



KEMENTERIAN PERDAGANGAN DALAM NEGERI
DAN KOS SARA HIDUP



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

20
23

SSM TRAINING

REGISTRATION OF BUSINESSES (ROB), COMPANIES AND LIMITED LIABILITY PARTNERSHIP (LLP) & COMMON OFFENCES UNDER ROB ACT 1956, COMPANIES ACT 2016 AND LLP ACT 2012

COURSE INTRODUCTION

Business includes every form of trade, commerce, craftsmanship, calling, profession or other activity carried on for the purposes of gain but does not include any office or employment or any charitable undertaking or any occupation specified in the schedule under the provisions of the Registration of Businesses Act 1956 (ROB Act 1956). Business that may be registered under the ROB Act 1956 is a business operating in West Malaysia which includes Peninsular Malaysia and the Federal Territory.

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COURSE INTRODUCTION (Cont'd)

The modern legal framework in the Companies Act 2016 came into force on 31 January 2017. It consists of 5 parts, 620 sections and 13 schedules as compared to the Companies Act 1965 which was made up of 12 parts, 374 sections and 10 schedules. The provisions in the Companies Act have introduced many key changes to the principal legislation that governs the formation, operation, termination, regulation and compliance of companies in Malaysia.

Limited liability partnerships (LLP) is an alternative business vehicle to carry out business which combines the characteristics of a private company and a conventional partnership. LLP provides limited liability status to its partners and offers the flexibility of internal arrangement through an agreement between the partners.

COURSE OBJECTIVES

This course aims to provide an overview and the underlying policies of the ROB Act 1956, Companies Act 2016 and LLP Act 2012. Participants will learn to identify specific actions required under the compliance and disclosure requirements.

COURSE CONTENTS

- Introduction, function and roles of Suruhanjaya Syarikat Malaysia as Registrar.
- Registration of businesses, limited liability partnerships and companies.
- What information is available online by SSM in relation to company, limited liability partnership and business?
- Modernizing the Companies Act. What's new under Companies Act 2016?.
- Provision relating to registration of businesses and offences under ROB Act 1956.
- Provision relating to registration of LLP and offences under LLP Act 2012.
- Common offences under Companies Act 2016.
- Non-compliance and corporate governance.
- Common issues relating to company registration, closing of company and termination of business.

LEARNING OUTCOMES

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

- Understand the characteristics and features of businesses, limited liability partnerships and companies.
- Be equipped with the foundational knowledge of Companies Act 2016, LLP Act 2012 and ROB Act 1956.
- Understand roles and responsibilities of business owners, LLP partners, company directors, company secretaries and compliance officers.

WHO SHOULD ATTEND

Company secretaries, company directors, CEOs, shareholders, LLP partners, LLP compliance officers, business owners, investors, corporate advisors and anyone who interested to learn about Companies Act 2016, LLP Act 2012 and ROB Act 1956.

ABOUT THE TRAINER



AZURAH NOR SARIF joined Companies Commission of Malaysia (SSM) in May 2007 as Legal Officer under Litigation Section. In 2016, she was transferred to SSM Selangor to hold the position as Manager at Operation Section. Currently, she is responsible to monitor the overall operations of SSM Selangor in particular on the registration of business, limited liability partnership and registration of company.

Azurah obtained her LLB from Universiti Kebangsaan Malaysia (UKM) in 2002. She was called to the Malaysian Bar and was admitted as an Advocate & Solicitor of the High Court of Malaya in 2003. Prior to joining SSM, she was in private legal practice handling civil and conveyancing cases. Three years after practice, Azura was served as Legal Officer at Pejabat Tanah & Daerah Klang. Throughout her service, she has acquired extensive legal and practical experiences on business law, marriage, land and estate administration.



MOHAMAD AZIES HAN MOHD FADZIL joined Companies Commission of Malaysia (SSM) in June 2007 as Prosecuting Officer where he was involved in trial and appeal for criminal cases for 10 years. In October 2018, he was transferred to Investigation Division to serve as the Senior Manager.

Mohamad Azies Han graduated in 2003 with a Bachelor of Laws (Hons) from UiTM Shah Alam, Selangor. He was called to Malaysian Bar and was admitted as an Advocate & Solicitor of the High Court of Malaya in 2004. Prior to joining SSM, he began his career as an Advocate and Solicitor with Messrs. Thomas Ong Leong & Associates from 2004 to 2007.

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Online

ADMINISTRATIVE DETAILS

Date	16 February 2023 1 June 2023
Venue	Virtual platform
Time	9.00 am - 5.00 pm
Training Methodology	Lecture
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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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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