



USER MANUAL

Application For Renewal Of Practising Certificate Of Secretary

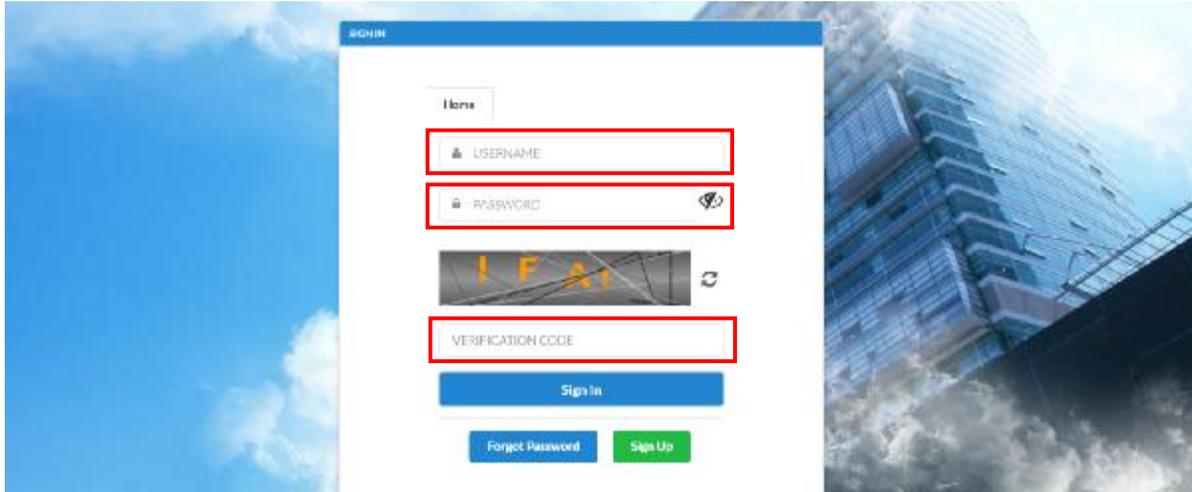
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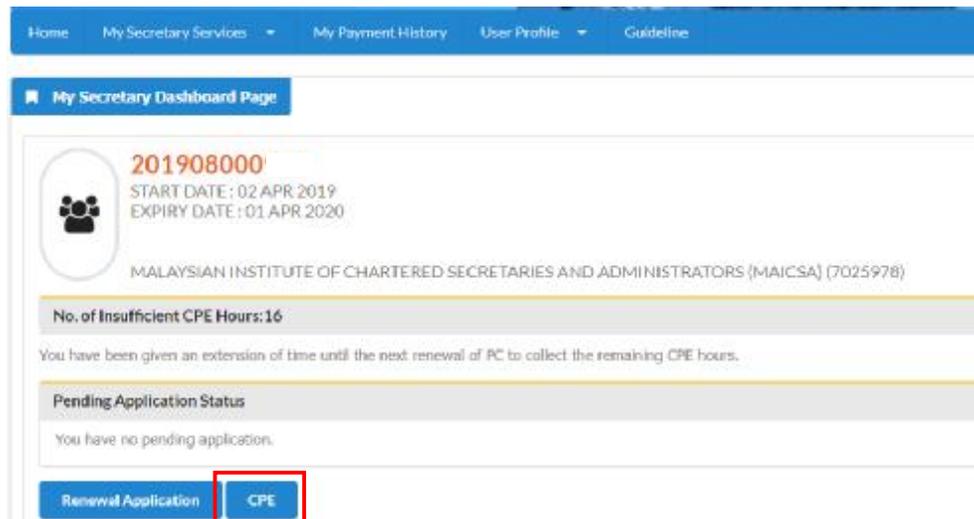
CONTINUING PROFESSIONAL EDUCATION (CPE)

Open an Internet browser and navigate to URL of <https://esecretary.ssm.com.my> OR go to SSM Web Portal at www.ssm.com.my under the Quick Links and select e-secretary.

1. Login into e-secretary system using your username and password that has been registered.
2. Key in Verification Code as stated at the screen.
3. Click "Sign In" button.



