



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA
(Agensi di bawah KPDNHEP)

2020 TRAINING & DEVELOPMENT CALENDAR

LEARN • INTERACT • CHANGE

TITLE	Duration	Fee (RM)		Venue	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Standard Rate	Discounted Rate*													

A MALAYSIAN BUSINESS REPORTING SYSTEM (MBRS)

1	Introduction to MBRS	1 day	400	400	SSM KL		11				16 CANCELLED	11		13			
		1 day	400	400	Kota Kinabalu											10	
		1 day	400	400	Kuching										6		
2	MBRS for Preparers – Financial Statements	2 days	800	800	SSM KL	15-16	12-13	24-25 CANCELLED	14-15 CANCELLED	17-18 CANCELLED	1-2	12-13	7-8	14-15	4-5	2-3	
		2 days	800	800	Kota Kinabalu											11-12	
		2 days	800	800	Kuching										7-8		
		2 days	800	800	Johor Bharu										21-22		
		2 days	800	800	Penang											25-26	
		2 days	800	800	Kuantan											18-19	
		2 days	800	800	Kota Bharu		18-19										

B CORPORATE DIRECTORS TRAINING PROGRAMME (CDTP)

1	CDTP Fundamental 3.0 NEW	1 day	500	400	SSM KL	15		15 CANCELLED				17			25	
2	CDTP Fundamental 3.0 + Cyber Security Awareness NEW	2 days	1000	800	SSM KL								2-3			
					Kuching					17-18 CANCELLED						
3	CDTP Fundamental 3.0 + Financial Statements 101 NEW	2 days	1000	800	SSM KL		4-5									
					Kota Kinabalu									14-15		

C COMPANY SECRETARIES TRAINING PROGRAMME ESSENTIAL 1.0

1	CSTP Essential 1.0 Part A				SSM KL	7-9		10-12		9-11 CANCELLED		4-6		6-8		
2	CSTP Essential 1.0 Part B	1 day /part	500 /part	300 /part	Kuching								22-24			
3	CSTP Essential 1.0 Part C				Kota Kinabalu		18-20									

D COMPANY SECRETARIES TRAINING PROGRAMME SIGNIFICANT 2.0

1	CSTP Significant 2.0 Part A				SSM KL		4-6						17-19		20-22	
2	CSTP Significant 2.0 Part B	1 day /part	500 /part	350 /part												
3	CSTP Significant 2.0 Part C				Sibu			24-26 CANCELLED								

E PATHWAY FOR BEGINNERS SERIES ON “COMPANY LAW AND COMPANY SECRETARIAL PRACTICE” **NEW**

1	Company Secretary and Getting Started with Companies NEW	2 days	1000	800	SSM KL			30-31 CANCELLED								
2	Constitution, audit and annual return NEW	2 days	1000	800	SSM KL						1-2					
3	Directors, members and meetings NEW	2 days	1000	800	SSM KL								29-30			
4	Shares and share capital NEW	2 days	1000	800	SSM KL											2-3

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F CONTINUING EDUCATION PROGRAMMES

1	Advanced Minutes Writing Workshop	2 days	1000	800	SSM KL			18-19 CANCELLED								
2	AGM, Accounts, Annual Returns under Companies Act 2016	1 day 1 day	500 500	400 400	SSM KL Kuantan	14		9 CANCELLED				18				
3	Capital Reduction by Solvency Statement NEW	1 day	500	400	SSM KL					1 CANCELLED						
4	Cessation of Companies & Limited Liability Partnerships	1 day 1 day	500 500	400 400	Johor Bharu SSM KL			2 CANCELLED			7					
5	Companies Act 2016: Dealing with Common Issues	1 day 1 day	500 500	400 400	Kota Kinabalu SSM KL					18 CANCELLED					12	
6	Companies Act 2016: Directors' Statutory Disclosures NEW	1 day	500	400	SSM KL			23 CANCELLED								
7	Companies Act 2016: Practical Guide for Company Directors	1 day	500	400	SSM KL								21			
8	Companies Act 2016 & Limited Liability Partnerships Act 2012 NEW	1 day	500	400	SSM KL						8					
9	Companies Act 2016. Practical Guide for Company Secretaries	1 day 1 day 1 day 1 day	500 500 500 500	400 400 400 400	SSM KL Ipoh Seremban Johor Bharu	13				10 CANCELLED	7				10	
10	Companies Act 2016: Transactions by Directors NEW	1 day	500	400	SSM KL								28			
11	Companies Limited by Guarantee under the Companies Act 2016 NEW	1 day	500	400	SSM KL					4 CANCELLED						
12	Contract Basics for Non-Lawyers NEW	1 day	500	400	SSM KL					3 CANCELLED						
13	Cyber Security: How to Mitigate the Impact of Cyber Crime on Your Business NEW	1 day 1 day	500 500	400 400	Penang SSM KL			17 CANCELLED				11			17	
14	Directors' Conflict of Interests - How Company Secretary Is To Advise NEW	1 day 1 day	500 500	400 400	Miri SSM KL			8 CANCELLED						19		
15	Preference Shares - Issuance, Redemption & Conversion NEW	1 day 1 day	500 500	400 400	SSM KL Sibu		10	CANCELLED		5						
16	Read, Interpret and Analyze Financial Statements For Company Directors and Company Secretaries (Intermediate Level)	1 day	500	400	SSM KL			1 CANCELLED					29			
17	Read, Interpret and Analyze Financial Statements For Company Directors and Company Secretaries (Advanced Level)	1 day	500	400	SSM KL			2 CANCELLED					30			

