

**NEW APPLICATION OF PRACTISING CERTIFICATE UNDER
SECTION 241****1. When is the enforcement date of section 241 of the CA 2016?****Answer:**

Section 241 of the CA 2016 comes into force on 15 March 2019.

2. What is the principle of section 241?**Answer:**

Section 241 of the CA 2016 requires any person who is qualified to act as a company secretary and who desires to act as a company secretary to register with the Registrar before he can act as a company secretary.

The Registrar will issue a practising certificate under section 241 upon satisfaction on the qualification and requirements specified under the CA 2016, the Companies (Practising Certificate for Secretaries) Regulations 2019 and Guidelines Relating to Practising Certificate for Secretaries.

3. Who is required to register pursuant to section 241 of the CA2016?**Answer:**

All qualified person under section 235 of CA2016 who wish to act as a company secretary irrespective of their professional background.

4. Who is qualified to apply for practising certificate?**Answer:**

The following person is qualified to apply for practising certificate:

- (a) A natural person aged 18 years of age and above;
- (b) A citizen or permanent resident of Malaysia;
- (c) A person licensed by the Commission under section 20G of the Companies Commission of Malaysia Act 2001 (CCMA2001), or

(d) A member of a body as set out in the Fourth Schedule of the CA2016, as follows:

- Malaysian Institute of Chartered Secretaries and Administrators (MAICSA);
- Malaysian Institute of Accountants (MIA);
- Malaysian Bar (BC);
- Malaysian Association of Company Secretaries (MACS);
- Malaysian Institute of Certified Public Accountants (MICPA);
- Sabah Law Association (SLA); or
- Advocates Association of Sarawak (AAS).

(e) He is not disqualified under section 238 of the CA2016; and

(f) He does not have any pending legal action against him under any provision of the laws specified in the First Schedule of the CCMA 2001.

5. What will happen if a company secretary is a member of more than one approved body?

Answer:

He should only designate one approved body for the purpose of application for a practising certificate.

6. Can a person who has been appointed as a company secretary of a company prior to the enforcement of section 241 of the CA2016 continue to act as a company secretary?

Answer:

Yes, he may continue to act as a company secretary to the company but is still required to register with the Registrar under section 241 within 12 months from the enforcement date.

7. Can a person who is not a citizen or permanent resident of Malaysia (foreign passport holder) apply for practising certificate?

Answer:

No. Only a citizen or permanent resident of Malaysia is allowed to apply for PC.

8. What will happen if a person who is not a citizen or permanent resident of Malaysia but has been appointed as a company secretary prior to 31 January 2017?

Answer:

He may apply for practising certificate subject to the following conditions:

- he shall only act as a secretary to the companies of which he was appointed before 31 January 2017;
- he shall not accept any new appointment as a company secretary; and
- he has complied with the requirements under paragraph 4(a), (b) and (d) in the Guidelines Relating To Practising Certificate For Secretaries Under Section 241 Of The Companies Act 2016

9. How to lodge the application?

Answer:

The application must be lodged online through e-Secretary system which can be accessed via SSM portal www.ssm.com.my or at <https://esecretary.ssm.com.my>.

The applicant must fill in all the particulars in the system and attached required documents.

10. Should the applicant present at the SSM's office for activation as a registered user of e-secretary?

Answer:

No. Online registration is sufficient.

11. What are the fees imposed?

Answer:

Application fee for practising certificate is RM100.00.

12. What is the validity period of first practising certificate??

Answer:

The first practising certificate shall be valid for a period of one year from the date of issuance.

The renewal of the practising certificate shall be valid for a period of not more than three years.

13. What types of entities are allowed as company secretary office when applying for practising certificate?

Answer:

Secretarial service provider:

1. Company
2. Business
3. LLP
4. Legal Firm
5. Non-Audit Firm
6. Business License (Sabah/Sarawak)

In-house secretary:

1. Company
2. Federal/State Authority

14. Can I enter audit firm information as my company secretary office when applying for practising certificate?

Answer:

No. Audit firm is an entity registered under Section 265 of the CA2016 dedicated to providing auditing services to companies.