4. Click "CPE"

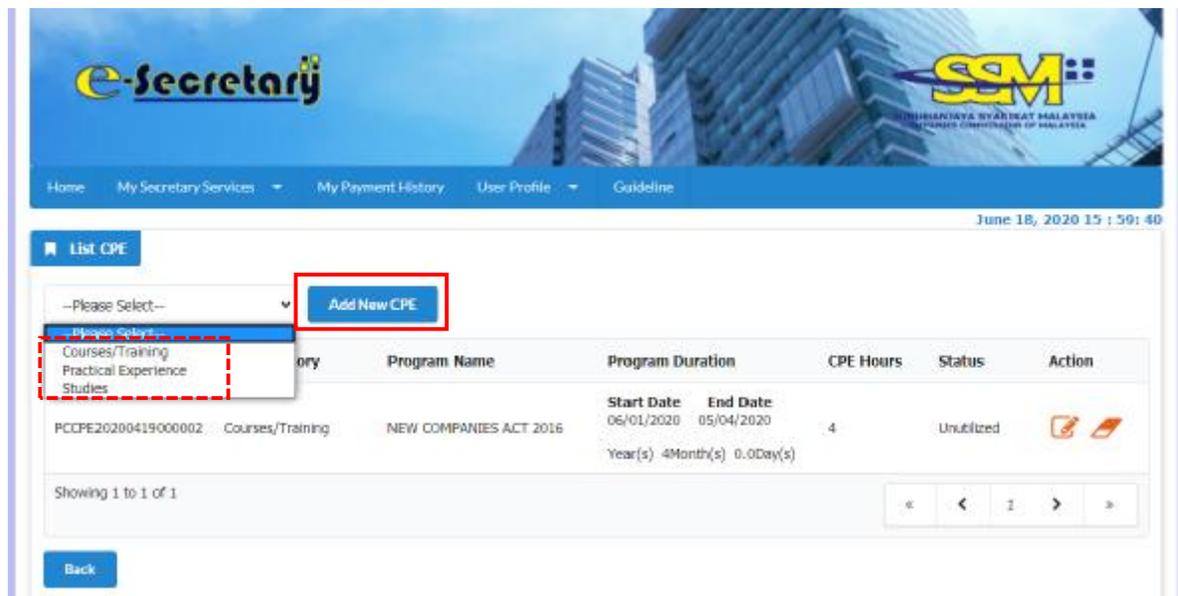


5. Select drop down “Types of CPE” as stated below:

- Courses / training;
- Practical experience; or
- Studies

TYPES OF CPE	EXPLANATION
Training/courses	<ul style="list-style-type: none"> • Applicable to secretary who attend training/courses related to: <ul style="list-style-type: none"> ü Company secretarial practice, company and corporate law. ü Industry in which a company is operating. ü Personal development. • Maximum 20 CPE hours per year.
Studies	<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.
Practical Experience	<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.

6. Click “Add New CPE”



TYPES OF CPE : COURSES / TRAINING

Applicable to secretary who attend training/courses related to:

- Company secretarial practice, company and corporate law.
- Industry in which a company is operating.
- Personal development.

7. Proceed to fill in mandatory information as follow.

(Please do not copy & paste any information that required to be fill in the system)

Courses/Training Information

PARTICULARS OF CPE

CPE Category
COURSES / TRAINING

Training/Courses Name*

Training/Courses Description*

Organizer*
Please Select

Training/Courses Type*
-- Please Select --

Training/Courses Mode*
-- Please Select --

Training/Courses Duration
Start Date* End Date*

Year(s) 0 Month(s) 0 Day(s) 0
[Full Day Training = 1, Half Day Training = 0.5]

CPE Information

CPE Information

CPE Hours* 0 Status Utilized Remarks:
8 training hours (full day training) = 8 CPE Hours
4 Training hours (half Day Training) = 4 CPE Hours
1 Training hour = 1 CPE Hour

Attachments

Training Certificate (mandatory)*
Choose File No file chosen

Training Module (optional)
Choose File No file chosen

Declaration

I as per name above do solemnly and sincerely declare that:

- I have complied with the requirements pertaining to Continuous Professional Education (CPE) as stated under guidelines relating to Practising Certificate for Secretaries Under Section 241 of The Companies Act 2016
- All information provided in this application and the documents attached is correct and true to my knowledge.

Back Save

8. For "Training/course type", select from the drop down below:

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

- 9. Select drop down for "Organiser" i.e SSM or other. If select other, please fill in name of the training provider.
- 10. Select drop down for "Training/course type"
- 11. Select drop down for "Training/course mode" i.e classroom, online training or inhouse training
- 12. Tick the "Declaration" checkbox after you have read and fulfill all the conditions stated.
- 13. You are required to attach supporting documents i. e training certificate (mandatory) and training module (optional). The documents should be in pdf format.
- 14. Click "Save" button.

