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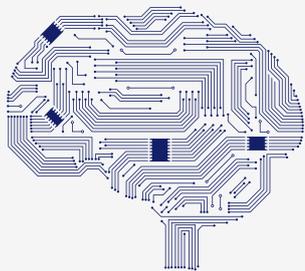
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SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA
(Agensi di bawah KPDNHEP)

2021 CALENDAR

LEARN • INTERACT • CHANGE



TRAINING CALENDAR

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY

TRAINING CALENDAR

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY

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

F CONTINUING EDUCATION PROGRAMMES

1	Advanced Minutes Writing	2 days	1000	800			29-30					18-19				
2	AGM, Accounts, Annual Returns under Companies Act 2016	1 day	500	400	7		1			29						
3	Borrowing powers of Companies NEW	1 day	500	400					30							
4	Cashflow matters in your business NEW	1 day	500	400							30					
5	Cessation of Companies & Limited Liability Partnerships	1 day	500	400			18								8	
6	Companies Act 2016: Dealing with Common Issues	1 day	500	400			30			6						
7	Companies Act 2016: Directors Statutory Disclosures	1 day	500	400				13								
8	Companies Act 2016: Practical Guide for Company Directors	1 day	500	400				19								
9	Companies Act 2016. Practical Guide for Company Secretaries	1 day	500	400				1		22					23	
10	Companies Act 2016 & Limited Liability Partnerships Act 2012	1 day	500	400		25				1						
11	Companies Limited by Guarantee under the Companies Act 2016	1 day	500	400			16		25							
12	Contract Basics for Non-Lawyers	1 day	500	400						17					17	
13	Corporate Liability for Corruption Offences: MACC Act Section 17A, Adequate Procedures and ISO 37001 Anti-Bribery Management Systems	1/2 day	300	250		4	11		19			8				
14	Corporate Liability and Establishing Adequate Procedures for Small Medium Enterprises	2 days	1000	800	19-20				5-6	9-10				4-5		
15	Cyber Security. A Boardroom Agenda NEW	1/2 day	300	250	19							22				
16	Cyber Security: How to Mitigate the Impact of Cyber Crime on Your Business	1 day	500	400			4						27			
17	Directors Conflict of Interests - How Company Secretary Is To Advise	1 day	500	400			25									
18	Guidelines for Reporting Framework for Beneficial Ownership of Legal Person In Malaysia	1/2 day	300	250	5	3	2		4	15	6	3	2 21	4	2 16	1 7

TRAINING CALENDAR

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY

TITLE	Duration	Fee (RM)		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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G CONTINUING EDUCATION PROGRAMMES - PERSONAL DEVELOPMENT

1	Business Etiquette for Executives NEW	1 day	500	400				19							
2	Critical Thinking for Executives NEW	1 day	500	400										16	
3	Effective Negotiation: Acuity & Influence NEW	2 days	1000	800										17-18	
4	Emotional Quotient NEW	2 days	1000	800			6-7								
5	Interpersonal Communication NEW	2 days	1000	800							16-17				
6	Making Effective Decisions and Solving Problems	1 day	500	400							11				
7	Managing Challenging Communication	2 days	1000	800											8-9
8	Mapping Critical Thinking for Company Secretaries	2 days	1000	800								8-9			
9	Online Image and Influence NEW	1/2 day	300	250			4		16						
10	Persuasion and Influencing Skills	1 day	500	400									26		
11	Selling Ideas. Influencing Decisions NEW	2 days	1000	800									13-14		
12	Finding your Value Add as a Company Secretary Using the Business Model Canvas Tool	1 day	500	400								23			

The contents 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.

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 obtain 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



All programmes will be conducted via the **Webinar @ Microsoft Team** platform.



www.ssm.com.my

**COMPANIES COMMISSION OF MALAYSIA
TRAINING ACADEMY & KNOWLEDGE
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