



KEMENTERIAN PERDAGANGAN DALAM NEGERI  
DAN KOS SARA HIDUP



SURUHANJAYA SYARIKAT MALAYSIA  
COMPANIES COMMISSION OF MALAYSIA

20  
23

SSM TRAINING

# SHARE BUYBACK

## COURSE INTRODUCTION

Share buybacks or share repurchases are transactions where a public listed company buys its own shares. The shares are to be bought from the open market and may be cancelled or kept as treasury shares for re-sale later or transferred. The Companies Act 2016 and the Bursa Malaysia Listing Requirements impose specific provisions that are to be adhered to by the public listed company before the share buyback transaction can be effected.

# SHARE BUYBACK

## COURSE OBJECTIVES

The objective of this seminar is to present a comprehensive insight into the strategic consideration of a share buyback and the legal and statutory requirements on implementation of a share buyback. Participants will be guided on the steps to be taken for each share buyback transaction and the varied action to be taken by the company in dealing with the shares bought back.

## COURSE CONTENTS

- Drivers for initiating a share buyback.
- The potential advantages and disadvantages for such an exercise.
- Discuss the prohibitions on a company from dealing with its own shares.
- Consider the scope and effect of share buyback by a public listed company.
- Examine the statutory requirements on share buyback.
- Step by step guide to handling a share buyback exercise.

## LEARNING OUTCOME

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

- Have a better understanding of the situations where it would be advantages for a company to initiate a share buyback scheme.
- Note the obligations of the company in the various filing and notification to the Registrar of Companies and Bursa Securities.
- Discuss on buyback scenarios that may have an adverse impact on the company.

## WHO SHOULD ATTEND

Company secretaries, company secretarial assistants, company directors, lawyers, accountants, corporate consultants and all who are involved in issuance of shares and securities.

## 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.



Online

## ADMINISTRATIVE DETAILS

<b>Date</b>	17 October 2023	
<b>Venue</b>	Virtual Platform	
<b>Time</b>	9.00 am - 1.00 pm	
<b>Training Methodology</b>	Lecture and case discussion	
<b>Fee</b>	RM300.00	Standard
	RM250.00	Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak
<b>SSM CPE Points</b>	4 points	

# SHARE BUYBACK

## 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.

# SHARE BUYBACK

## 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.

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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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