

2022

SSM Webinar



MALAYSIAN BUSINESS REPORTING SYSTEM

MBRS - Annual Return

MBRS For Preparers - Financial Statements

MBRS For Preparers - Financial Statements (Fast Track)

MBRS – ANNUAL RETURN

COURSE INTRODUCTION

On 27 September 2018, the Suruhanjaya Syarikat Malaysia (SSM) launched the Malaysian Business Reporting System or its acronym, MBRS. MBRS refers to the submission platform based on the eXtensible Business Reporting Language (XBRL) format.

MBRS allows for the submission of:

- i. Annual Returns (AR);
- ii. Financial Statements and Reports (FS); and
- iii. Exemption Applications (EA) related to the FS and AR.

The guiding principles behind the financial and the non-financial scopes for MBRS are based on the Companies Act 2016, Malaysian Private Entities Reporting Standards (MPERS) and Malaysian Financial Reporting Standards (MFRS).

The mandatory submission of annual returns, certificate for private exempt company and unaudited financial statements to SSM was implemented in phases and in zones from November 2018.

Information on MBRS and the MBRS Preparation Tool (mTool) can be accessed for free at <https://www.ssm.com.my/Pages/Services/Other-Services/MBRS.aspx>

COURSE OBJECTIVES

This half-day course aims to provide participants with an in-depth understanding of XBRL format and MBRS platform for the purpose of compliance with the requirements contained in the Companies Act 2016. Participants will gain working knowledge on the MBRS filing requirements and how to optimize the use of the MBRS Preparation Tool (mTool) to ensure smooth submission of annual returns to SSM.

COURSE CONTENTS

1. What is XBRL?
2. Introduction to MBRS.
3. Scope of MBRS.
4. Components of MBRS:
 - SSM Taxonomy (SSMxT);
 - MBRS Preparation Tool (mTool); and
 - MBRS Portal (mPortal).
5. Digital signature registration and renewal.
6. Preparing and filing XBRL file for Annual Return.
7. Common errors in filing Annual Return via MBRS.

ABOUT THE TRAINERS

SSM Trainer and/ or SSM Associate Trainer.

ADMINISTRATIVE DETAILS

| Date | 25 January 2022 | Platform | Fee |
|------|-------------------|--|----------------|
| | 22 March 2022 | Virtual platform | RM250.00 |
| | 21 June 2022 | Time | SSM CPE Points |
| | 06 September 2022 | 9.00 am – 1.00 pm | 4 points |
| | 26 October 2022 | Training Methodology | |
| | 13 December 2022 | Lecture supported with presentation slides and Q&A session | |

LEARNING OUTCOME

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

- Have an overview of the MBRS filing requirements.
- Get started with the preparation tool.
- Filing Annual Return via MBRS.

WHO SHOULD ATTEND

- Company secretaries
- Directors
- Accountants
- Finance professionals
- Anyone interested to learn about MBRS

MBRS FOR PREPARERS – FINANCIAL STATEMENTS

COURSE INTRODUCTION

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MBRS allows for the submission of:

- vii. Annual Returns (AR);
- viii. Financial Statements and Reports (FS); and
- ix. Exemption Applications (EA) related to the FS and AR.

The guiding principles behind the financial and the non-financial scopes for MBRS are based on the Companies Act 2016, Malaysian Private Entities Reporting Standards (MPERS) and Malaysian Financial Reporting Standards (MFRS).

The mandatory submission of annual returns, certificate for private exempt company and unaudited financial statements to SSM was implemented in phases and in zones from November 2018.

Information on MBRS and the MBRS Preparation Tool (mTool) can be accessed for free at <https://www.ssm.com.my/Pages/Services/Other-Services/MBRS.aspx>

ADMINISTRATIVE DETAILS

| Date | 23 – 24 March 2022 | Platform | Time | Fee |
|------|------------------------|--|-------------------|----------------|
| | 22 –23 June 2022 | Virtual platform | 9.00 am – 5.00 pm | RM800.00 |
| | 07 – 08 September 2022 | Training Methodology | | SSM CPE Points |
| | 14 –15 December 2022 | Lecture supported with presentation slides, hands-on and Q&A session | | 16 points |

COURSE OBJECTIVES

This 2-day course is specially designed to provide preparers with an in-depth understanding and knowledge in using the MBRS preparation tool (mTool) for submission of Financial Statements (FS) and Key Financial Indicators (KFI) to SSM. In this course, participants will be guided with a practical session on preparation of a set of financial statements on MBRS.

COURSE CONTENTS

1. Overview on what is XBRL and MBRS.
2. SSM Taxonomy (SSMxT) and its use.
3. MBRS filing requirements.
4. Financial Statements (FS) and Exemption Application (EA) taxonomy.
5. Getting started – Creation of XBRL instance document and fill scoping questions.
6. How to fill submission document for FS and KFI?
7. Validation and rectification of errors.
8. Generation and submission of XBRL file to SSM.
9. Functions and features of MBRS preparation tool.
10. Hands-on training using mTool for financial statement.

LEARNING OUTCOME

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

- Acquire first-hand knowledge and hands-on training to enter financial statement into MBRS templates.
- Get started with the preparation tool (mTool).
- Navigate the SSMxT.
- Fill submission document for FS and KFI.
- Generate and submit XBRL file to SSM.

