

# 2022

## SSM Webinar

# TRAINING CALENDAR

COMPANIES COMMISSION OF MALAYSIA TRAINING  
ACADEMY & KNOWLEDGE MANAGEMENT DIVISION







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

## F SSM AML/CFT COMPLIANCE PROGRAMMES FOR COMPANY SECRETARIES SERIES **NEW**

1	Company Secretaries as Reporting Institution under AMLA 2001 <b>NEW</b>	1/2 day	300	250							5				30	
2	Compliance with Guidelines for the Reporting Framework for the Beneficial Ownership of Legal Persons <b>NEW</b>	1 day	500	400	4	8	1	5	10	14		2	20	18	17	6
					25	22	15	26	19	28		25				
3	Companies Limited by Guarantee under the Companies Act 2016	1 day	500	400			23			22			7			
4	Roles and Responsibilities of Company Secretaries as Compliance Officers under AMLA 2001 <b>NEW</b>	1 day	500	400								10				6

## G COMPANIES ACT 2016 SERIES

1	Advanced Minutes Writing Workshop	2 days	1000	800		22-23								5-6		
2	AGM, Accounts & Annual Returns under Companies Act 2016	1 day	500	400	24					2				27		
3	Auditors, Financial Statements and Directors Report <b>NEW</b>	1 day	500	400								29				
4	Cessation of Companies & Limited Liability Partnerships	1 day	500	400						20			12			
5	Companies Act 2016. Directors' Statutory Disclosures	1 day	500	400							11					
6	Companies Act 2016. Practical Guide for Company Secretaries	1 day	500	400			29									1
7	Companies Act 2016. Practical Guide for Company Directors	1 day	500	400									4			
8	Companies Act 2016: Dealing with Common Issues	1 day	500	400	20									13		

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## G COMPANIES ACT 2016 SERIES

9	Corporate Governance for Company Directors and Company Secretaries <b>NEW</b>	1 day	500	400								13			
10	Directors - Appointment and Removal	1 day	500	400	20										
11	Directors' Conflict of Interests: How Company Secretary Is to Advise	1 day	500	400										29	
12	Dividends - When and How to Pay	1 day	500	400			24		2						
13	Key Provisions and Compliance Requirements under Companies Act 2016 <b>NEW</b>	1/2 day	300	250		24	6								
14	Onboarding Programme for First-Time Directors. Statutory Roles and Governance Matters <b>NEW</b>	1 day	500	400										2	
15	Practical Guide to Capital Reduction by Solvency Statement	1 day	500	400								27			
16	Preference Shares. Steps to Issue, Redeem and Convert	1 day	500	400					1						
17	Registration of Business (ROB), Companies and Limited Liability Partnership (LLP) & Common Offences under ROB Act 1956, Companies Act 2016 and LLP Act 2012 <b>NEW</b>	1 day	500	400								14			
18	Resolving Boardroom and Shareholders Disputes	1/2 day	300	250			25				15			7	
19	Retrenchment - Solutions & Pitfalls	1 day	500	400									19		
20	Shares and Capital Maintenance	1 day	500	400			21								
21	Share Registration Practical Issues	1 day	500	400										1	
22	Transfer or Transmission of Shares <b>NEW</b>	1 day	500	400								8			

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## H ENVIRONMENTAL, SOCIAL AND GOVERNANCE SERIES **NEW**

1	Building Business Resilience Through Prioritised Sustainable Development Goals <b>NEW</b>	1/2 day	300	250				28							
2	Future Proof Sustainable Enterprise: Scenario Planning Around the Megatrends <b>NEW</b>	1/2 day	300	250								28			
3	Sustainability Reporting <b>NEW</b>	1/2 day	300	250										23	

## I FINANCE FOR NON-FINANCE SERIES

1	Cashflow Matters in Your Business	1 day	500	400		15						9			
2	Business Finance for Entrepreneurs and New Business Startups <b>NEW</b>	1 day	500	400					31						
3	Read, Interpret and Analyze Financial Statements for Company Directors and Company Secretaries (Basic Level)	1 day	500	400						21				15	
4	Read, Interpret and Analyze Financial Statements for Company Directors and Company Secretaries (Intermediate Level)	1 day	500	400						22				16	
5	Read, Interpret and Analyze Financial Statements for Company Directors and Company Secretaries (Advanced Level)	1 day	500	400								4		30	
6	Bengkel dan Perundingan Perakaunan Komprehensif Untuk Pemilik-Urus Perusahaan Mikro Kecil dan Sederhana (PKMS) <b>NEW</b>	3 days	1,500	1,200									27-29		

