

COMPANY SECRETARIES TRAINING PROGRAMME ESSENTIAL 1.0

COURSE INTRODUCTION

The Companies Act 1965 was repealed and replaced by the dynamic and modern legal framework of Companies Act 2016 which came into force on 31 January 2017. The Companies Act 2016 will have far-reaching implications that are set to significantly change the manner in which company operates in Malaysia. This significant change impacts directly on professional advisors, SME companies and their directors.

The Company Secretaries Training Programme (CSTP) Essential 1.0 is a training programme based on the Companies Act 2016. It is a mandatory training course under the Companies Commission of Malaysia (SSM) Continuing Professional Education (CPE) points scheme for licensed company secretaries who have been issued with licenses by the Registrar of Companies under S.235(2)(b) of the Companies Act 2016.

There have been cases of licensed company secretaries who attended the mandatory training course more than once for the purpose of fulfilling their CPE requirements. With effect from 1 January 2014, licensed company secretaries are not allowed to repeat their attendance at CSTP Essential in each renewal cycle. CPE points from repeated CSTP Essential will not be accepted for renewal of license purpose.

COURSE OBJECTIVES

CSTP Essential 1.0 is designed to include emerging trends and fresh approaches to the company secretaries' challenges at work. It aims at enhancing the knowledge, skill and competencies of company secretaries in their role as advisor to the board of directors. Although the CSTP Essential 1.0 are primarily targeted at licensed company secretaries, other corporate role-players such as company secretaries of prescribed bodies, company directors, members of the management and support staff can also benefit from this programme and apply what they have learned, in managing their companies.

LEARNING OUTCOME

By attending this course, the participants will be able to:

- Develop a good understanding on the concept and features of a company.
- State the role and responsibilities of company secretaries.
- Outline the roles and responsibilities of key role players in a company.
- Apply the knowledge in managing statutory books and company meetings.
- Identify key offences under the Companies Act 2016.

The CSTP Essential 1.0 is made up of three parts which comprised of two modules each. Participants are deemed to have completed the CSTP Essential 1.0 upon attending all three parts.

COURSE CONTENTS

PART A

- **Module 1: ANATOMY OF A COMPANY**

The salient features of a company, types of companies, key role-players and the life span of a company. Introduction of more relaxed requirements such as single member and single director for private companies under the Companies Act 2016.

- **Module 2: ROLES AND RESPONSIBILITIES OF COMPANY SECRETARIES**

The roles and responsibilities of company secretaries vis-à-vis Companies Act 2016.

PART B

- **Module 3: KEY ROLE-PLAYERS IN A COMPANY - DIRECTORS, OFFICERS, SHAREHOLDERS AND AUDITORS**

Roles, duties and responsibilities of key corporate role-players in a company namely directors, auditors and employees. Familiarization of their roles, duties and responsibilities will enable a company secretary to carry out their functions more effectively.

- **Module 4: MANAGING THE REGISTERED OFFICE, STATUTORY BOOKS, RETURNS AND OTHER DOCUMENTS**

The requirements and significance of having a registered office of a company and the importance of ensuring information are recorded in all statutory books by the company secretary. Under the Companies Act 2016, the Register of Members (ROM) shall be the prima facie evidence as to legal title of shares and it is the duty of the company secretary to update the ROM on any changes as well as notify Companies Commission of Malaysia of the changes within the stipulated timeframe.

PART C

- **Module 5: MANAGING COMPANY MEETINGS**

The Companies Act 2016 dispenses with the requirement for a private company to hold an Annual General Meeting (subject to company's constitution) and new provisions have been introduced in consequence of this. Regulatory requirements and key aspects of the management of annual general meeting, extraordinary general meeting and board meetings.

- **Module 6: NAVIGATING COMPLIANCE: KEY OFFENCES UNDER COMPANIES ACT 2016**

Highlight of key offences under the Companies Act 2016. Apart from examining the common offences committed by company secretaries, this module also looks into some of the serious offences such as fraud and giving false statements to Companies Commission of Malaysia.

COMPANY SECRETARIES TRAINING PROGRAMME ESSENTIAL 1.0

DATE	PART	VENUE	EVENT CODE
15 January 2019	Part A	Menara SSM @ Sentral, Kuala Lumpur	CSTPE/KL/19/004
16 January 2019	Part B	Menara SSM @ Sentral, Kuala Lumpur	CSTPE/KL/19/006
17 January 2019	Part C	Menara SSM @ Sentral, Kuala Lumpur	CSTPE/KL/19/008

ADMINISTRATIVE DETAILS

Trainers

Panel trainers from SSM and Associate Trainers.

Training Methodology

Lecture and Case Studies.

Target participants

Licensed secretaries, company secretaries, company directors, assistant company secretaries, secretarial support staff and members of professional bodies.

Fee

RM500.00 Standard.

RM300.00 Licensed Secretary & Member of Prescribed Body:
MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah
Law Assoc. & Advocates Assoc. of Sarawak.