15. What documents do I need to attach when applying for renewal of practising certificate?

Answer:

- Certificate of membership in the body approved; and
- Official receipt for renewal / subscription fee of membership in approved body.

16. Can the certificate of the Institute of Chartered Secretaries and Administrator (ICSA) be used as a supporting document for membership in MAICSA?

Answer:

Yes, if the company secretary is an associate's member of ICSA.

**RENEWAL APPLICATION OF PRACTISING CERTIFICATE UNDER
SECTION 241**

17. What are the requirements to renew my practising certificate?

Answer:

- 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; and
- e) Comply with the CPE requirements
- f) Must have been appointed and named as a company secretary in at least one company during the validity period of the practising certificate preceding its renewal *(New – updated 23.10.2025)*

18. Why does paragraph 13(d) of the Guidelines require a company secretary to be appointed and named as a company secretary in at least one company during the validity period of the practising certificate preceding its renewal? *(New – updated 23.10.2025)*

Answer:

To ensure that all practising certificate holders are actively engaged in the practice of company secretarial work and uphold the professionalism and competency in the company secretarial profession.

19. What proof is required to demonstrate compliance with the appointment referred to in paragraph 17(f)? *(New – updated 23.10.2025)*

Answer:

The appointment can be verified through the company secretary's record of involvement, which is updated via the "Notification of Change in the Register of Directors, Managers and Secretaries" under section 58 of the Companies Act 2016, and through the company secretary's office information recorded in the e-Secretary system.

20. What happens if there is no appointment during the validity period of the Practising Certificate (PC)? *(New – updated 23.10.2025)*

Answer:

The renewal application is ineligible and may be rejected or held in abeyance by the Registrar until the condition is fulfilled.

21. When do I need to apply for renewal of practising certificate? How does a company that satisfies the new audit exemption criteria

Answer:

Not later than 30 days before the expiry date of the practising certificate.

22. How do I apply for renewal of practising certificate?

Answer:

The application can be made through the e-Secretary system at Quick Link, SSM Website or URL <https://esecretary.ssm.com.my/>.

Please use Mozilla Firefox or Google Chrome browser to access to e-Secretary system.

Please fill in the CPE hours before proceeding with the renewal application.

23. How long is the practising certificate renewable?

Answer:

Practising certificate are renewable for a period of 1, 2 or 3 years.

24. How much is the fee to renew my practising certificate?

Answer:

- (a) Application of practising certificate: RM 100.00
(b) Application of renewal of practising certificate:

Validity Period	Fee (RM)
One year	RM 100.00
Two year	RM 200.00
Three years	RM 300.00

25. What is the time frame for my renewal application to be approved?

Answer:

The application for the renewal of practising certificate is auto approved by the e-secretary system, provided that all requirements are complied with.

26. Will I be notified when my application has been approved?

Answer:

You will be notified through email or you can also check the application's status via the e-secretary system.

27. Where do I obtain the practising certificate after the renewal application has been approved by system?

Answer:

You must login to the e-secretary system to obtain the practising certificate.

28. Will my practising certificate number change after renewal?

Answer:

No. The practising certificate number remains the same after renewal.

29. Can I apply for renewal of practising certificate after the expiry date?

Answer:

You may still apply for renewal if the practising certificate expires within 12 months from the expiry date. However, there will be a lapse in your practising certificate period.

If your practising certificate has expired for more than 12 months, you are required to make a new application under Section 241 and obtain a new practising certificate number upon approval.

Additionally, before submitting a new application, you must first fulfill the required Continuing Professional Education (CPE) hours that are due during the validity period of your previous certificate (if any). This requirement ensures that practising company secretaries maintain continuous professional competence and do not circumvent the learning and development obligations attached to their expired certificates. *(New – updated 23.10.2025)*

30. Will the CPE courses I attend after my practising certificate expired be counted towards the outstanding CPE requirement? *(New – updated 23.10.2025)*

Answer:

Yes — any CPE courses attended after your practising certificate has expired can be used to fulfil the outstanding CPE hours from your previous practising certificate.

