



KEMENTERIAN PERDAGANGAN DALAM NEGERI
DAN KOS SARA HIDUP



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

CUSTOMISED TRAINING PROGRAMMES

BY
THE COMPANIES COMMISSION OF
MALAYSIA TRAINING ACADEMY
(COMTRAC)

WWW.SSM.COM.MY



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CUSTOMISED TRAINING PROGRAMMES

Mission: To train and educate directors, company secretaries, management and employees of companies, auditors and entrepreneurs in ensuring that all corporate and business activities are conducted in accordance to the established norms of good corporate governance.

- ➔ COMTRAC can cater to the specific training and corporate development needs of your organisation.
- ➔ Our existing training programmes and modules can be modified to suit your organisation's training needs.
- ➔ Our consultants will work closely with your organisation to identify the training needs, design and develop the contents and training methodology.
- ➔ All training programmes by COMTRAC carry SSM's CPE points

TRAINING PLATFORMS



In-Person Training



Virtual/Webinar

- Microsoft Teams
- Zoom

TRAINING METHODOLOGIES



Lecture



Interactive Learning



Hands-On Workshop



Class Discussion



Case Studies

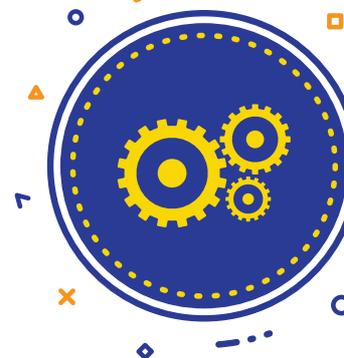


Role Playing



Suruhanjaya Syarikat Malaysia is registered as a training provider with HRD Corp under GOV1000117857. All trainings are claimable under SBL Scheme subject to HRD Corp approval.

TRAINING PROGRAMMES



- 1 CORPORATE DIRECTORS TRAINING PROGRAMME (CDTP)
- 2 COMPANY SECRETARIES TRAINING PROGRAMME
- 3 MALAYSIAN BUSINESS REPORTING SYSTEM (MBRS)
- 4 PATHWAY IN COMPANY LAW & COMPANY SECRETARIAL PRACTICE SERIES
- 5 SSM AML/CFT COMPLIANCE PROGRAMMES FOR COMPANY SECRETARIES
- 6 COMPANIES ACT 2016
- 7 FINANCE FOR NON-FINANCE
- 8 ONBOARDING PROGRAMME FOR FIRST TIME DIRECTORS
- 9 INTEREST SCHEME ACT 2016
- 10 LIMITED LIABILITY PARTNERSHIP ACT 2012
- 11 ORGANISATIONAL ANTI-CORRUPTION PLAN / NACP
- 12 CORPORATE TOPICS
- 13 PERSONAL DEVELOPMENT
- 14 COMTRAC MORNING TALK

CUSTOMISABLE TRAINING PROGRAMMES



1

Corporate Directors Training Programme (CDTP)

- Corporate Directors Training Programme Fundamental 6.0

2

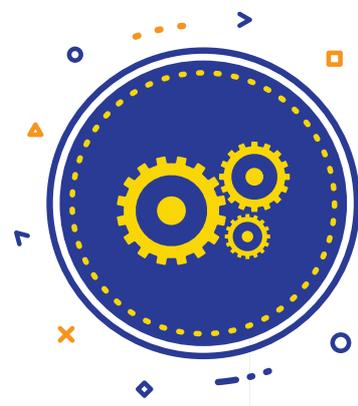
Company Secretaries Training Programme (CSTP)

- Company Secretaries Training Programme Essential 1.0
- Company Secretaries Training Programme Significant 2.0

3

Malaysian Business Reporting System (MBRS)

- MBRS 2.0 - Annual Return
- MBRS 2.0 for Preparers – Financial Statements
- MBRS 2.0 for Preparers of Financial Statements for Single and Consolidated Entities Adopting MPERS Framework
- Practical Review and Mapping of Single Entity's Financial Statements Adopting the MPERS Framework to Comply with MBRS 2.0 Requirements
- Understanding Key Components of Financial Statements and Lodgement of Financial Statements in relation to MBRS for Company Secretaries