Programme Duration

9:00 a.m. - 5:00 p.m.

SSM CPE Points

8 points per part.

Fee inclusive of certificate of attendance, compact disc pre-loaded with seminar materials and refreshment.

REGISTRATION FORM

COMTRAC Training Programme 2019

Use one form for each participant. Print or type clearly. This form can be downloaded from SSM's website at www.ssm.com.my. Kindly make copies if more forms are needed.

☒ Yes, please register me for the below Programme(s).

PART	DAY	MONTH	VENUE	STANDARD FEE	LICENSED SECRETARY & MEMBER OF PRESCRIBED BODY FEE
COMPANY SECRETARIES TRAINING PROGRAMME ESSENTIAL 1.0					
<input type="checkbox"/> PART A	<input type="text"/>	<input type="text"/>	- 2019	<input type="checkbox"/> RM500	<input type="checkbox"/> RM300
<input type="checkbox"/> PART B	<input type="text"/>	<input type="text"/>	- 2019	<input type="checkbox"/> RM500	<input type="checkbox"/> RM300
<input type="checkbox"/> PART C	<input type="text"/>	<input type="text"/>	- 2019	<input type="checkbox"/> RM500	<input type="checkbox"/> RM300

PARTICIPANT DETAILS: (All details must be completed)

Name _____

I/C No. _____ Licensed Secretary No. _____

Professional Body Name & Membership No. _____

Designation _____

Company _____

Address _____

Office Tel. No. _____ Fax No. _____ Mobile No. _____

Email Address _____
(Please provide your e-mail address as registration confirmation is sent to you via e-mail.)

Tax Invoice to be issued in the name of _____

Name of HR personnel _____ Tel. No. _____

☐ Vegetarian Meal ☐ Other Diet _____

Payment by cheque no. _____ amount RM _____

PAYMENT TERMS

- Fee is payable to **SURUHANJAYA SYARIKAT MALAYSIA**
- Payment can be made in cash, cheque, bank draft, credit card, postal order or money order.
- Each programme fee must be paid separately.
- Only cheque issued by company/firm can be accepted. Companies/Firms that issue a non-valid cheque will be blacklisted.
- Personal cheque will not be accepted.
- On the reverse of each instrument of payment, please indicate the participant(s) name (maximum 5), License Secretary no. / Professional Body name (if any), programme date and event code.
- Attach with a copy of the Registration Form (if payment made before the programme date) or Invoice (if payment made after the programme date) when submitting payment.
- Payment can be made at SSM, Level 17, Menara SSM @ Sentral, Kuala Lumpur and at all SSM branches in Malaysia.

PROGRAMME FEE

Fee is inclusive of certificate of attendance issued by the Companies Commission of Malaysia (SSM), training materials, refreshments and lunch (where applicable).

FAX YOUR REGISTRATION FORM AND SEND YOUR PAYMENT TO:

COMTRAC, Level 12, Menara SSM @ Sentral, 7 Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50623 Kuala Lumpur
Tel: +(603) 2299 4440 (Zakhir) / 4441 (Priya) / 5308 (Fuza) Fax: +(603) 2299 4451 / 4452 Email: comtrac@ssm.com.my

TERMS & CONDITIONS

Registration is on a first-come-first-served-basis. No walk-in accepted. All registrations MUST be submitted to SSM accompanied with the **full payment five (5) working days before the programme**. Admittance will not be permitted unless payment is received. Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received.

Cancellation

No refund is entertained if participant decide to cancel their registration but a substitute is welcome. Written notification of substitute's name must be received by COMTRAC at least three (3) working days prior to programme. Any difference in fee will be charged accordingly. In cases of cancellation/postponement of programme by COMTRAC, the registration fee will be refunded.

Transfer

No refund is entertained if participant fails to attend a programme. Transfer of registration fee to another programme is not allowed.

Replacement Of Certificate

SSM will charge an administrative fee of RM30.00 per copy for any replacement of certificate due to errors in name or identification card number wrongly filled by participant / representative during registration or loss of certificate, etc.

DISCLAIMER

SSM reserves the right to cancel programme, change date(s), venue(s), speaker(s) or any other changes due to any unforeseen circumstances that may arise without prior notice to participants. Upon submitting the registration form, you are deemed to have read and accepted the terms and conditions.

PSMB

Suruhanjaya Syarikat Malaysia is registered as a training provider with **PSMB** under **KERAJAAN1846**.

PERSONAL DATA PROTECTION NOTICE

Your personal data and other information provided in this application and including any additional information you may subsequently provide, may be used and processed by COMTRAC / SSM as a reference in future to communicate with you on our training programmes/ events. In line with the Personal Data Protection Act 2010, we wish to get your agreement and consent for using your personal data. If you do not consent to the processing and disclosure of your personal data, you should send an e-mail to us at comtrac@ssm.com.my