



KEMENTERIAN PERDAGANGAN DALAM NEGERI
DAN KOS SARA HIDUP



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

20
23

SSM TRAINING

AGM, AUDIT & ANNUAL RETURNS UNDER THE COMPANIES ACT 2016

COURSE INTRODUCTION

In line with providing flexibility in managing the affairs of companies under the Companies Act 2016, AGM is mandatory for public company. Whereas, private company may need to hold AGM if required under its constitution. The law also introduced the decoupling of the requirement to lodge audited financial statements and annual returns. These change the way companies handle their yearly compliance matters. This seminar will attempt to provide clarities on matters pertaining to annual compliance of companies under the Companies Act 2016.

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COURSE OBJECTIVES

This course is designed for company secretaries and experienced support staff with the aim in assisting them by providing support and guidance on a range of common tasks relating to AGM, accounts, audit and annual returns under the Companies Act 2016. It will also guide participants through the key compliance issues that must be addressed and provide hands-on training arising from the company secretary's duties.

COURSE CONTENTS

- Holding of AGM under the Companies Act 2016.
- Appointment/resignation /removal of auditors.
- Retirement of auditors/directors.
- Audit exemption.
- Audited financial statements and exempt private company.
- Annual returns under the Companies Act 2016.
- Lodgement of audited financial statement and annual returns.
- Extension of time to hold AGM/lodgement of financial statements.
- Hybrid and virtual AGMs.
- Do's and don'ts of virtual, hybrid and physical meetings.
- Proxy and poll.
- SSM Practice Directives.
- Shareholders' activism at meetings.
- Shareholders' rights.
- Rights of minorities.
- FAQs at AGM.
- Maintenance of statutory registers/minutes books and related issues.
- Company secretaries' duties and responsibilities under the Companies Act 2016 relating to AGM, financial statements and annual return.
- Offences under the Companies Act 2016 relating to annual compliance matters.
- Best practices at AGM.

LEARNING OUTCOME

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

- Comply with the Companies Act 2016's requirements and execute the common tasks relating to AGM, audited financial statements and annual returns.
- Identify and resolve pitfalls arising from annual compliance matters.
- Describe best practices of AGM.
- Update, maintain and extract information from statutory books, statutory returns and other related documents.

WHO SHOULD ATTEND

Company secretaries, company secretarial staff, legal manager, auditors, accountants, company directors and anyone who are involved in AGM, preparing of financial statements and annual returns.

ABOUT THE TRAINER



LIEW LEE KEE has more than 20 years' experience in the corporate secretarial and consultancy services industry. She is currently the Managing Director of Erdington Corporate Asia Sdn. Bhd. She has vast experience in advising and servicing multinational corporations and locally incorporated companies. She also has vast experience in servicing foreign companies wishing to set up businesses in various industries in Malaysia such as Representative/Regional offices, Branch Offices and liaison with the relevant government authorities such as MIDA, Immigration, Registry of Trade mark, etc. She is a trainer and professional speaker and has conducted numerous business seminars, talks and conferences to professionals, directors, entrepreneurs, executives, foreign investors, etc. She is the co-author of MAICSA Quick Guide on the Companies Act 2016. She is also a Certified Professional Trainer, UK, PSMB Approved Trainer and Certified Trainer of the Ministry of Tourism.

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Online

ADMINISTRATIVE DETAILS

Date	17 January 2023 10 October 2023
Venue	Virtual platform
Time	9.00 am - 5.00 pm
Training Methodology	Lecture and Case Discussion
Fee	RM500.00 Standard RM400.00 Licensed Secretary, Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	8 points



Classroom

Date	30 May 2023
Venue	Menara SSM@Sentral, Kuala Lumpur
Time	9.00 am - 5.00 pm
Training Methodology	Lecture and Case Discussion
Fee	RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak
SSM CPE Points	8 points

HOW TO REGISTER?

STEP
1

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

STEP
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**

STEP
3

- Select training
- 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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TERMS & CONDITIONS FOR REGISTRATION OF TRAINING PROGRAMMES UNDER COMTRAC

Payment Mode

- All training programmes registrations MUST be applied through e-COMTRAC. Upon submitting the registration application, participant is deemed to have read and accepted the terms and conditions herein.
- Payment by cash and cheque is not acceptable effective from January 2021.

Webinar Access Link

- A notification e-mail with the webinar access link will be sent at least 24 hours 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.
- 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.
- 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 will be given for participant who failed to attend the programme.
- Replacing registered participant is not allowed.

Transfer

Transfer of registration fee to another training 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.

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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Disclaimer

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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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