



KEMENTERIAN PERDAGANGAN DALAM NEGERI  
DAN KOS SARA HIDUP



SURUHANJAYA SYARIKAT MALAYSIA  
COMPANIES COMMISSION OF MALAYSIA

20  
23

SSM TRAINING

# COMPANY LIMITED BY GUARANTEE UNDER COMPANIES ACT 2016

## **COURSE INTRODUCTION**

Companies limited by guarantee (“CLBG”) under the Companies Act 2016 (“the Act”) are companies which the liability of the members are limited by the constitution to the amount which the members have undertaken or ‘guarantee’ to contribute to the assets of the company on winding-up. All guarantee companies shall be public companies and are usually formed for the non-profit activities such as providing recreation, amusement, promotion of commerce, industry, art, science, religion, charity etc.

# COMPANY LIMITED BY GUARANTEE UNDER COMPANIES ACT 2016

## COURSE OBJECTIVES

This course is designed for participants to have a better understanding on CLBG and the related sections in the Act. This course will explain the procedures and guidelines required when submitting applications to the Minister of Domestic Trade and Consumer Affairs such as incorporation, soliciting fund and amendment to the constitution. This course will also provide introduction to the National Anti-Corruption Plan of Malaysia and explain Section 17A of the Malaysian Anti-Corruption Commission (“MACC”) (Amendment) Act 2018 relating to corporate liability and guidelines on adequate procedures.

## COURSE CONTENTS

- Procedures of incorporation of a CLBG under the Companies Act 2016.
- Guidelines for operation and management of a CLBG.
- Duties and responsibilities of directors of CLBG.
- Corporate governance and internal control from CLBG’s perspective.
- Common offences related to CLBG under the Companies Act 2016.
- Combating money laundering and terrorism financing.
- The best practices of CLBG.
- Introduction to National Anti-Corruption Plan of Malaysia.
- Section 17A of MACC (Amendment) Act 2018 relating to corporate liability and adequate procedures. Perspectives for CLBG.

## LEARNING OUTCOME

- By attending this workshop, participants will be able to:
- Develop a good understanding on the features and significance of a CLBG.
  - Outline the roles and responsibilities of company director of CLBG.
  - Understand the best practices of CLBG.
  - Understand corporate liability for corruption offences as introduced by the MACC (Amendment) Act 2018.

## WHO SHOULD ATTEND

Company directors of CLBG, company secretaries of CLBG, advisors and management consultants and anyone who are keen to learn about CLBG.

# ABOUT THE TRAINER

**PANEL OF SPEAKERS FROM SURUHANJAYA SYARIKAT MALAYSIA AND SURUHANJAYA PENCEGAHAN RASUAH MALAYSIA.**



## ADMINISTRATIVE DETAILS

|                             |   |
|-----------------------------|---|
| <b>Date</b>                 | 01 March 2023<br>06 September 2023  |
| <b>Venue</b>                | Virtual platform  |
| <b>Time</b>                 | 9.00 am - 5.00 pm   |
| <b>Training Methodology</b> | Lecture and Case Discussion   |
| <b>Fee</b>                  | RM500.00      Standard<br>RM400.00      Licensed Secretary.<br>Member of MAICSA,<br>MIA, Malaysian Bar,<br>MACS, MICPA,<br>Sabah Law Society &<br>Advocates Assoc. of<br>Sarawak. |
| <b>SSM CPE Points</b>       | 8 points  |

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## 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.

# COMPANY LIMITED BY GUARANTEE UNDER COMPANIES ACT 2016

## 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](mailto: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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All information contained in the brochure is correct and accurate at the time of publication.

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## COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

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