

# 2022

## SSM Webinar



# COMPANY SECRETARIES TRAINING PROGRAMME

Company Secretaries Training Programme Essential 1.0  
Company Secretaries Training Programme Significant 2.0

# 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 timeframe.

### 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 programme, 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.

## ABOUT THE TRAINERS

Panel trainers from SSM and Associate Trainers.

## 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.

# COMPANY SECRETARIES TRAINING PROGRAMME ESSENTIAL 1.0

## ADMINISTRATIVE DETAILS

Date	11 January 2022	Part	Part A	Platform
	12 January 2022		Part B	Virtual platform
	13 January 2022		Part C	
	01 March 2022		Part A	
	02 March 2022		Part B	Time
	03 March 2022		Part C	9.00 am – 5.00 pm
	24 May 2022		Part A	
	25 May 2022		Part B	
	26 May 2022		Part C	Training Methodology
	23 August 2022		Part A	Lecture and case studies
	24 August 2022		Part B	
	25 August 2022		Part C	
	20 September 2022		Part A	<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.
	21 September 2022		Part B	
	22 September 2022		Part C	
	15 November 2022		Part A	SSM CPE Points
	16 November 2022		Part B	8 points per part
	17 November 2022		Part C	

# 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.

#### • **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 programme, 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.

## ABOUT THE TRAINERS

Panel trainers from SSM and Associate Trainers.

## WHO SHOULD ATTEND

Participants who have attended the Company Secretaries Training Programme Essential 1.0 (or formerly known as Licensed Secretaries Training Programme / Company Secretaries Training Programme Essential). Licensed secretaries, company secretaries, company directors, assistant company secretaries, secretarial support staff and members of professional bodies.



# COMPANY SECRETARIES TRAINING PROGRAMME SIGNIFICANT 2.0

## ADMINISTRATIVE DETAILS

Date	15 February 2022	Part	Part A	Platform
	16 February 2022		Part B	Virtual platform
	17 February 2022		Part C	Time
	17 May 2022		Part A	9.00 am - 5.00 pm
	18 May 2022		Part B	Training Methodology
	19 May 2022		Part C	Lecture and case studies
	16 August 2022		Part A	Fee
	17 August 2022		Part B	RM500.00 – Standard RM350.00 – Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
	18 August 2022		Part C	SSM CPE Points
	08 November 2022		Part A	8 points per part
	09 November 2022		Part B	
	10 November 2022		Part C	

# 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 informatio

- 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.*

# TERMS & CONDITIONS

## 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.

### Transfer

Transfer of registration fee to another programme is not allowed.

### 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](mailto:comtrac@ssm.com.my).

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### Human Resources Development Corporation

Suruhanjaya Syarikat Malaysia is registered as a training provider with HRD Corp under GOV1000117857. This training is claimable under SBL Scheme (employer needs to apply for grant at least one day before the commencement of training).

### Disclaimer

SSM reserves the right to cancel the 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. SSM also reserves the right to make alternative arrangements without prior notice. SSM accepts no responsibility for death, illness, injury, loss or damage of any property belonging to, or financial loss by any persons attending the programme, whatever the cause. SSM shall not be responsible for any costs, damages or losses incurred by participants due to the changes and / or cancellation. SSM is not responsible for the integrity of participants' computer or device, your internet signal bandwidth, or any other consideration outside of the control of SSM.

SSM shall not be responsible for any problems or technical malfunction, including, without limitation, the acts, omissions, problems or malfunctions of any telephone network or lines, computer online systems, servers, computer equipment, software, failure of e-mail, traffic congestion on the internet or at any web or combination thereof.

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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