

# 2022

## SSM Webinar



# AUDITORS, FINANCIAL STATEMENTS AND REPORTS

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# AUDITORS, FINANCIAL STATEMENTS AND REPORTS

## INTRODUCTION

Every company is required to submit its financial statements to the Registrar of Companies (Registrar) within stipulated timeframe. It must appoint an Auditor for each financial year to audit the financial statements before the submission unless it is a private company which has been exempted by the Registrar to appoint the Auditors. An Auditor is charged with the duty to report to the members on whether the financial statements are in his opinion properly drawn up so as to give a true and fair view of the matters required to be dealt with in the financial statements and of the company's affairs and if the financial statements are prepared based on applicable accounting standards.

An Auditor also has a duty to report any deficiencies in internal controls and compliances with the Act, defect or irregularity in the financial statement and on any matter which he is not satisfied with. For breaches of any provisions of the Companies Act 2016 ("Act") or in his opinion, a serious offence involving fraud or dishonesty has been committed against the company, he is duty bound to report the matter to the Registrar.

## COURSE OBJECTIVES

This course is to guide participants on the compliances with the Act in relation to the appointment or change of Auditors. The participants will also be able to differentiate the circumstances to which an exempt private company (EPC) can or cannot lodge an EPC certificate and Auditors' statement to the Registrar instead of the audited financial statements. Duties of the Auditors in the course of audit and the reporting to the members and the Registrar will be highlighted. This course will highlight the actions which the Registrar will take in dealing with the reports from the Auditors on non-compliance and fraud.

There will also be a session where the SSM Compliance Division will share on their monitoring of the conduct of approved auditors to ensure their compliance with all the requirements under the Act. This monitoring activity is to ensure that the level of competence and professionalism of auditors can be effectively monitored by SSM through a comprehensive mechanism.

## COURSE CONTENTS

- Obligation and timeline for preparation of financial statements.
- Requirement on appointment of auditors and exemption from appointment.
- Auditors' qualifications and term of office.
- Procedures for appointment, removal and resignation.
- Auditors' Remuneration and expenses.
- Provisions on lodgement of financial statements and reports or Exempt Private Company (EPC) certificate.
- Obligation of company to provide information, send notices of meeting of members and send audited financial statements to Auditors.
- Duties of Auditors – opinion, report deficiencies or irregularities.
- Rights and power of Auditors to assess accounting and other records.
- Enforcement action by Registrar on non-compliance and fraud.
- SSM Monitoring Framework for Auditors.

## LEARNING OUTCOME

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

- Deal with the appointment and changes of auditors in compliance with the Act.
- Understand when the EPC certificate can be lodged.
- Understand the duty imposed on the company secretaries to maintain updated company records, including registers and provide such information to the Auditors.
- Have insight on SSM Monitoring Framework for Auditors.

## WHO SHOULD ATTEND

Company Auditors, Company Secretaries, Company Directors, Accountants, Corporate Secretarial Assistants.

## ABOUT THE TRAINER

**Leong Oi Wah** is a Fellow Member of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) and has more than 30 years of experience in handling corporate secretarial matters in the profession and the corporate sector.

Oi Wah is also involved in advisory on corporate secretarial requirements including corporate restructuring and compliance with various regulatory bodies such as the Registrar of Companies, Bursa Malaysia Securities Berhad, Securities Commission and other authorities. She is an approved trainer with Pembangunan Sumber Manusia Berhad and does regular training for the Companies Commission Malaysia Training Academy and other professional bodies. She is also co-author of "Company Meetings, Minutes and Resolutions in Malaysia" published in 2021 by the Malaysian Current Law Journal.

**Representative from Suruhanjaya Syarikat Malaysia.**

# AUDITORS, FINANCIAL STATEMENTS AND REPORTS

## ADMINISTRATIVE DETAILS

Date	29 September 2022
Platform	Virtual platform
Time	9.00 am – 5.00 pm
Training Methodology	Lecture and case discussion
Fee	<b>RM500.00</b> – Standard <b>RM400.00</b> – Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
SSM CPE Points	8 points

## HOW TO REGISTER?

1

Strictly via online registration at  
<https://e-comtrac.ssm.com.my>

2

### NEW USER (First Time Login)

- Click on SIGN UP
- Key in REGISTRATION INFORMATION
- Click on REGISTER
- Key in USERNAME and PASSWORD

### EXISTING USER of SSM EzBiz

- Key in USERNAME and PASSWORD
- Click on SIGN IN

3

- Select event code: XXX/22/CEP/WEB
- Check on Available Seat
- Click on Add Participant
- Key in participant's information
- Click on Submit
- Check participant's details
- Click on Submit Payment

*Note: Please submit your application within 15 minutes. Otherwise the system will automatically cancel your transaction and you will lose your seat(s). Please re-apply if you wish to proceed.*

*Full payment shall be made at the point of registration.*

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## for Registration of Training Programmes under COMTRAC

All registrations MUST be applied through e-COMTRAC. Upon submitting the registration application, you are deemed to have read and accepted the terms and conditions.

A participant is allowed to attend ONE programme per day to be eligible for certificate of attendance. Request for refund will not be entertained if you have registered for more than one programme per day.

No walk-in is accepted and no admission to the training programme without the confirmation slip for classroom training.

### Webinar Access Link

A notification e-mail with the webinar access link will be sent at least 1 day before the commencement of the webinar. The access link is unique for registered participants and should not be forwarded or shared with others.

### Certificate of Attendance

Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received. 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.

### Cancellation / Absent

No refund application is entertained if participant decides to cancel his registration or fails to attend a programme. Replacement of registered participant is not allowed.

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Transfer of registration fee to another programme is not allowed.

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All information contained in the brochure is correct and accurate at the time of publication.

## **COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION**



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