ABOUT THE TRAINERS

SSM Associate Trainer.

WHO SHOULD ATTEND

- Accountants
- Accounting staff
- Finance professionals
- Company Secretaries
- Directors
- Anyone involved in the preparation, review and/ or submission of FS under MBRS

PRE-REQUISITES FOR PARTICIPANTS

1. Proficiency in Microsoft Office Excel skills.
2. Proficiency in statutory financial reporting.

MBRS FOR PREPARERS – FINANCIAL STATEMENTS (FAST TRACK)

COURSE INTRODUCTION

On 27 September 2018, the Suruhanjaya Syarikat Malaysia (SSM) launched the Malaysian Business Reporting System or its acronym, MBRS. MBRS refers to the submission platform based on the eXtensible Business Reporting Language (XBRL) format.

MBRS allows for the submission of:

- iv. Annual Returns (AR);
- v. Financial Statements and Reports (FS); and
- vi. Exemption Applications (EA) related to the FS and AR.

The guiding principles behind the financial and the non-financial scopes for MBRS are based on the Companies Act 2016, Malaysian Private Entities Reporting Standards (MPERS) and Malaysian Financial Reporting Standards (MFRS).

The mandatory submission of annual returns, certificate for private exempt company and unaudited financial statements to SSM was implemented in phases and in zones from November 2018.

Information on MBRS and the MBRS Preparation Tool (mTool) can be accessed for free at <https://www.ssm.com.my/Pages/Services/Other-Services/MBRS.aspx>

ADMINISTRATIVE DETAILS

COURSE OBJECTIVES

This 8-hours course over two (2) half days is a fast-track programme of MBRS for Preparers – Financial Statements. The hands-on course is designed for preparers with accounting/financial backgrounds. It aims to provide an in-depth understanding and knowledge in using the MBRS preparation tool (mTool) for submission of Financial Statements (FS) and Key Financial Indicators (KFI) to SSM. In this course, participants will be guided with practical sessions on preparation of a set of financial statements on MBRS.

COURSE CONTENTS

1. Overview on what is XBRL and MBRS.
2. SSM Taxonomy (SSMxT) and its use.
3. MBRS filing requirements.
4. Financial Statements (FS) and Exemption Application (EA) taxonomy.
5. Getting started – Creation of XBRL instance document and fill scoping questions.
6. How to fill submission document for FS and KFI?
7. Validation and rectification of errors.
8. Generation and submission of XBRL file to SSM.
9. Functions and features of MBRS preparation tool.
10. Hands-on training using mTool for financial statement.

LEARNING OUTCOME

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

- Acquire first-hand knowledge and hands-on training to enter financial statement into MBRS templates.
- Get started with the preparation tool (mTool).
- Navigate the SSMxT.
- Fill submission document for FS and KFI.
- Generate and submit XBRL file to SSM.

ABOUT THE TRAINERS

SSM Associate Trainers.

WHO SHOULD ATTEND

- Accountants
- Accounting personal
- Finance professionals
- Anyone with accounting/ financial backgrounds who are involved in the preparation, review and/ or submission of FS under MBRS priorities and targets.

PRE-REQUISITES FOR PARTICIPANTS

1. Proficiency in Microsoft Office Excel skills.
2. Proficiency in statutory financial reporting.

| Date | 26 – 27 January 2022 | Platform | Time | Fee |
|------|----------------------|--|-------------------|----------------|
| | 12 – 13 April 2022 | Virtual platform | 9.00 am – 1.00 pm | RM400.00 |
| | 20 – 21 July 2022 | Training Methodology | | SSM CPE Points |
| | 04 – 05 October 2022 | Lecture supported with presentation slides, hands-on and Q&A session | | 8 points |

MBRS FOR PREPARERS – FINANCIAL STATEMENTS (FAST TRACK)

COMPARISON OF COURSE CONTENTS

| Title | | MBRS for Preparers – Financial Statements | MBRS for Preparers – Financial Statements (Fast Track) |
|---|-----------|--|--|
| Duration | | 16 hours. 2 full days | 8 hours. 2 half-days |
| Day 1 | | | |
| Introduction to MBRS | Theory | ● | ● |
| SSM Taxonomy (SSMxT) | | ● | ● |
| MBRS Filing Requirements | | ● | ● |
| Getting Started | | ● | ● |
| How to Fill MBRS Template for FS | | ● | |
| Validation and Rectification of Errors | | ● | |
| Generation of XBRL File (Zip File) | | ● | |
| Submission of XBRL File (Zip File) to SSM | | ● | ● |
| Function and Features | | ● | ● |
| Day 2 | | | |
| Recap of Day 1 | Theory | ● | |
| How to Fill MBRS Template for KFI | Practical | ● | ● |
| How to Fill MBRS Template for FS | | ● | ● |
| Validation and Rectification of Errors | | ● | ● |
| Generation of XBRL File (Zip File) | | ● | ● |

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.

Copyrights

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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



Companies Commision of Malaysia

Level 12, Menara SSM@Sentral
No.7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur.



+603 2299 4906 / 4440 / 4441 / 5308



comtrac@ssm.com.my