

FREQUENTLY ASKED QUESTIONS (FAQ)

RENEWAL APPLICATION OF PRACTISING CERTIFICATE UNDER SECTION 241 OF THE COMPANIES ACT 2016

Renewal of Practising Certificate

NO	QUESTION	ANSWER								
1	What are the requirements to renew my practicing certificate?	<ul style="list-style-type: none"> (a) Not an undischarged bankrupt. (b) Not convicted whether in or outside Malaysia of any offence referred to in section 198 of the Companies Act 2016. (c) No pending legal action under any provision of the laws in First Schedule Companies Commission of Malaysia Act 2001. (d) Company secretary license or membership in approved body must be valid at least 30 days from the date of renewal application is made. (e) Comply with the CPE requirements. 								
2	When do I need to apply for renewal of practicing certificate?	No later than 30 days before the expiry date of the practice certificate.								
3	How do I apply for renewal of practicing certificate?	<p>The application can be made through the e-Secretary system at Quick Link, SSM Website or URL https://esecretary.ssm.com.my/.</p> <p>Please use Mozilla Firefox or Google Chrome browser to access to e-Secretary system.</p> <p>Please fill in the CPE hours before proceeding with the renewal application.</p>								
4	How long is the practicing certificate renewable?	Practising certificate are renewable for a period of 1, 2 or 3 years.								
5	How much is the fee to renew my practicing certificate?	<ul style="list-style-type: none"> (a) Application of practising certificate: RM 100.00 (b) Application of renewal of practising certificate: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Validity Period</th> <th style="text-align: center;">Fee (RM)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">One year</td> <td style="text-align: center;">RM 100.00</td> </tr> <tr> <td style="text-align: center;">Two year</td> <td style="text-align: center;">RM 200.00</td> </tr> <tr> <td style="text-align: center;">Three years</td> <td style="text-align: center;">RM 300.00</td> </tr> </tbody> </table>	Validity Period	Fee (RM)	One year	RM 100.00	Two year	RM 200.00	Three years	RM 300.00
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6	What is the time frame for my renewal application to be approved?	The application for the renewal of practicing certificate is auto approved by the e-secretary system, provided that all requirements are complied with.
7	Will I be notified when my application has been approved?	You will be notified through the registered email or you can also check the application's status through the e-secretary system.
8	Where do I obtain the practicing certificate after the renewal application has been approved by system?	You must login to the e-secretary system to obtain the practicing certificate.
9	Will my practicing certificate number change after renewal?	No. The practicing certificate number remains the same after renewal.
10	Can I apply for renewal of practicing certificate after the expiry date?	<p>You may still apply for renewal if the practicing certificate expires within 12 months from the expiry date. However, there will be a lapse in your practicing certificate period.</p> <p>If your practicing certificate has expired more than 12 months, you are required to make a new application under Section 241 and obtain a new practicing certificate number upon approval.</p>
11	What is my duty relating to practicing certificate number?	<p>You must state the practicing certificate number when executing any document in your capacity as a secretary or when lodging any document / in correspondence with the Registrar.</p> <p>Example:</p> <p>SSM PC. No. : 202008000789</p>
12	What happens if my practicing certificate has expired?	You are disqualified from acting as company secretary as stated under Section 238 of the CA2016.
13	What should I do if I am no longer qualified to act as a secretary?	You must notify the Registrar and the company of which you are appointed as secretary in writing within 14 days from the date of the event.
14	How do I update any changes of particulars in the renewal's applications since the information is auto populated from my previous application?	You can email to enquiry@ssm.com.my and esecretary@ssm.com.my in order to update any changes.

NO	QUESTION	ANSWER
15	What types of changes do I need to notify SSM?	Change of: (a) Change of Residential Address. (b) Change of Contact Information. (c) Change of Company Secretary Office Information. (d) Change of Secretary Qualification.
16	When do I need to notify SSM on the changes?	You shall notify SSM within 14 days from the date of any changes of the particulars of the secretary.
17	Is it an offence if I fail to notify SSM on the changes within 14 days?	Yes. You shall be liable to a fine not exceeding RM10.000 upon conviction.
18	What types of entities are allowed as company secretary office when applying for practicing certificate?	Secretarial service provider: (a) Company (b) Business (c) LLP (d) Legal Firm (e) Non-Audit Firm (f) Business License (Sabah/Sarawak) In-house secretary: (a) Company (b) Federal/State Authority
19	Can I enter audit firm information as my company secretary office when applying for practicing certificate?	No. Audit firm is an entity registered under Section 265 CA2016 dedicated to providing auditing services to companies.

