

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.

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

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 _____
(Please provide your e-mail address as registration confirmation is sent to you via e-mail.)

Tax Invoice to be issued in the name of _____

Name of HR personnel _____ Tel. No. _____

Vegetarian Meal 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