TYPES OF CPE : PRACTICAL EXPERIENCE

Applicable to secretary who conducts training(s) related to company law, corporate law and secretarial practice.

- Maximum of 8 CPE hours per year.

15. Fill in information below.

(Please do not copy & paste any information that required to be fill in the system)

Practical Experience Information

PARTICULARS OF CPE

CPE Category
Practical Experience

i Practical experience refers to conducting training(s) related to corporate law, company law and secretarial practice (excluding internal training)

Program Name*

Description*

Organizer*

--Please Select--

Training Type*

--Please Select--

Topic*

Training Duration

Start Date*

End Date*

Year(s) Month(s) Day(s)

Year(s) Month(s) Day(s)

0 0 0

CPE Information

CPE Info

CPE Hours*

0

Status

Unfilled

i Symbols:
Maximum of 8 CPE Hours per year.
8 Training hours (Full Day Training) = 8 CPE Hours
4 Training hours (Half Day Training) = 4 CPE Hours
1 Training hour = 1 CPE Hour

Attachments

Written Confirmation from Training Organizer (mandatory)*

Choose File | No file chosen

Supporting Document (if any)

Choose File | No file chosen

Declaration

I as per name above do solemnly and sincerely declare that:

- I have complied with the requirements pertaining to Continuous Professional Education (CPE) as stated under Guidelines Relating To Practising Certificate For Secretaries Under Section 241 Of The Companies Act 2016
- All information provided in this application and the documents attached is correct and true to my knowledge.

Back Save

16. Tick the "Declaration" checkbox after you have read and fulfill all the conditions stated.
17. You are required to attach supporting documents i. e Written confirmation from training organizer (mandatory) and any other supporting (optional). The documents should be in pdf format.
18. Click "Save" button.

TYPES OF CPE : STUDIES

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.

19. Proceed to fill in mandatory information as follow:

(Please do not copy & paste any information that required to be fill in the system)

Studies Information

Particulars of Academic Studies

CPE Category
Studies

Name of Academic Qualification (e.g. : Diploma in accounting)*

Field/Courses Description*

Type of Academic Qualification* --Please select--
Field/Courses* --Please select--

School/Institution [e.g: Universiti Malaya]*

Duration of Studies

Start Date*
Year(s) Month(s) Day(s)

End Date*
Year(s) Month(s) Day(s)

Year(s)	Month(s)	Day(s)
0	0	0

CPE Summary

CPE Information

CPE Hours*	Status	Remarks: Max 5 CPE for study duration <= 3 months Max 10 CPE for study duration 4 to 6 months Max 15 CPE for study duration 7 to 9 months Max 20 CPE for study duration 10 to 12 months
0	Unused	

Attachments

Written Confirmation from the Recognized Institution*

Choose File | No file chosen

Result Slip or Certificate

Choose File | No file chosen

Declaration

I as per name above do solemnly and sincerely declare that:

- I have complied with the requirements pertaining to Continuous Professional Education (CPE) as stated under Guidelines Relating To Practising Certificate For Secretaries Under Section 241 Of The Companies Act 2013
- All information provided in this application and the documents attached is correct and true to my knowledge.

Back Save

20. Tick the "Declaration" checkbox after you have read and fulfill all the conditions stated.
21. You are required to attach supporting documents i.e w Written confirmation from the recognized institution (mandatory) and Result slip or certificate (optional). The documents should be in pdf format.
22. Click "Save" button.

APPLICATION FOR RENEWAL OF PRACTISING CERTIFICATE OF SECRETARY

Renewal Detail

APPLICATION INFO

Application Ref. No.	Status
Create Date	Date Entry

DETAILS OF PRACTISING CERTIFICATE

Practising certificate no.	Date of registration	
	07/14/2019	
Start Date	Expired Date	Period of PC (Years)
03/04/2019	01/14/2020	1

DETAILS OF PERSONAL INFORMATION

Name	
ID type	ID No
NRIC	
Date of Birth	Gender
11 May 1970	Female
Role	Nationality
CSA	MALAYSIAN
Residential address	Email

DETAILS OF QUALIFICATION

Secretary Qualification
 Malaysian Institute of Chartered Secretaries and Administrators (M.A.C.S.A.)