4

Pathway in Company Law And Company Secretarial Practice Series

- Beginners Pathway in Company Law and Secretarial Practice Series - Company Secretary and Introduction to Corporate Governance
- Beginners Pathway in Company Law and Secretarial Practice Series - Constitution, Audit and Annual Return
- Beginners Pathway in Company Law and Secretarial Practice Series - Corporate Secretarial Documentation and Liaising with Regulators
- Beginners Pathway in Company Law and Secretarial Practice Series - Getting Started with Companies
- Intermediate Pathway in Company Law & Company Secretarial Practice Series - Cessation of Companies
- Intermediate Pathway in Company Law & Company Secretarial Practice Series - Chairperson and Company Secretary: Roles in Company Meetings and Navigating Challenges
- Intermediate Pathway in Company Law & Company Secretarial Practice Series - Directors, Members and Meetings
- Intermediate Pathway in Company Law & Company Secretarial Practice Series - Shares and Share Capital

5

SSM AML/CFT Compliance Programmes For Company Secretaries

- Anti-Money Laundering & Counter Financing of Terrorism (AML/CFT) - Framework, Obligations, and the Critical Role of Suspicious Transaction Reporting
- Combating Cyber-Enabled Fraud for Accountants & Company Secretaries within the AML/CFT Framework
- Navigating Trade-Based Money Laundering Risks: A Practical AML/CFT Guide
- Practical Beneficial Ownership Reporting
- The Beneficial Ownership Reporting Framework of Companies in Malaysia



- Advanced Minutes Writing Workshop
- AGM, Accounts, Annual Returns under Companies Act 2016
- Auditors, Financial Statements and Directors Report
- Capital Reduction by Solvency Statement
- Cessation of Companies & Limited Liability Partnerships
- Common Offences Under Companies Act 2016
- Companies Act 2016. Practical Guide for Company Secretaries
- Companies Act 2016. Practical Guide for Company Directors
- Companies Act 2016. Rights and Liability of Members
- Company Constitution in Malaysia
- Company Limited By Guarantee Under Companies Act 2016 (Mandatory Training Requirement for a Secretary of Companies Limited by Guarantee)
- Corporate Governance for Company Directors and Company Secretaries
- Director's Disclosures under Section 219 Companies Act 2016
- Directors : Appointment and Removal
- Directors' Conflict of Interests: How Company Secretary Is to Advise
- Dividends -When and How to Pay
- Drafting Resolutions of Board and Members
- Employee Share Scheme for PLCs
- Employee Share Scheme for Private Companies
- Guide for Secretary in Dealing with Debentures and Charges
- Handling Boardroom Tussle & Tension : A Workshop For Company Secretaries
- Key Provisions and Compliance Requirements under Companies Act 2016
- Loan to Directors and Other Parties
- Meeting of Shareholders
- Minutes Writing -Beginner Guide For Company Secretaries
- PLC Series : Permitted and non-permitted dealings by Directors
- PLC Series : Bursa Malaysia's Corporate Disclosure Framework: A Guide for Company Secretaries
- Preference Shares : Steps to Issue, Redeem and Convert
- Registration of Business (ROB), Companies and Limited Liability Partnership (LLP) & Common Offences under ROB Act 1956, Companies Act 2016 and LLP Act 2012
- Resolving Boardroom and Shareholders Disputes
- Role of Company Secretary in An IPO
- Share Buy Back
- Share Registration Practical Issues
- Shares and Capital Maintenance
- Substantial Shareholders - Reporting & Maintenance of Register
- Transaction With Third Parties and Related Parties for non-listed companies
- Transfer or Transmission of Shares
- Transfer Pricing: The latest challenges, procedures & concessions in documentation



7 Finance for Non-Finance

- Business Finance for Entrepreneurs and New Business Startup
- Cashflow Matters in Your Business
- Read, Interpret and Analyze Financial Statements for Company Directors and Company Secretaries (Basic)
- Read, Interpret and Analyze Financial Statements for Company Directors and Company Secretaries (Intermediate)

