



WORKSHOP ON COMPANY SECRETARIAL PRACTICE FOR BEGINNER



COURSE FEE
RM400

*inclusive of
Certificate of
Attendance,
seminar
materials,
refreshment and
lunch.



COURSE OBJECTIVES

THIS COMPANY SECRETARIAL PRACTICE FOR BEGINNERS WORKSHOP deals with the major aspects of a company secretary's work. It is specifically designed as an introduction to the work of the Company Secretary for newcomer to the profession and support staff. The workshop will cover provisions of the Companies Act 1965 to aspects in acquiring the skills to carry out the duties and task that have to be performed by Company Secretary. Regulators' perspective on the law, SSM's surveillance and enforcement activities will be discussed throughout the course to reinforce the overall understanding on the subject matters.

COURSE CONTENTS

DAY 1	
9.00 am	<ul style="list-style-type: none"> Company Secretary - Status, powers, role and responsibilities. Importance of good corporate governance
10.30 am	Tea break
10.45 am	<ul style="list-style-type: none"> Incorporation Of Companies - Types of companies and their differences. Step-by-step on incorporation of a company limited by shares and Memorandum and articles of associations. Post incorporation - First board meeting, appointment of auditors, tax agent, bank account, signage, common seal etc Change of company's name, alteration of objects and articles of association.
01.15 pm	Lunch
02.15 pm	<ul style="list-style-type: none"> Company Director - The role, duties and liabilities of directors. Appointment and removal. Executive and non-executive directors. Insights on salient features of the Companies (Amendment) Act 2007 and their implications on directors.
3.45 pm	Tea Break
4.00 pm	<ul style="list-style-type: none"> Shares - Share capital, types of shares, share transfers and alteration of share capital.
5.30 pm	End of Day 1

DAY 2	
9.00 am	<ul style="list-style-type: none"> Meetings - Proceedings of meetings, annual general meetings, annual returns and accounts.
10.30 am	Tea break
10.45 am	<ul style="list-style-type: none"> Registered office, statutory books and, statutory returns. General requirements relating to documents lodged with SSM according to Companies Regulations 1966.
01.00 pm	Lunch
02.30 pm	<ul style="list-style-type: none"> Common offences committed by Company Secretary
03.30 pm	Tea Break
03.45 pm	<ul style="list-style-type: none"> Briefing on E-lodgement Awareness Programme and Tour of SSM
05.00 pm	End of Workshop

LEARNING OUTCOME

Upon completion of the course, participants should have:

- established a more thorough understanding of the duties and responsibilities of Company Secretaries;
- obtained essential skills necessary for handling company secretarial matters;
- increased their knowledge of relevant company laws and corporate governance;
- understood the implications of Companies Amendment Act 2007 on Company Directors; and
- took cognizance of common offences committed by Company Secretaries.

DESIGN FOR

This course is suitable for new company secretaries, company administrators and support staff from company secretarial and legal departments who wish to acquire knowledge of company secretarial practice for practical use. This course is also relevant to students taking professional examinations.

SPEAKERS

SSM REPRESENTATIVE(S)

PROGRAMME DETAILS

Date	25 - 26 May 2009, Mon - Tue 19 - 20 Oct 2009, Mon - Tue
Time	9.00 am - 5.00 pm
Venue	SURUHANJAYA SYARIKAT MALAYSIA Level 19, Putra Place 100 Jalan Putra Kuala Lumpur

ORGANIZED BY



REGISTRATION FORM

WORKSHOP ON
COMPANY SECRETARIAL PRACTICE
FOR BEGINNER

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

- 25 - 26 May 2009, Mon-Tue Event Code: CS/KL/056/098; OR
 19 - 20 Oct 2009, Mon-Tue Event Code: CS/KL/101/09

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. : _____

I/We enclose Cheque/Bank Draft/Money Order/Postal Order for amount of RM _____ (non-refundable and made payable to 'SURUHANJAYA SYARIKAT MALAYSIA')

Designation : _____

[Please indicate participant and company's name and event code on the reverse of the cheque].

Company : _____

Fax your registration form and send your payment to:

Address : _____

COMTRAC

(Companies Commission of Malaysia Training Academy)

Level 11, Putra Place, 100 Jalan Putra

50622 Kuala Lumpur

Tel : 03-40479681 (Farah) /5009 (Zila) /9658 (June)
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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.