbox"/> RM318
COMPANY SECRETARIES TRAINING PROGRAMME SIGNIFICANT 2.0					
<input type="checkbox"/> Part A	<input type="text"/>	<input type="text"/>	- 2018 _____	<input type="checkbox"/> RM530	<input type="checkbox"/> RM371
<input type="checkbox"/> Part B	<input type="text"/>	<input type="text"/>	- 2018 _____	<input type="checkbox"/> RM530	<input type="checkbox"/> RM371
<input type="checkbox"/> Part C	<input type="text"/>	<input type="text"/>	- 2018 _____	<input type="checkbox"/> RM530	<input type="checkbox"/> RM371

PARTICIPANT DETAILS: (All details must be completed)

Name _____
I/C No. _____ Licensed Secretary No. _____
Professional Body Name & Membership No. _____
Designation _____
Company _____
Address _____
Office Tel. No. _____ Fax No. _____ Mobile No. _____
Email Address _____
(Please provide your e-mail address as registration confirmation is sent to you via e-mail.)
Name of HR personnel _____ Tel. No. _____
 Vegetarian Meal Other Diet _____
Payment by cheque no _____ for amount of RM _____
(non-refundable) and made payable to 'SURUHANJAYA SYARIKAT MALAYSIA'.

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 OR EMAIL 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 a 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 ACT 2010 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.