Continuing Professional Education (CPE) Requirements

NO	QUESTION	ANSWER
1	What is the definition of Continuing Professional Education (CPE)?	Continuing Professional Education (CPE) means any course of studies, training and practical experience in the discharge of the secretary's duties and responsibility.
2	How many CPE hours do I need to collect for the first renewal of my practicing certificate?	A minimum of 20 CPE hours for the first renewal of practicing certificate.

NO	QUESTION	ANSWER								
3	How many CPE hours do I have to collect for the subsequent renewal of my practicing certificate?	<table border="1"> <thead> <tr> <th data-bbox="776 279 1094 342">Validity Period of PC</th> <th data-bbox="1094 279 1412 342">Total CPE Hours Required</th> </tr> </thead> <tbody> <tr> <td data-bbox="776 342 1094 380">1 year</td> <td data-bbox="1094 342 1412 380">20 CPE hours</td> </tr> <tr> <td data-bbox="776 380 1094 417">2 years</td> <td data-bbox="1094 380 1412 417">40 CPE hours</td> </tr> <tr> <td data-bbox="776 417 1094 455">3 years</td> <td data-bbox="1094 417 1412 455">60 CPE hours</td> </tr> </tbody> </table>	Validity Period of PC	Total CPE Hours Required	1 year	20 CPE hours	2 years	40 CPE hours	3 years	60 CPE hours
Validity Period of PC	Total CPE Hours Required									
1 year	20 CPE hours									
2 years	40 CPE hours									
3 years	60 CPE hours									
4	When should I collect the CPE hours?	The CPE hours must be collected during the validity period of practicing certificate for renewal purposes.								
5	How many CPE based on number if learning hours for course/training?	<table border="1"> <thead> <tr> <th data-bbox="776 606 1094 669">No. of Learning Hour</th> <th data-bbox="1094 606 1412 669">No. of CPE</th> </tr> </thead> <tbody> <tr> <td data-bbox="776 669 1094 737">8 learning hours (full day course)</td> <td data-bbox="1094 669 1412 737">8 CPE</td> </tr> <tr> <td data-bbox="776 737 1094 804">4 learning hours (half day course)</td> <td data-bbox="1094 737 1412 804">4 CPE</td> </tr> <tr> <td data-bbox="776 804 1094 842">1 learning hour</td> <td data-bbox="1094 804 1412 842">1 CPE</td> </tr> </tbody> </table>	No. of Learning Hour	No. of CPE	8 learning hours (full day course)	8 CPE	4 learning hours (half day course)	4 CPE	1 learning hour	1 CPE
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6	What is the category of CPE that will be considered for renewal of practicing certificate?	<p>There are 3 categories of CPE:</p> <p>(a) Training/courses; (b) Studies; and (c) Practical Experience.</p> <p>The details for each CPE category are as follows:</p> <p>(a) Training/courses</p> <ul style="list-style-type: none"> • Applicable to secretary who attend training/courses related to: <ul style="list-style-type: none"> ✓ Company secretarial practice, company and corporate law. ✓ Industry in which a company is operating. ✓ Personal development. • 20 CPE hours per year. <p>(b) Studies</p> <ul style="list-style-type: none"> • Applicable to secretary who are currently pursuing certificated courses, diplomas or degrees / higher education at recognized institutions by Ministry of Education. • In the field of company law, company secretarial practice, management, business administration or accounting. • Maximum 20 CPE hours per year. <p>(c) Practical Experience</p>								

NO	QUESTION	ANSWER
		<ul style="list-style-type: none"> • Applicable to secretary who conducts training(s) related to company law, corporate law and secretarial practice. • Maximum of 8 CPE hours per year.
7	What is the percentage of CPE hours considered for each type of courses / trainings ?	<p>Type of trainings/courses:</p> <p>(a) Company Secretarial Practice, Company and Corporate Law</p> <ul style="list-style-type: none"> • Minimum of 60% of total CPE hours. • Company Secretarial Practise – Courses related to roles and duties of company secretary as required under the CA2016 or other relevant law and practices. • Company and Corporate Law - Courses related to rules, practices and regulations that govern the company affairs. <p>(b) Industry in which a company is operating</p> <ul style="list-style-type: none"> • Maximum of 25% of total CPE hours. • Courses related to the nature or object of the company that will enhance understanding about operation and management of the company. • Eg: Oil and Gas – Managing project risk, Oil and gas contract. <p>(c) Personal development</p> <ul style="list-style-type: none"> • Maximum of 15% of total minimum CPE hours • Courses that will improve personal and professional skills, knowledge, competencies and effectiveness in performing duties as a secretary. • Eg: Public speaking and communication, report writing, leadership, time management, critical thinking and etc.
8	Do I need to attach any supporting documents for the CPE hours?	<p>Yes. You are required to attach supporting documents based on the CPE category as follows:</p> <p>(a) Course / Training :</p> <ul style="list-style-type: none"> • Training certificate (mandatory)

