

2022

SSM Webinar



TRANSFER OR TRANSMISSION OF SHARES

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COURSE INTRODUCTION

A share transfer takes place under many different conditions. The addition or removal of shareholders (members) are common procedures that companies limited by shares must carry out when new members take shares or when existing shareholders sell their shares and cease being members. Any such changes must be submitted to the Companies Commission of Malaysia (“SSM”) within the timeframe prescribed in the Companies Act 2016. Such companies must also update their statutory register of members when shareholder information changes, ensuring that it is up-to-date and accurate at all times.

COURSE OBJECTIVES

The course aims to guide the participant in understanding the statutory requirements on the transfer and transmission of shares and the rights of shareholders to transfer their shares. The different processes involved in the transfer and transmission of shares from the execution of documents to the submission to SSM, updating of the Register of Members and issuance of share certificate will also be discussed. Although the transfer of shares is usually based on decision of the shareholders, the course will highlight situations where the transfer of shares is initiated by the company.

COURSE CONTENTS

- Statutory requirements on the transfer of shares.
- Restrictions on transfer – pre-emptive rights and refusal of transfer.
- Can a transfer of shares be made compulsory by the company?
- Effective date of transfer of shares.
- Validity of pre-signed transfer forms or forged transfer forms.
- Statutory requirements on the transmission of shares.
- Transmission of shares held by deceased and bankrupt.
- Grant of probate and Letter of Administration.
- Shares held by a company that has been struck off or wound up.
- Grant of probate and Letter of Administration.
- Shares held by a company that has been struck off or wound up.
- Issuance of share certificate and dealing with lost certificates.

WHO SHOULD ATTEND

Company secretaries, directors, auditors, accountants and those involved with the registration of share transfers and transmission.

LEARNING OUTCOME

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

- Have a better understanding of the differences between transfer and transmission of shares.
- Understand the provisions of the Companies Act 2016 related to entries in the Register of Members on transfer and transmission of shares.
- Know the obligations of the company secretary in meeting the company’s compliance with the various legislations.

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 HRD Corp 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.

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ADMINISTRATIVE DETAILS

Date	08 September 2022
Platform	Virtual platform
Training Methodology	Lecture and case discussion
Fee	RM500.00 – Standard RM400.00 – 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.*

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.

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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).

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COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION



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