8 Onboarding Programme for First Time Directors

- Onboarding Programme for First Time Directors : Boardroom Dynamics and Conflicts
- Onboarding Programme for First Time Directors : Company And Key Players Explained
- Onboarding Programme for First Time Directors : Corporate Governance Matters for the Board
- Onboarding Programme for First-Time Directors : Essentials Of Company Meetings and Resolutions

9 Interest Scheme Act 2016

- Interest Scheme Act 2016: Duties & Responsibilities of Trustees
- Roadmap to Fund Raising via Interest Scheme Act 2016

10

Limited Liability Partnership Act 2012

- Limited Liability Partnerships Act 2012 & Walkthrough MyLLP (for LLP Compliance Officers)





11

Organisational Anti-Corruption Plan/NACP

- SSM X IIM : Section 17A Malaysian Anti-Corruption Commission Act 2009 & Adequate Procedures
- SSM X IIM : Seksyen 17A Akta Suruhanjaya Pencegahan Rasuah Malaysia 2009 & Tatacara Mencukupi

12

Corporate Topics

- Board of Directors: If Cyber Security Is Not a Top Priority, Your Business is At High Risk
- Conflict of Interests In Family-Run Business
- Director Duty To Exercise Due Care Skill and Diligence
- Effective Handling of Employee Issues At Workplace
- Employer Statutory Obligations In 2025 : EPF, Socso, Eis, Hrd Corp and Income Tax 1967 Compliance
- Importance of Intellectual Property in Business
- Interpretation & Practical Application of The Employment Act 1955
- Mastering E-Invoicing: Practical Accounting, Tax & Operational Impacts for Malaysian Businesses
- Nominee Director Essentials: Roles, Risks & Responsibilities
- Nominee Directors Induction: From Appointment to Accountability & Ethical Leadership
- Optimizing Tax Liability Through Corporate Tax Planning
- Prevent Corruption and Promote Good Governance in Your Business
- Remote Working - Security Challenges & Solutions
- Share Sale Agreements in M&A: Key Terms & Strategies
- SSM X LHDNM : e-Invoice Implementation In Malaysia and Navigating The MyInvois Portal
- Submission of Return Forms 2025



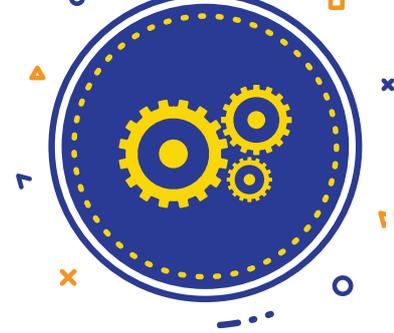
13 Personal Development

- Mapping Critical Thinking for Company Secretaries
- Understanding And Working Effectively with a Variety of Colourful Personalities
- Workplace Wellness Essentials: Resilience and Empathy

14

COMTRAC Morning Talk *

- Introduction of the Movable Property Security Interest Bill for Malaysia & Review of the Registration of Businesses Act 1956 [Act 197]
- Interview for Company Secretary Licensing under The Companies Commission of Malaysia Act 2001
- Policy Clinic on Limited Liability Partnerships (Amendment) Act 2024 & Walk Through E-Bos LLP
- Duties & Responsibilities of Company Directors



Package Fee

Training Package (a)

Programme	Venue	2025 Fees		
		½ day RM	1 day RM	2 days RM
Customised Programme	At client's Venue/ Webinar	300	400	800
<ul style="list-style-type: none"> • MBRS 2.0 - Annual return • MBRS 2.0 for Preparers - Financial Statements 		250	400	800

Notes:

- (i) The fees stated above refer to one participant; and
 (ii) **Minimum participation** for each program is set at 25 participants.

Training Package (b): Duration Not Exceeding 2 hours *

No of participants	Fee (RM)
Up to 25 pax	RM3,000
26 to 40 pax	RM4,000
41 and above	RM5,000

***T&C apply. Please contact SSM for full quotation.**

CONTACT US



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