31. What happens if I failed to complete the outstanding CPE hours before applying for a new certificate, in the case where my certificate expired exceeding 12 months? *(New – updated 23.10.2025)*

Answer:

If you failed to complete the outstanding CPE hours:

- Your application for a new Practising Certificate will be rejected; and
- You will be disqualified to act as a company secretary until compliance is achieved and a new certificate is issued.

This measure ensures the integrity and professional standards of the company secretarial profession under SSM's regulatory framework.

32. Do the new requirements regarding the expired certificate under the amended Guidelines apply to secretaries whose certificate have expired before the issuance of the 2025 Guidelines? (New – updated 23.10.2025)

Answer:

Yes. The new requirement the Guidelines applies to all applications made after the effective date, regardless of when the previous certificate expired. Therefore, any company secretary whose certificate has expired before 22 October 2025 must still complete the outstanding CPE hours before submitting new application.

OTHER MATTERS

33. What is my duty relating to practising certificate number?

Answer:

You must state the practising certificate number when executing any document in your capacity as a company secretary or when lodging any document / in correspondence with the Registrar.

Example:

SSM PC. No. : 202008000789

34. What happens if my practising certificate has expired??

Answer:

You are disqualified from acting as company secretary as stated under Section 238 of the CA2016.

35. What should I do if I am no longer qualified to act as a company secretary?

Answer:

You must notify the Registrar and the company of which you are appointed as company secretary in writing within 14 days from the date of the event.

36. How do I update any changes of particulars of company secretary in e-secretary system?

Answer:

- You need to complete the form of "Notification of Change in the Particulars of Secretary" and submit the notification at SSM counter; and
- A copy of the notification that has been stamped received by the SSM counter should be emailed to esecretary@ssm.com.my.
- The notification form can be downloaded through SSM Official Portal at <https://www.ssm.com.my/Pages/Home.aspx> by taking the following steps:

Home page SSM Official Portal à Quick Links > e-Secretary > B. e-Secretary Library > **Regulation / Guideline / Form** > Click [Notification of Change in the Particulars of Secretary Template](#)

37. What types of changes do I need to notify SSM?

Answer:

Change of:

- a) Change of Residential Address.
- b) Change of Contact Information.
- c) Change of Company Secretary Office Information.
- d) Change of Secretary Qualification.

38. When do I need to notify SSM on the changes?

Answer:

You shall notify SSM within 14 days from the date of any changes of the particulars of the company secretary.

39. Is it an offence if I failed to notify SSM on the changes within 14 days?

Answer:

Yes. You shall be liable to a fine not exceeding RM10,000.00 upon conviction.

CPE MATTERS

40. What is the definition of Continuing Professional Education (CPE)?

Answer:

Continuing Professional Education (CPE) means any course of studies, training and practical experience in the discharge of the company secretary's duties and responsibility.

41. How many CPE hours do I need to collect for the first renewal of my practising certificate?

Answer:

A minimum of 20 CPE hours for the first renewal of practising certificate.

42. How many CPE hours do I have to collect for the subsequent renewal of my practising certificate?

Answer:

Validity Period of PC	Total CPE Hours Required
1 years	20 CPE hours
2 years	40 CPE hours
3 years	60 CPE hours

43. When should I collect the CPE hours?

Answer:

The CPE hours must be collected during the validity period of practising certificate for renewal purposes.

44. How many CPE based on number of learning hours for course/training?

Answer:

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

45. What is the category of CPE that will be considered for renewal of practising certificate?

Answer:

There are 3 categories of CPE:

(a) Training / Courses

(b) Studies; and

(c) Practical Experience

The details for each CPE category are as follows:

(a) Training/courses

- Applicable to company secretary who attend training/courses related to:
 - Company secretarial practice, company and corporate law.
 - Industry in which a company is operating.
 - Personal development.
- 20 CPE hours per year.

(b) Studies

- Applicable to company 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.

(c) Practical Experience

- Applicable to company secretary who conducts training(s) related to company law, corporate law and secretarial practice.
- Maximum of 8 CPE hours per year.

46. What is the percentage of CPE hours considered for each type of courses / trainings?

Answer:

Type of trainings/courses:

(a) Company Secretarial Practice, Company and Corporate Law

- **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.

