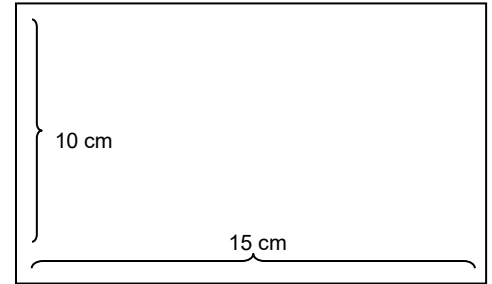


Licence No:

Licence Expiry Date:



**COMPANIES COMMISSION OF MALAYSIA ACT 2001**

**Section 20G(1)(b)**

**APPLICATION FOR RENEWAL OF COMPANY SECRETARY'S LICENCE**

SECTION A : PARTICULARS OF APPLICANT	
Name (As per NRIC)	
NRIC Number	
Residential address	
City	
Postcode	
State	
Mobile Phone Number	
Residential Phone Number	
Personal Email Address	

SECTION B : PARTICULARS OF COMPANY SECRETARY'S OFFICE	
Name of Entity	
Entity Number	
Office Address	
City	
Postcode	
State	
Occupation	

Office Phone Number	
Office Fax Number	
Office Email Address	

#### SECTION C : PARTICULARS OF CONTINUOUS PROFESSIONAL EDUCATION (CPE) POINTS

Total CPE points collected for the past three (3) years from the last date of licence issued	
List of programmes / courses / seminars attended for CPE requirements	<ul style="list-style-type: none"> <li>• Please complete <b>Annexure 1</b> and attach certificate of attendance; and</li> <li>• Ensure the number of CPE points accumulated in Annexure 1 is the same as the above information.</li> </ul>

#### SECTION D : DECLARATION OF APPLICANT

I ..... NRIC Number. .... do solemnly and sincerely declare that:	
(a)	I am not disqualified under section 238(1) or have been issued with any show cause under subsection 238(2) of the Companies Act 2016;
(b)	I have not been convicted whether in or outside Malaysia of any offence involving fraud or dishonesty punishable on conviction with imprisonment for three months or more;
(c)	I do not have any pending legal actions against me under any provision of the Companies Act 2016 or the laws specified in the First Schedule of the Companies Act 2016;
(d)	I have complied with the terms and conditions of the licence; and
(e)	All information provided in this application and the annexure / documents attached is correct and true to my knowledge.

**Signed by:**

\_\_\_\_\_  
(Applicant)

Name :

Date :

**Attention:**

It is an offence under section 591 of the Companies Act 2016 to make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding ten years or to a fine not less than RM3 million or to both.

#### LODGER INFORMATION

Name :

NRIC No :

Address :

Phone No :

Email :

*Note : Lodger information must be the same as the applicant*

**TOTAL AND LIST OF COURSES / TRAININGS ATTENDED FOR CPE REQUIREMENTS**

(a) TOTAL OF CPE POINTS BROUGHT FORWARD (Max 20 CPE points)	
(b) TOTAL OF CURRENT CPE POINTS	
<b>GRAND TOTAL CPE POINTS ACCUMULATED (a + b)</b>	
(c) TOTAL OF CPE POINTS CARRIED FORWARD (Max 20 CPE points)	

NOTE : The grand total of CPE points must be at least 60 CPE points for renewal purposes.

No.	Date Attended	Name Of the Course / Training	Brief Description of The Programme	Organiser	CPE Points From SSM	CPE Points From Others
<b>(a) LIST OF CPE POINTS BROUGHT FORWARD (MAX 20 CPE POINTS)</b>						
1.						
2.						
3.						
<b>TOTAL</b>						
<b>(b) LIST OF CURRENT CPE POINTS</b>						
1.						
2.						
3.						
4.						
5.						
6.						
<b>TOTAL</b>						
<b>GRAND TOTAL (a+b)</b>						
<b>(c) LIST OF CPE POINTS CARRIED FORWARD (MAX 20 CPE POINTS)</b>						
1.						
2.						
3.						
<b>TOTAL</b>						

NOTE : The composition of 60 CPE points is made up as follow:

- (a) Minimum of 40% or 24 CPE points for attending courses organized by SSM or SSM jointly organized with external parties; and
- (b) Maximum of 60% or 36 CPE points for attending courses organized by Approved Bodies or other training provider/ organization.