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## J INTEREST SCHEME ACT 2016 SERIES

1	Interest Scheme 2016: Duties & Responsibilities of Trustees <b>NEW</b>	1/2 day	300	250							18					
2	Roadmap to Fund Raising via Interest Scheme Act 2016 <b>NEW</b>	1/2 day	300	250		10										

## K LIMITED LIABILITY PARTNERSHIPS ACT 2012 SERIES

1	Limited Liability Partnerships Act 2012 & Walkthrough MyLLP (for LLP Compliance Officers)	1/2 day	300	250				7			14					
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## L ORGANISATIONAL ANTI-CORRUPTION PLAN/ NACP SERIES

1	Corporate Liability and Establishing Adequate Procedures for Small Medium Enterprises	2 days	1000	800									21-22			7-8
2	Corporate Liability for Corruption Offences: MACC Act Section 17A, Adequate Procedures & ISO 37001 Anti-Bribery Management Systems	1/2 day	300	250	6		10									
3	How to Set Up an Effective Whistleblowing System? <b>NEW</b>	1/2 day	300	250						27						
4	Section 17A Malaysian Anti-Corruption Commission Act 2009 & Adequate Procedures <b>NEW</b>	1/2 day	300	300									27			1
5	Seksyen 17A Akta Suruhanjaya Pencegahan Rasuah Malaysia 2009 & Tatacara Mencukupi <b>NEW</b>	1/2 day	300	300									19		3	

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## M CORPORATE TOPICS

1	Contract Basics for Non-Lawyers	1 day	500	400			7					6			
2	Cyber Security. A Boardroom Agenda	1/2 day	300	250			3						6		
3	Employer Statutory Obligations 2022	1 day	500	400											6
4	Online Meetings: Security Challenges & Solutions <b>NEW</b>	1 day	500	400				12							7
5	Intellectual Property Strategies for the Modern - Day Business Owner: Start, Grow Expand <b>NEW</b>	1/2 day	300	250			7								

## N PERSONAL DEVELOPMENT SERIES

1	Business Model Canvas: From Ideas to Successful Business Ventures <b>NEW</b>	1 day	500	400							17				
2	Business Etiquettes for Corporate Professionals <b>NEW</b>	1 day	500	400							3				
3	Critical Thinking for Executives	1 day	500	400					16						
4	Coaching using G.R.O.W.T.H. (Goal, Reality, Options, Will, Tactics, Habit) <b>NEW</b>	1 day	500	400								26			
5	Emotional Quotient	2 days	1000	800			16-17								
6	Finding Your Value Add as A Company Secretary Using the Business Model Canvas Tool	1 day	500	400									13		

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## N PERSONAL DEVELOPMENT SERIES

7	Interpersonal Communication	2 days	1000	800				25-26							
8	Making Effective Decisions and Solving Problems	1 day	500	400					29						
9	Managing Challenging Communication	2 days	1000	800										16-17	
10	Managing Conflicts <b>NEW</b>	1 day	500	400						24					
11	Mapping Critical Thinking for Company Secretaries	2 days	1000	800							21-22				
12	Online Image and Influence	1/2 day	300	250			30	18							

## O FRIDAY MORNING WITH COMTRAC (FMC) **NEW**

1	Movable Property Securities Interest Bill & Proposed Amendments to the Trust Companies Act 1949 <b>NEW</b>	2 hours	150	100					24					4	
2	Budget 2023 <b>NEW POSTPONED</b>	2 hours	150	100								28			

**Note:** The contents of this Calendar is accurate as at the time of publish. Additional programmes will be published on our website at [www.ssm.com.my](http://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.

\*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.

All programmes will be conducted via the Webinar.

**Updated 01.11.2022**



# 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).

### 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

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