License / Membership Number: License Expiry / Annual Membership Renewal Date*

DETAILS OF COMPANY SECRETARY OFFICE

I am currently employed or practising in secretarial services
 YES

Employment Type
 IN HOUSE

Entity Name
 PERSAMAAN PERKAWANAN

Entity Type	Entity No
Company Registration Number	
Office Address	Office E-mail address
41150 KLANG, SELANGOR	
Office Phone Number (eg : 0322986574)	Office Fax Number

DETAILS OF CONTINUOUS PROFESSIONAL EDUCATION (CPE) 

CPE Category	CPE hours	eligibility CPE hours
Courses/Training (Maximum of 20 CPE hours per post)	4	4

23. Key in “License Expiry/Annual Membership Renewal Date”. **This date refers to your membership in Approved Bodies under 4th Schedule.**

00342009

DETAILS OF CONTINUOUS PROFESSIONAL EDUCATION (CPE)

CPE Category	CPE Hours	Eligibility CPE hours
Courses/Training (Maximum of 20 CPE Hours per year)	4	4
Practical Experience (Maximum of 8 CPE hours per year)	0	0
Studies (Maximum 20 CPE hours per year)	0	0
Total CPE	4	4

No. of Insufficient CPE Hours: 16
 Based on the extension of time given by SSM for you to comply with the 20 CPE requirements due to the Covid-19 outbreak, you are required to collect the remaining CPE hours as stated above during the validity period of your practising certificate (PC). Failure to do so will result your next application for renewal of PC to be rejected by the system.

RENEWAL PERIOD OF PRACTISING CERTIFICATE

No. of Years --Please Select--

Total Fees (RM) **0.00**

DECLARATION

I as per name above do solemnly and sincerely declare that:

- I am qualified to act as company secretary under section 233(2) of the Companies Act 2016;
- I am not an undischarged bankrupt;
- I have not been convicted whether in or outside Malaysia of any offence referred to in section 159 of the Companies Act 2016;
- 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 Commission of Malaysia Act 2001;
- I have complied with all the necessary requirements imposed by the approved body (applicable to non-audit firm only);
- I have complied with the requirements pertaining to Continuous Professional Education (CPE) as stated under Guidelines Relating To Practising Certificate For Secretaries Under Section 241 Of The Companies Act 2016; and
- All information provided in this application and the documents attached is correct and true to my knowledge.

24. Select “No. of Year” for renewal period of PC whether 1, 2 or 3 years.

25. Click the “Declaration” checkbox after you have read and fulfill all the conditions stated.

RENEWAL PERIOD OF PRACTISING CERTIFICATE

No. of Years --Please Select--

Total Fees (RM)

DECLARATION

I as per name above do solemnly and sincerely declare that:

- I am qualified to act as company secretary under section 233(2) of the Companies Act 2016;
- I am not an undischarged bankrupt;
- I have not been convicted whether in or outside Malaysia of any offence referred to in section 159 of the Companies Act 2016;
- 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 Commission of Malaysia Act 2001;
- I have complied with all the necessary requirements imposed by the approved body (applicable to non-audit firm only);
- I have complied with the requirements pertaining to Continuous Professional Education (CPE) as stated under Guidelines Relating To Practising Certificate For Secretaries Under Section 241 Of The Companies Act 2016; and
- All information provided in this application and the documents attached is correct and true to my knowledge.

Attention:
 It is an offence under section 541 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 one year or to a fine not less than RM3 million or to both.

Back Proceed to Payment

26. Click “Proceed to Payment” button **(You are advised to make the payment using on-line banking).**

27. Take action for payment of fee as follows:

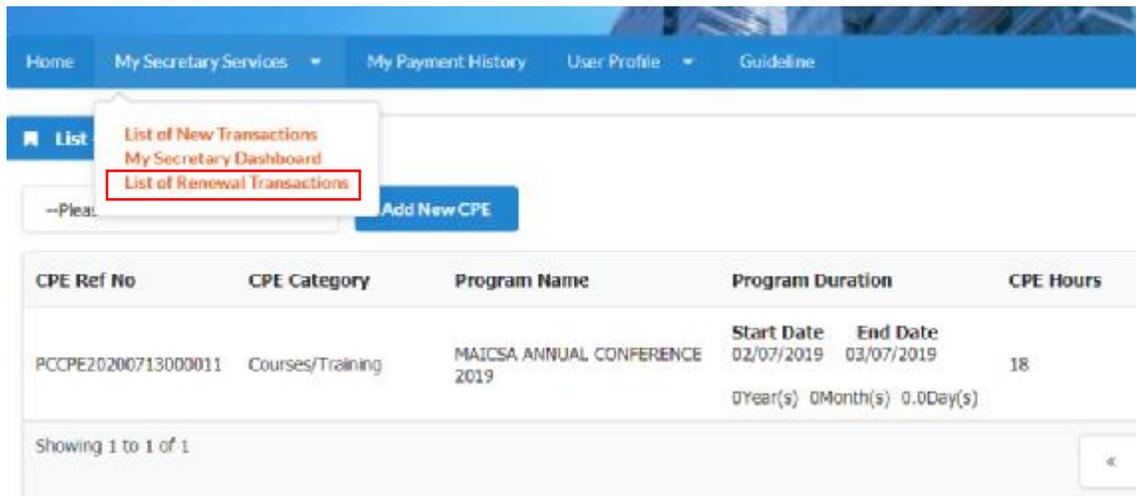
Validity Period	Fee (RM)
One year	RM 100.00
Two year	RM 200.00
Three years	RM 300.00

