



KEMENTERIAN PERDAGANGAN DALAM
NEGERI & KOS SARA HIDUP



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

CUSTOMISED TRAINING PROGRAMMES

BY
THE COMPANIES COMMISSION OF
MALAYSIA TRAINING ACADEMY
(COMTRAC)

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CUSTOMISED TRAINING PROGRAMMES

Mission: To train and educate directors, company secretaries, management and employees of companies, auditors and entrepreneurs in ensuring that all corporate and business activities are conducted in accordance to the established norms of good corporate governance.



COMTRAC can cater to the specific training and corporate development needs of your organisation.



Our existing training programmes and modules can be modified to suit your organisation's training needs.



Our consultants will work closely with your organisation to identify the training needs, design and develop the contents and training methodology.



All training programmes by COMTRAC carry SSM's CPE points

TRAINING PLATFORMS



Face-to-Face



Virtual/Webinar

- Microsoft Teams
- Zoom

TRAINING METHODOLOGIES



Lecture



Interactive Learning



Hands-On Workshop



Class Discussion



Case Studies



Role Playing



Suruhanjaya Syarikat Malaysia is registered as a training provider with HRD Corp under GOV1000117857 and all trainings are **claimable under SBL Scheme** subject to HRD Corp approval

TRAINING PROGRAMMES



- | | | | |
|----------|---|-----------|--|
| 1 | CORPORATE DIRECTORS TRAINING PROGRAMME (CDTP) | 10 | INTEREST SCHEME ACT 2016 |
| 2 | COMPANY SECRETARIES TRAINING PROGRAMME ESSENTIAL (CSTPE) | 11 | LIMITED LIABILITY PARTNERSHIP ACT 2012 |
| 3 | COMPANY SECRETARIES TRAINING PROGRAMME SIGNIFICANT (CSTPS) | 12 | ORGANISATIONAL ANTI-CORRUPTION PLAN / NACP |
| 4 | MALAYSIAN BUSINESS REPORTING SYSTEM (MBRS) | 13 | CORPORATE TOPICS |
| 5 | PATHWAY FOR BEGINNERS: COMPANY LAW & COMPANY SECRETARIAL PRACTICE | 14 | PERSONAL DEVELOPMENT |
| 6 | SSM AML/CFT COMPLIANCE PROGRAMMES FOR COMPANY SECRETARIES | 15 | ONBOARDING PROGRAMME FOR FIRST-TIME DIRECTORS SERIES |
| 7 | COMPANIES ACT 2016 | 16 | COMTRAC MORNING TALK |
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CUSTOMISABLE TRAINING PROGRAMMES



1

Corporate Directors Training Programme (CDTP)

- Corporate Directors Training Programme Fundamental 5.0
- Corporate Directors Training Programme Fundamental 5.0 + Cyber Security Awareness
- Corporate Directors Training Programme Fundamental 5.0 + Financial Statements 101

2

Company Secretaries Training Programme (CSTP)

- Company Secretaries Training Programme Essential 1.0
- Company Secretaries Training Programme Significant 2.0

3

Malaysian Business Reporting System (MBRS 2.0)

- MBRS 2.0 – Annual Return
- MBRS 2.0 for Preparers – Financial Statements

4

Pathway For Beginners Series: Company Law And Company Secretarial Practice

- Company Secretary & Getting Started With Companies
- Constitution, Audit and Annual Return
- Directors, Members and Meetings
- Shares and Share Capital
- Cessation of Companies
- Corporate Governance





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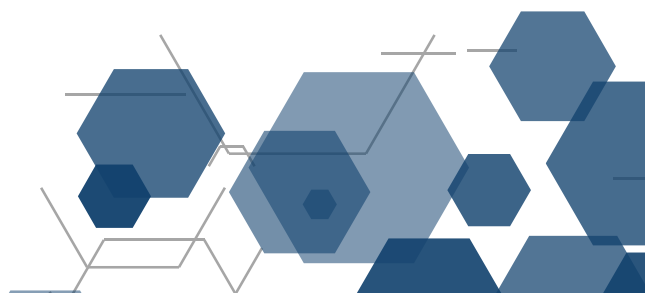
SSM AML/CFT Compliance Programmes For Company Secretaries

- SSM X BNM: Company Secretaries as Reporting Institution under AMLA 2001
- SSM X BNM : Roles and Responsibilities of Company Secretaries as Compliance Officers under AMLA 2001
- The Beneficial Ownership Reporting Framework for Companies Based on The Companies (Amendment) Act 2024

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Companies Act 2016

- Advanced Minutes Writing Workshop
- AGM, Accounts, Annual Returns under Companies Act 2016
- Auditors, Financial Statements and Directors Report
- Capital Reduction by Solvency Statement
- Cessation of Companies of Companies & Limited Liability Partnerships
- Common Offences Under Companies Act 2016
- Companies (Amendments) Act 2024, The beneficial Ownership Reporting Framework for Companies & e-Bos
- Companies Act 2016. Dealing with Common Issues
- Companies Act 2016. Directors' Statutory Disclosures
- Companies Act 2016. Liability of Members
- Companies Act 2016. Practical Guide for Company Directors
- Companies Act 2016. Practical Guide for Company Secretaries
- Companies Limited By Guarantee Under Companies Act 2016
- Company Constitution in Malaysia
- Corporate Governance for Company Directors and Company Secretaries





