

Managing Statutory Registers and Guides to Complete Prescribed Forms

COURSE INTRODUCTION

The Company Secretary is an officer of the company as defined under Section 4 of the Companies Act, 1965. Under the Act, every company is required to maintain statutory registers. The Company Secretary is therefore charged with the primary responsibility in ensuring that the company's statutory registers are correctly maintained and that they are kept at location specified by the Act. The Company Secretary must also ensure that the requirements of the Act relating to inspection of the registers are complied with at all times and, where notifiable changes are made, the Registrar of Companies is informed within specified times according to the Act.

It is also vital to be reminded that one of the main roles of a Company Secretary is to ensure that the company records and relevant forms required to be prepared and lodged with Companies Commission of Malaysia are properly completed and then lodged within the prescribed time. Therefore the Company Secretary must be well versed with the prescribed forms requirements and be aware of pitfalls of such compliance issues.

COURSE OBJECTIVES

This course is specially designed for company secretaries and experienced support staff. This course will guide participants on how to complete and maintain the statutory registers. Key compliance issues arising from the duties of company secretary's pertaining to the maintenance of the statutory records will be discussed. This seminar will also assist the participants in understanding the regulations pertaining to prescribed forms and why certain relevant forms are required and the correct manner in completing them.

COURSE CONTENTS

- ❖ Definition of the registered office
- ❖ Statutory books, statutory returns and other documents
- ❖ Maintenance of statutory registers including minutes books
- ❖ How to extract information from statutory records?
- ❖ Updating and maintenance of registers after an corporate exercise
- ❖ The Companies Regulations, 1966 governing prescribed forms
- ❖ Correct manner in completing relevant forms, annual return, etc



PROGRAMME DETAILS

Date	: 27 Feb 2009, Fri 23 Nov 2009, Mon
Time	: 9.00am – 1.00pm
Venue	: SURUHANJAYA SYARIKAT MALAYSIA Level 19, Putra Place 100 Jalan Putra Kuala Lumpur

RM200

(inclusive of seminar materials, certificate of attendance and refreshment.

A copy of the book on 'Guidebook and Completing Prescribed Forms, CA 1965' will be given to participants who had paid their fee.)

COURSE FEE



REGISTRATION FORM

Managing Statutory Registers and Guides To Complete Prescribed Forms

COURSE FEE
RM200

Use one form for each participant. Please print or type details 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 above seminar on **27 Feb 2009, Fri. Event Code: CS/KL/017/09;** or
 23 Nov 2009, Mon. Event Code: CS/KL/117/09

Participant and Payment Details

Name :	Office Tel. No. :
I/C No. :	Fax No. : Mobile No. :
License Secretary No. :	Email Address :
Professional Body Name & Membership No. :	<input type="checkbox"/> I/We enclose Cheque/Bank Draft/Money Order/Postal Order for amount of RM _____ (non-refundable and made payable to 'SURUHANJAYA SYARIKAT MALAYSIA' [Please indicate participant and company's name and event code on the reverse of the cheque].
Designation :	Fax your registration form and send your payment to:
Company :	COMTRAC (Companies Commission of Malaysia Training Academy) Level 11, Putra Place, 100 Jalan Putra 50622 Kuala Lumpur
Address :	Tel : 03-40479681 (Farah/Zila) / 9658 (June) / 6018 (Zalina) Fax : 03-40476052/6334 Email: comtrac@ssm.com.my

ABOUT THE ORGANISER

COMTRAC (Companies Commission of Malaysia Training Academy) commenced operation in April 2007 to function as the education and training arm of Companies Commission of Malaysia (Suruhanjaya Syarikat Malaysia [SSM]). COMTRAC undertakes a crucial role in enhancing the skills and competencies of its employees and elevating and promoting ethical business and good corporate governance values to business and corporate community. Please visit www.ssm.com.my to find out more about COMTRAC and its training programmes.

TERMS AND CONDITIONS

Registration is on a first-come-first-served-basis. All registrations MUST be accompanied with the full payment. Admittance will not be permitted unless payment or a letter of guarantee is received. There is no refund policy for cancellation. A substitute participant is welcome. However extra charges will be imposed where there is a difference in fee for the substitute. If a participant fails to attend a programme, the registration fee will not be refunded nor allocated to another programme. Postponement/replacement is allowed if SSM is notified within three (3) working days prior to the programme. All postponements/replacements must be made in writing and acknowledged by SSM. Any replacement of certificate due to errors in name or identification card number wrongly filled by participant/representative during registration or loss of certificate will be charged RM30.00 per-copy for administration cost. SSM retains the right to postpone the date/place and cancel program due to any unforeseen circumstances that may arise. In cases of cancellation, full refund will be returned to participants. Please advise us if you need an invoice otherwise the registration form serves as our official invoice.