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18	Replacing the M&A with a New Constitution	1 day 1 day	500 500	400 400	Penang SSM KL							11		12		
19	Resolving Boardroom and Shareholders Disputes NEW	1/2 day	300	250	SSM KL			7 CANCELLED							25	
20	Seminar on Insolvency NEW	2 days	1000	800	SSM KL									26-27		
21	Shares and Capital Maintenance NEW	1 day	500	400	SSM KL					15 CANCELLED						
22	Workshop on Corporate Liability and Establishing Adequate Procedures for Small Medium Enterprises NEW	2 days 2 days 2 days	1000 1000 1000	800 800 800	SSM KL Penang Melaka	25-26	8-9 CANCELLED	18-19 CANCELLED	13-14 CANCELLED	23-24 CANCELLED			2-3			

G CONTINUING EDUCATION PROGRAMMES - PERSONAL DEVELOPMENT

1	Business Model Innovation For Business Owner NEW	1 day	500	400	SSM KL					30 CANCELLED						
2	English Language Skills for Company Secretaries. How to Improve your English Even As You Write?	2 days	1000	800	SSM KL							25-26				
3	Making Effective Decisions and Solving Problems NEW	1 day	500	400	SSM KL									21		
4	Managing Challenging Communication NEW	2 days	1000	800	SSM KL										2-3	
5	Mapping Critical Thinking for Company Secretaries NEW	2 days	1000	800	SSM KL								14-15			
6	Persuasion and Influencing Skills NEW	1 day	500	400	SSM KL							4				
7	Public Speaking for Company Secretaries NEW	1 day	500	400	SSM KL									5		
8	The Colored Brain. Innovation Leadership 4.0 NEW	2 days	1100	900	SSM KL										23-24	
9	Value-add Your Role as Company Secretary with Business Model Canvas NEW	1 day	500	400	SSM KL			16 CANCELLED								

The content of this Calendar is accurate as at the time of print. Additional programmes will be published on our website at www.ssm.com.my. SSM reserves the right to cancel, make any amendments and / or changes to the programme without prior notice if warranted by circumstances beyond their control.

*Note: Discounted Rate

With effect 1 January 2017, the registration fee for licensed secretary and member of prescribed bodies is the same. Members of prescribed bodies under Section 235(2)(a) Companies Act 2016 are Malaysian Institute of Chartered Secretaries and Administrators (MAICSA), Malaysian Institute of Accountants (MIA), Malaysian Bar, Malaysian Association of Company Secretaries (MACS), Malaysian Institute of Certified Public Accountants (MICPA), Sabah Law Association and Advocates Association of Sarawak.

MY TRAINING PLANNER

2020

Name:

NO	TRAINING TOPIC	DATE	CPE POINTS
TOTAL			

NOTES



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. Please register me for the below programme:

DATE	EVENT CODE	PROGRAMME

PARTICIPANT DETAILS: (All details must be completed)

Name _____ I/C No. _____
 Licensed Secretary No. _____ SSM PC 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 OR EMAIL YOUR REGISTRATION FORM WITH PAYMENT RECEIPT TO:

COMTRAC & Knowledge Management Division, 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 or letter of guarantee 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.