NO	QUESTION	ANSWER										
		<ul style="list-style-type: none"> • Training module (optional) <p>(b) Practical Experience :</p> <ul style="list-style-type: none"> • Attach Written confirmation from training organizer (mandatory) • Any other supporting documents (optional) <p>(c) Studies</p> <ul style="list-style-type: none"> • Written confirmation from the recognised institution (mandatory) • Result slip or certificate (optional) 										
9	What are the CPE hours based on study duration?	<table border="1" data-bbox="776 667 1466 835"> <thead> <tr> <th data-bbox="776 667 1252 699">Study Duration</th> <th data-bbox="1252 667 1466 699">CPE Hours</th> </tr> </thead> <tbody> <tr> <td data-bbox="776 699 1252 730">Study duration <= 3 months</td> <td data-bbox="1252 699 1466 730">Max 5 CPE</td> </tr> <tr> <td data-bbox="776 730 1252 762">Study duration 4 - 6 months</td> <td data-bbox="1252 730 1466 762">10</td> </tr> <tr> <td data-bbox="776 762 1252 793">Study duration 7 - 9 months</td> <td data-bbox="1252 762 1466 793">15</td> </tr> <tr> <td data-bbox="776 793 1252 835">Study duration 10 - 12 months</td> <td data-bbox="1252 793 1466 835">20</td> </tr> </tbody> </table>	Study Duration	CPE Hours	Study duration <= 3 months	Max 5 CPE	Study duration 4 - 6 months	10	Study duration 7 - 9 months	15	Study duration 10 - 12 months	20
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Study duration <= 3 months	Max 5 CPE											
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10	What is the meaning of “utilised” and “unutilised” in the CPE status?	<ul style="list-style-type: none"> • Unutilised: The CPE has been entered in the system but not yet used for renewal purposes. • Utilised: The CPE has been used to renew practicing certificate or/and exceed the renewal practicing certificate validity period. 										
11	If my practicing certificate is valid for 3 years, do I need to collect 20 CPE hours for each year or can the CPE be accumulated?	If the validity of practicing certificate is more than one (1) year, the CPE hours can be accumulated during the validity of practicing certificate.										
12	When I shall update by CPE hours at the e-Secretary System?	You can update the CPE hours at any time after obtaining the certificate or relevant documents.										
13	Can I use the same CPE hours for the renewal of my company secretary license to renew practicing certificate?	Yes. Provided that the CPE is collected during the validity period of practicing certificate and in compliance with FAQ in no. 6 and 7.										
14	Can I apply for exemption from complying with CPE requirement in order to renew my practicing certificate?	There is no exemption from complying with CPE requirements.										
15	Can I attend the same courses/training during the validity period of my practicing certificate?	Yes. However, you are encouraged to attend different training/course in order to enhance your knowledge, competencies and skills as a company secretary.										
16	Are online trainings recognised for the renewal of practicing certificate?	Yes. A maximum of 4 CPE hours per year will be recognised / counted for the renewal of practicing certificate.										

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		<p>However, following the Covid-19 pandemic that restricts the movement of secretaries to attend classroom training, SSM agrees to recognise additional CPE points for online training from a maximum of 4 to 20 CPE points for renewal of practicing certificate based on the following conditions:</p> <ul style="list-style-type: none"> • A maximum of 20 CPE points per year is recognize for online training for a period until 14 March 2021. • A minimum of 1 CPE point for online training. CPE points are calculated based on the number of learning hours that is 1 CPE points equal to 1 learning hour. • All types or categories of online training can be considered for CPE points including webinars and e-learning. • Online training can be organised by SSM, professional bodies, regulatory bodies, training providers or in-house. • Secretaries shall comply with the type of training / courses and percentage of CPE points as set out in paragraph 35 of the Guidelines Relating to Practising Certificate for Secretaries under Section 241 of the Companies Act 2016.
17	Do I have to attend courses/trainings organised by SSM?	No. You can attend trainings/courses organised by SSM, other organisation/training providers or internal trainings/courses.
18	Do I need to collect CPE hours prior to application of practicing certificate?	No. The CPE hours are for renewal purposes only.
19	Do I need to state and attach the training/course module in the system for the renewal of practicing certificate?	<p>It is not a compulsory requirement to state or attach the training/course module in the system for the renewal of practicing certificate.</p> <p>However, the applicant is required to do so if the name of the program does not match or reflect courses related to Company Law, Corporate Law or Company Secretarial Practice.</p> <p>This requirement is related to the CPE under the category of training/courses and practical experience.</p>

NO	QUESTION	ANSWER
20.	Are in-house or internal training recognised for the renewal of practicing certificate?	Yes. However only 8 CPE hours per year will be recognised for the renewal of practicing certificate.