(b) Industry in which a company is operating

- **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.

(c) **Personal development**

- 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 company secretary.
- Eg: Public speaking and communication, report writing, leadership, time management, critical thinking and etc.

47. Do I need to attach any supporting documents for the CPE hours?

Answer:

Yes. You are required to attach supporting documents based on the CPE category as follows:

(a) **Course / Training :**

- Training certificate (mandatory)
- Training module (optional)

(b) **Practical Experience :**

- Attach Written confirmation from training organizer (mandatory)
- Any other supporting documents (optional)

(c) **Studies**

- Written confirmation from the recognised institution (mandatory)
- Result slip or certificate (optional)

48. What are the CPE hours based on study duration?

Answer:

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

49. What is the meaning of “utilised” and “unutilised” in the CPE status?

Answer:

- Unutilised: The CPE has been entered in the system but not yet used for renewal purposes.
- Utilised: The CPE has been used to renew practising certificate or/and exceed the renewal practising certificate validity period.

50. If my practising certificate is valid for 3 years, do I need to collect 20 CPE hours for each year or can the CPE be accumulated?

Answer:

If the validity of practising certificate is more than one (1) year, the CPE hours can be accumulated during the validity of practising certificate.

51. When I shall update by CPE hours at the e-Secretary System?

Answer:

You can update the CPE hours at any time after obtaining the certificate or relevant documents.

52. Can I apply for exemption from complying with CPE requirement in order to renew my practising certificate?

Answer:

There is no exemption from complying with CPE requirements.

53. Can I attend the same courses/training during the validity period of my practising certificate?

Answer:

Yes. However, you are encouraged to attend different training/course in order to enhance your knowledge, competencies and skills as a company secretary.

54. Are online trainings recognised for the renewal of practising certificate?

Answer:

Yes.

55. Do I have to attend courses/trainings organised by SSM?

Answer:

No. You can attend trainings/courses organised by SSM, other organisation/training providers or internal trainings/courses

56. Do I need to state and attach the training/course module in the system for the renewal of practising certificate?

Answer:

It is not a compulsory requirement to state or attach the training/course module in the system for the renewal of practising certificate.

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.

This requirement is related to the CPE under the category of training/courses and practical experience.

57. Are in-house or internal training recognised for the renewal of practising certificate?

Answer:

Yes. However only 8 CPE hours per year will be recognised for the renewal of practising certificate.

AMENDMENT OF GUIDELINES

(New – updated 23.10.2025)

58. What is the purpose of issuing this updated Guidelines?

Answer:

This updated Guidelines aim to strengthen the governance and professional standards of company secretaries who hold SSM's Practising Certificate. It is also to enhance the renewal requirements and procedures, to ensure the integrity in the use of SSM's Practising Certificate.

59. What are the key highlights of the amendments?

Answer:

- (a) Emphasis on the renewal requirement of the Practising Certificate where the applicant must be an active company secretary in at least one company before submitting a renewal application;
- (b) Enhancement of the new application procedure for Practising Certificates which has expired for more than 12 months;
- (c) Enhancement of the duties and responsibilities of company secretaries in relation to document verification, ethics and professional conduct;
- (d) Enforcement of mandatory AMLA training for all company secretaries and training on CLBG for all secretaries of CLBGs; and
- (e) Prohibition on the use of a Practising Certificate by any other party.

60. When do the updated Guidelines come into effect?

Answer:

The updated Guidelines came into force on 22 October 2025.

This means all applications, renewals and obligations made on or after 22 October 2025 must comply with the requirements of this updated Guidelines.

Mandatory AMLA Training

61. When will the mandatory training on AMLA take effect?

Answer:

The mandatory AMLA training requirement **will take effect commencing 1 January 2026**.

62. What is the purpose of mandating AMLA training for company secretaries?

Answer:

Company secretaries are designated as Reporting Institutions (RIs) under the AMLA. They play a critical role in detecting and preventing money laundering, terrorism financing, and proliferation financing through their professional activities.

The training is made mandatory to:

- Strengthen awareness and compliance among company secretaries with AMLA obligations;
- Ensure consistency with the Bank Negara Malaysia's requirements for Reporting Institutions; and
- Protect companies and the corporate sector from being misused for illegal financial activities.

