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

2021

- COMPANY SECRETARIES TRAINING PROGRAMME (CSTP) ESSENTIAL 1.0
- COMPANY SECRETARIES TRAINING PROGRAMME (CSTP) SIGNIFICANT 2.0



CSTP

COMPANY SECRETARIES TRAINING PROGRAMMES

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY



COMPANY SECRETARIES TRAINING PROGRAMME ESSENTIAL 1.0

COURSE INTRODUCTION

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.

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 the legal title of shares and it is the duty of the company secretary to update the ROM upon any changes as well as notify the Companies Commission of Malaysia of the changes within the stipulated time frame.

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 false statements to Companies Commission of Malaysia.





COMPANY SECRETARIES TRAINING PROGRAMME ESSENTIAL 1.0

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 Company Secretaries Training Programme 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.

WHO SHOULD ATTEND

Company secretaries below three years of experience, support staff in secretarial department, personal assistants to company secretary, legal administrators and legal secretaries who are involved in corporate secretarial work. Experienced company secretary who wants to unlearn and relearn.

ABOUT THE TRAINERS

Panel trainers from Suruhanjaya Syarikat Malaysia / Associate Trainers.

ADMINISTRATIVE DETAILS			
DATE	PART	PLATFORM	EVENT CODE
12 January 2021	A	Webinar @ Microsoft Teams	004/21/CSTPE/WEB
13 January 2021	B	Webinar @ Microsoft Teams	006/21/CSTPE/WEB
14 January 2021	C	Webinar @ Microsoft Teams	008/21/CSTPE/WEB
09 March 2021	A	Webinar @ Microsoft Teams	029/21/CSTPE/WEB
10 March 2021	B	Webinar @ Microsoft Teams	030/21/CSTPE/WEB
11 March 2021	C	Webinar @ Microsoft Teams	031/21/CSTPE/WEB
08 June 2021	A	Webinar @ Microsoft Teams	067/21/CSTPE/WEB
09 June 2021	B	Webinar @ Microsoft Teams	068/21/CSTPE/WEB
10 June 2021	C	Webinar @ Microsoft Teams	070/21/CSTPE/WEB
13 July 2021	A	Webinar @ Microsoft Teams	106/21/CSTPE/WEB
14 July 2021	B	Webinar @ Microsoft Teams	108/21/CSTPE/WEB
15 July 2021	C	Webinar @ Microsoft Teams	111/21/CSTPE/WEB
03 August 2021	A	Webinar @ Microsoft Teams	093/21/CSTPE/WEB
04 August 2021	B	Webinar @ Microsoft Teams	095/21/CSTPE/WEB
05 August 2021	C	Webinar @ Microsoft Teams	097/21/CSTPE/WEB
21 September 2021	A	Webinar @ Microsoft Teams	120/21/CSTPE/WEB
22 September 2021	B	Webinar @ Microsoft Teams	121/21/CSTPE/WEB
23 September 2021	C	Webinar @ Microsoft Teams	124/21/CSTPE/WEB
23 November 2021	A	Webinar @ Microsoft Teams	157/21/CSTPE/WEB
24 November 2021	B	Webinar @ Microsoft Teams	158/21/CSTPE/WEB
25 November 2021	C	Webinar @ Microsoft Teams	160/21/CSTPE/WEB
Time	9.00 a.m. - 5.00 p.m.		
Training Methodology	Lecture and Case Discussion		
Fee	RM500.00 RM300.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
CPE points	8 points per part		



COMPANY SECRETARIES TRAINING PROGRAMME

SIGNIFICANT 2.0

COURSE INTRODUCTION

The Company Secretaries Training Programme (CSTP) Significant 2.0 is designed as a follow up programme from the Company Secretaries Training Programme (CSTP) Essential 1.0. Relevant modules in CSTP Significant 1.0 are based on **Companies Act 2016**. Licensed company secretaries who had completed the Licensed Secretaries Training Programme (LSTP)/CSTP Essential are highly recommended to enroll for this programme.

Becoming a company secretary can be a richly rewarding experience, but the role is not an easy one and it has become even more challenging due to the ever changing regulatory and business environments. This programme is constantly updated and comprises of selected contemporary and important topics for company secretaries. It is specially designed to enhance the competency and equipped for their challenging roles of today. CSTP Significant 2.0 aims to develop and promote good understanding of corporate governance, corporate responsibilities, ethics, integrity, cyber security risk management, financial reports and explores the professional relationship between the board and the company secretary. A company secretary need to consider the many ways in which their pivotal role can best support their board and understand how crucial this relationship is for the delivering and executing good governance within their organizations. The programme will focus on real life situations and by way of discussions, will greater enhance the participants' understanding of the subjects. This programme not only enable effective knowledge delivery but at the same time aims to inspire, motivate and integrate such knowledge in the corporate environment.

