

# 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.

## 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
<b>Time</b>		9.00 a.m. - 5.00 p.m.	
<b>Training Methodology</b>		Lecture and Case Discussion	
<b>Fee</b>		<b>RM500.00</b> Standard <b>RM300.00</b> Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
<b>CPE points</b>		8 points per part	