28. The application is auto approved by the system once the payment is made.

DOWNLOAD PRACTISING CERTIFICATE

29. Login to e-secretary system.

30. Select "List of Renewal Transaction".

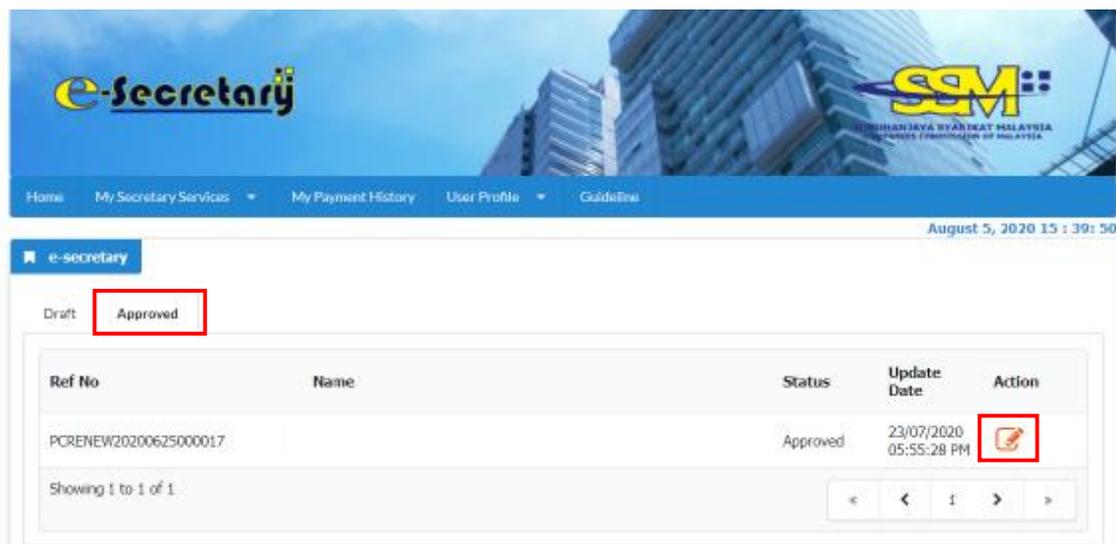


The screenshot shows the e-secretary system dashboard. The top navigation bar includes 'Home', 'My Secretary Services', 'My Payment History', 'User Profile', and 'Guideline'. A dropdown menu is open under 'My Secretary Services', with 'List of Renewal Transactions' highlighted in red. Below the menu, there is a table with the following data:

CPE Ref No	CPE Category	Program Name	Program Duration	CPE Hours
PCCPE20200713000011	Courses/Training	MAICSA ANNUAL CONFERENCE 2019	Start Date: 02/07/2019 End Date: 03/07/2019 0Year(s) 0Month(s) 0.0Day(s)	18

Showing 1 to 1 of 1

31. Click "Approved" and "Action" button below.



The screenshot shows the e-secretary system dashboard. The top navigation bar includes 'Home', 'My Secretary Services', 'My Payment History', 'User Profile', and 'Guideline'. The date and time are displayed as 'August 5, 2020 15 : 39 : 50'. Below the navigation bar, there is a table with the following data:

Ref No	Name	Status	Update Date	Action
PCRENEW20200625000017		Approved	23/07/2020 05:55:28 PM	

Showing 1 to 1 of 1

32. Scroll down and click "Download Certificate" for the practicing certificate

DETAILS OF COMPANY SECRETARY OFFICE

I am currently employed or practising in secretarial services
YES

Employment Type
IN HOUSE

Entity Name

Entity Type
Federal/State Authority

Entity No

Office Address

Office Email Address

Office Phone Number (eg : 0322006574)

Office Fax Number

OUTPUT GENERATE

[Download Form](#) [Download Certificate](#)

[Back](#)