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Companies Act 2016

- Director Duty To Exercise Due Care Skill and Diligence
- Directors: Appointment and Removal
- Directors' Conflict of Interests: How Company Secretary Is to Advise?
- Dividends - When and How to Pay
- Drafting Resolutions of Board and Members
- Employee Share Scheme
- Key Provisions and Compliance Requirements under Companies Act 2016
- Loan to Directors and Other Parties
- Minutes Writing - Beginner Guide For Company Secretaries
- Preference Shares: Steps to Issue, Redeem and Convert
- Registration of Business (ROB), Companies and Limited Liability Partnership (LLP) & Common Offences under ROB Act 1956, Companies Act 2016 and LLP Act 2012
- Resolving Boardroom and Shareholders Disputes
- Share Buy Back
- Share Registration Practical Issues
- Shares And Capital Maintenance
- Transaction with Related Parties
- Transaction with Third Party for PLC's
- Transfer or Transmission of Shares

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Environmental, Social and Governance

- Sustainability Matters: How to Align your Strategy with the Latest Sustainability Trends and Market Opportunities



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Finance for Non-Finance

- Business Finance for Entrepreneurs and New Business Startups
- Cashflow Matters in Your Business
- Read, Interpret and Analyze Financial Statements for Company Directors and Company Secretaries (Basic Level)
- Read, Interpret and Analyze Financial Statements for Company Directors and Company Secretaries (Intermediate Level)
- Read, Interpret and Analyze Financial Statements for Company Directors and Company Secretaries (Advanced Level)

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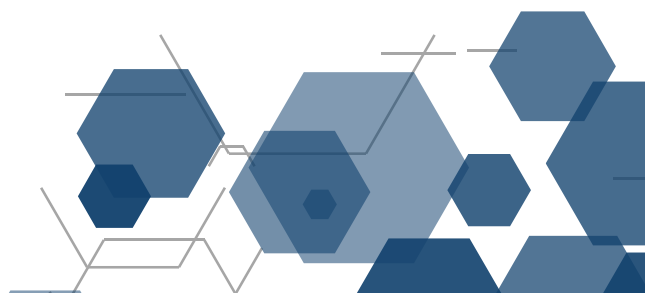
Interest Scheme Act 2016

- Interest Scheme 2016: Duties & Responsibilities of Trustees
- Roadmap to Fund Raising via Interest Scheme Act 2016

10

Limited Liability Partnership Act 2012

- Limited Liability Partnerships Act 2012 & Walkthrough MyLLP (for LLP Compliance Officers)





11

Organisational Anti-Corruption Plan/NACP

- How to Set Up an Effective Whistleblowing System?
- Masterclass on Business Integrity, Corporate Liability and Establishing Adequate Procedures
- SSM X IIM: Section 17A Malaysian Anti-Corruption Commission Act 2009 & adequate Procedures
- SSM X IIM: Seksyen 17A Akta Suruhanjaya Pencegahan Rasuah Malaysia 2009 Tatacara Mencukupi

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Corporate Topics

- Board of Directors: If Cyber Security is Not a Top Priority, Your Business is At High Risk
- Contract Basics for Non-Lawyers
- Effective Handling of Employee Issues at Workplace
- Employer Statutory Obligations
- Implementing E-Invoice In Malaysia And Navigating The Myinvois Portal
- Importance of Intellectual Property In Business
- Interpretation & Practical Application of The Employment Act 1955
- Legal Guide to Due Diligence for M&A Transactions
- Remote Working - Security Challenges & Solutions
- Prevent Corruption and Promote Good Governance in Your Business
- Submission of Returns Form 2023 and Capital Gains Tax
- Understanding Joint Ventures: Legal Considerations



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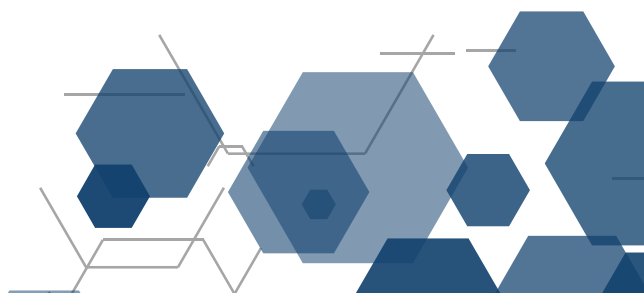
Personal Development

- Business Model Canvas: From Ideas to Successful Business Ventures
- Business Etiquettes for Corporate Professionals
- Conflict Resolution and Negotiation Skill for Company Secretaries
- Critical Thinking for Executives
- Coaching using G.R.O.W.T.H. (Goal, Reality, Options, Will, Tactics, Habit)
- Emotional Intelligence for Governance Professionals
- Emotional Quotient
- Leadership - Managing People at Work. Bringing Out the Best in Them
- Finding Your Value Add as A Company Secretary Using the Business Model Canvas Tool
- Interpersonal Communication
- Making Effective Decisions and Solving Problems
- Managing Challenging Communication
- Managing Stress for Today's Work Life Balance
- Mapping Critical Thinking for Company Secretaries
- Online Image and Influence
- Problem Solving & Decision-Making Skills

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Onboarding Programme For First-Time Directors Series

- Boardroom Dynamics and Conflicts
- Corporate Governance Matters for the Board
- Nuts and Bolts of Company Meetings and Resolution
- Company and Key Playes Explained





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COMTRAC Morning Talk (CMT)

- Climate Change: Climate Impacts And How To Manage Climate Risks
- Companies (Amendment) Act 2024
- Interview for Licensing Secretary under Companies Commission of Malaysia Act 2001
- Introduction of the Movable Property Security Interest Bill for Malaysia & Review of the Registration of Business Act 1956 [Act 197]
- E-Invoicing In Malaysia
- Limited Liability Partnerships (Amendment) Bill 2024
- Sustainability Reporting 101
- Using Emerging Technologies for Combating Corruption and Fraud - How Data Analytics, Artificial Intelligence (AI), Blockchain and Crypto Currency Can Be Used to Fight Financial Crime In The New Era ?



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