COURSE OBJECTIVES

This course aims to enhance the knowledge, competency and quality of company secretaries and to provide variety of corporate learning programmes focusing on their roles, duties and responsibilities. This course also aims to shape the roles of company secretaries as advisors to the board of directors and gatekeepers of corporate governance.



COURSE CONTENTS

PART A

- **MODULE 1: ADVOCATING INTEGRITY AND ETHICS IN THE BOARDROOM**
Concept and significance of corporate ethics and integrity as well as their correlation with corporate governance. Practical tips and guides for company secretaries in advocating corporate governance by inculcating good ethics and integrity in the boardroom.
- **MODULE 2: ROLES AND RESPONSIBILITIES OF COMPANY SECRETARIES IN COMBATING MONEY LAUNDERING AND TERRORISM FINANCING**
Highlights on the position of company secretaries as a reporting institution in combating money laundering and terrorism financing. Practical tips for company secretaries in facilitating the enforcement in these areas.

PART B

- **MODULE 3: COMPANY SECRETARIES: WALKING THE BALANCE BETWEEN PROFESSIONALISM AND PERFORMANCE**
Skills and resources necessary to discharge the company secretaries' statutory and duties in the new Companies Act 2016. This module identifies, examines and deliberates the challenges company secretaries will face in meeting compliance under the new law. Practical perspectives and best practises to navigate the complex and dynamic corporate environment.
- **MODULE 4: INTEGRATING CORPORATE GOVERNANCE INTO COMPANY OPERATIONS**
Methodologies on how corporate governance can be integrated into a Company's operations by the company secretaries. Practical perspective and guide for effective and seamless integration of corporate governance into company operations.

PART C

- **MODULE 5: CYBER SECURITY RISK MANAGEMENT FOR THE BOARDROOM**
This module aims to provide awareness on cyber security at the company level. It addresses a range of topics, each of which is vital to securing the modern enterprise. These topics include review of case studies, company roles, risk management, and responsibilities of Board and management. Company secretaries who plays advisory role to the Board should understand the context and impact of cyber security on the overall company.



COMPANY SECRETARIES TRAINING PROGRAMME SIGNIFICANT 2.0

• **MODULE 6:** UNDERSTANDING FINANCIAL STATEMENT FOR COMPANY SECRETARIES

Company secretaries will find it enjoyable and easy to understand once the mysteries behind financial statements are removed.

LEARNING OUTCOME

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

- Establish good corporate integrity values and ethics.
- Identify the company secretary's role in combating money laundering and terrorism financing.
- Integrate corporate governance and corporate responsibility into company's operations.
- Identify the key challenges and issues affecting the company secretaries' daily functions.
- Know the cyber security risk management for the boardroom.
- Read and interpret financial statements.

The Company Secretaries Training Programme (CSTP) Significant 2.0 is made up of three parts which comprised of two modules each. Participants are deemed to complete the CSTP Significant upon attending all three parts.

WHO SHOULD ATTEND

Company secretaries, company secretarial assistants, legal administrators, legal secretaries, and corporate consultants who are involved in corporate secretarial work.

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06 April 2021	A	Webinar @ Microsoft Teams	043/21/CSTPS/WEB
07 April 2021	B	Webinar @ Microsoft Teams	045/21/CSTPS/WEB
08 April 2021	C	Webinar @ Microsoft Teams	046/21/CSTPS/WEB
17 August 2021	A	Webinar @ Microsoft Teams	102/21/CSTPS/WEB
18 August 2021	B	Webinar @ Microsoft Teams	103/21/CSTPS/WEB
19 August 2021	C	Webinar @ Microsoft Teams	105/21/CSTPS/WEB
12 October 2021	A	Webinar @ Microsoft Teams	137/21/CSTPS/WEB
13 October 2021	B	Webinar @ Microsoft Teams	138/21/CSTPS/WEB
14 October 2021	C	Webinar @ Microsoft Teams	140/21/CSTPS/WEB

Time 9.00 a.m. - 5.00 p.m.

Training Methodology Lecture and Case Discussion

Fee **RM500.00** Standard
RM350.00 Licensed Secretary.
Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.

CPE points 8 points per part



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