63. If my Practising Certificate has expired and renewed in November 2025, do I need to complete the AMLA training immediately?

Answer:

No. If your renewal occurred before **1 January 2026**, you are **not required** to immediately complete the AMLA training.

Once the requirement takes effect on **1 January 2026**, you will need to complete the prescribed training **within three (3) years** from that date.

64. What if my renewal of Practising Certificate happened in July 2026? When should I complete my AMLA training?

Answer:

You will need to complete the AMLA training within three (3) years from 1 January 2026.

65. If I obtained my first Practising Certificate in March 2026, when will I need to complete the AMLA training?

Answer:

You need to complete the training **within three (3) years** from the date of issuance of your first practising certificate i.e. March 2026.

66. What if I already attended AMLA training before 1 January 2026?

Answer:

If you have completed a course or training on AMLA within **two (2) years preceding 1 January 2026**, you are **exempted** from attending the mandatory course again, provided that the program must specifically address the duties and responsibilities of company secretaries in their capacity as Reporting Institutions.

You are advised to retain the course certificate or proof of attendance for verification when required.

Mandatory CLBG Training

67. Why is CLBG training mandatory?

Answer:

CLBGs are a unique form of non-profit company that must comply with additional governance, reporting, and financial transparency requirements under the CA2016 and SSM's CLBG Guidelines.

The mandatory training aims to:

- Equip company secretaries with practical understanding of CLBG governance and compliance obligations; and

- Strengthen the quality and accountability of company secretarial services to non-profit organisations.

68. When will the mandatory training on CLBG take effect?

Answer:

The mandatory training requirement for company secretaries of CLBGs was enforced on 15 July 2025, in line with the issuance of the Guidelines on CLBG.

However, those who have attended the training within two (2) years preceding 15 July 2025 are exempted from this requirement.

69. What is the timeline for mandatory training requirement for company secretaries of CLBG?

Answer:

- (a) Company secretaries appointed before 1 January 2026 are required to complete the CLBG training within three (3) years from 15 July 2025 i.e. by 14 July 2028; and
- (b) Company secretaries appointed after 1 January 2026 are required to complete the CLBG training within one (1) year from the date of their appointment as company secretary of a CLBG.

A company secretary for a CLBG must successfully complete a training or course focused on CLBG under the CA 2016 organized by SSM.

70. Does the attendance in the AMLA and CLBG training counts towards your Continuing Professional Education (CPE) requirements?

Answer:

- Yes, please refer to para 37 of the Guidelines.

71. What if I am both a practising company secretary and also act as a company secretary for a CLBG?

Answer:

You must comply with both mandatory training requirements:

- The AMLA training; and
- The CLBG training (if you serve as a company secretary to a CLBG).

Each course has a different purpose, and completion of one does not replace the other.

72. According to paragraph 28(f) of the Guidelines, what is the importance of document verification?

Answer:

Company secretaries are gatekeepers of corporate information lodged with SSM. Inaccurate or fraudulent submissions, such as false director appointments, share transfers or beneficial ownership details can undermine the integrity of the registers kept by SSM.

The verification process ensures that:

- (a) All information submitted to SSM is accurate, current and legally compliant;
- (b) Documents reflect the true intent and authorisation of the company and its officers; and
- (c) SSM's records remain reliable for regulators, stakeholders, and the public.

73. How should company secretaries demonstrate professional conduct and ethics as required under paragraph 28(g)?

Answer:

Professional conduct and ethics encompass both behavioural standards and decision-making principles expected of a practising company secretary. Company secretaries should:

- Uphold integrity and honesty in all professional dealings;
- Maintain confidentiality of company information;
- Avoid conflicts of interest;

- Exercise due care, diligence, and skill in performing statutory duties;
- Provide independent and impartial advice to directors and the board;
and
- Refrain from actions that may compromise SSM's or the company's reputation.

Company secretaries are advised to adhere to the Code of Ethics prescribed by their respective approved bodies (e.g. MAICSA, MACS, MIA, MICPA).