



KEMENTERIAN PERDAGANGAN DALAM NEGERI  
DAN KOS SARA HIDUP



SURUHANJAYA SYARIKAT MALAYSIA  
COMPANIES COMMISSION OF MALAYSIA

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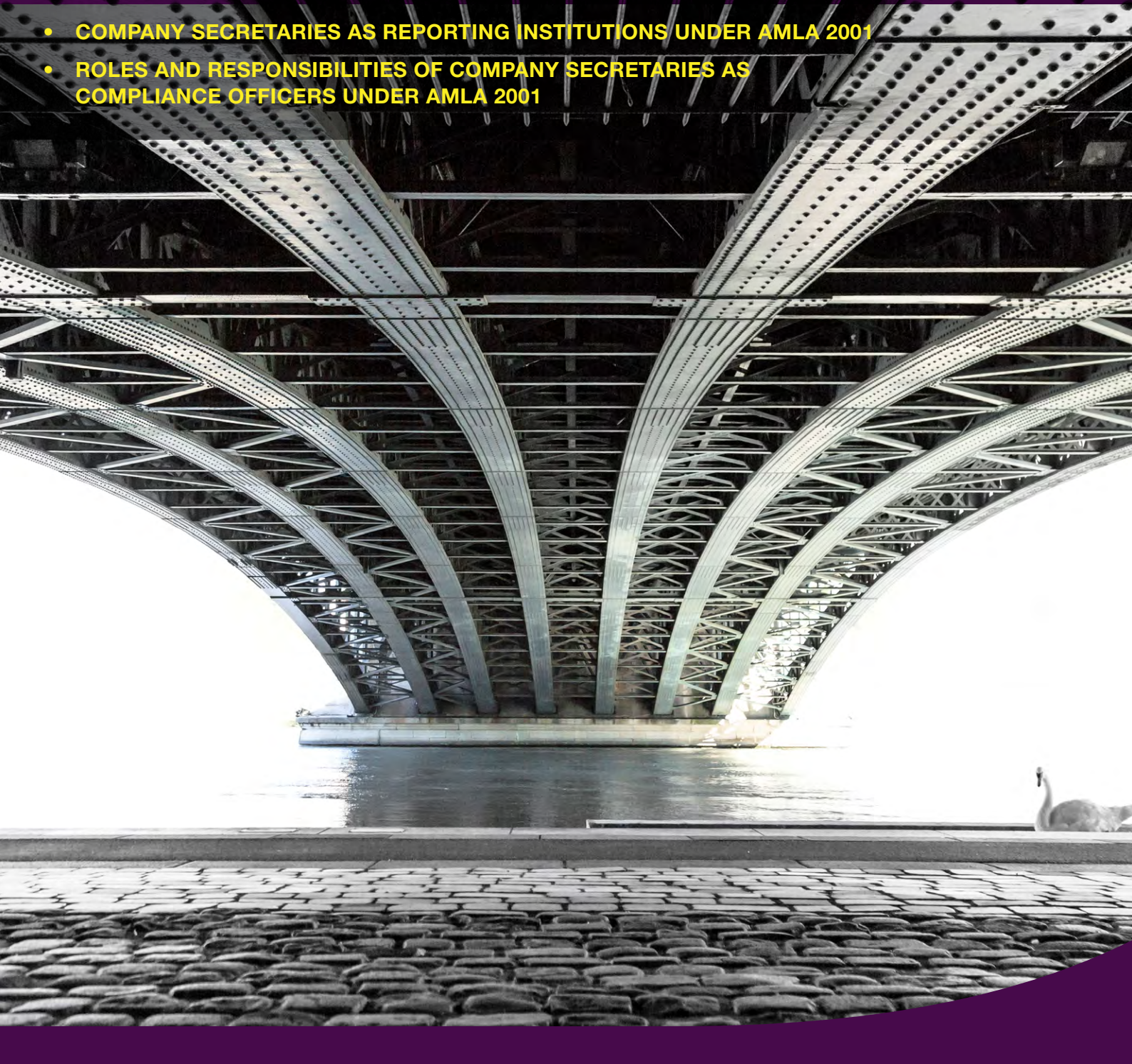
BANK NEGARA MALAYSIA  
CENTRAL BANK OF MALAYSIA

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SSM TRAINING

# SSM AML/CFT COMPLIANCE PROGRAMMES FOR COMPANY SECRETARIES SERIES

- COMPANY SECRETARIES AS REPORTING INSTITUTIONS UNDER AMLA 2001
- ROLES AND RESPONSIBILITIES OF COMPANY SECRETARIES AS COMPLIANCE OFFICERS UNDER AMLA 2001



# SSM AML/CFT COMPLIANCE PROGRAMMES FOR COMPANY SECRETARIES SERIES

## SSM AML/CFT COMPLIANCE PROGRAMMES FOR COMPANY SECRETARIES

Introducing the SSM AML/CFT Compliance Programmes with the aim of elevating and improving the company secretaries' awareness on anti-money laundering and counter terrorism financing (AML/CFT) obligations.

## WHY COMPLY?

Compliance to the AML/CFT requirements is vital for company secretaries as reporting institutions to ensure they take responsibility to protect themselves from the potential money laundering or terrorism financing related abuse.

## INTRODUCTION

Company secretaries as Reporting Institutions (RIs) are required to comply with Bank Negara Malaysia's (BNM) Anti-Money Laundering, Countering Financing of Terrorism and Targeted Financial Sanctions for Designated Non-Financial Businesses and Professions (DNFBPs) & Non-Bank Financial Institutions (NBFIs) (AML/CFT and TFS for DNFBPs and NBFIs) policy document.

The reporting obligations under Part IV of the Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 (AMLA) are expanded to be applicable not only on individuals but also at the firm level, when lawyers, accountants and company secretaries being such reporting institutions carry out the Gazetted Activities. Please refer to amendments to invocation of AMLA on accountants, lawyers, company secretaries and registered estate agents effective 30 December 2021.

RIs are required to annually submit the Data and Compliance Report (DCR) to BNM and this is used by BNM to gauge RIs' compliance with the AMLA and AML/CFT and TFS for DNFBPs and NBFIs policy document and monitoring of money laundering and terrorism financing risks.

## ABOUT THE TRAINER

**SURUHANJAYA SYARIKAT MALAYSIA'S CERTIFIED AML/CFT TRAINERS FOR DESIGNATED NON-FINANCIAL BUSINESSES AND PROFESSIONS ("DNFBP") (CERTIFIED BY ASIAN BANKING SCHOOL).**



# SSM AML/CFT COMPLIANCE PROGRAMMES FOR COMPANY SECRETARIES SERIES

## COMPANY SECRETARIES AS REPORTING INSTITUTIONS UNDER AMLA 2001

### COURSE OBJECTIVES

- This course aims to provide basic understanding of anti-money laundering and counter financing of terrorism (AML/CFT) requirements under the AMLA.
- This course also aims to shape the roles and responsibilities of company secretaries as a gatekeeper in combating money laundering and terrorism financing.

### LEARNING OUTCOMES

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

- Understand the roles and responsibilities of board, members and company secretary in combating ML/TF.
- Understand what are the red flags or irregular transactions involving ML/TF.
- Be aware what are suspicious transactions and the necessary reporting actions.
- Assist the company and directors to comply with the AML/CFT requirements under the law.

### COURSE CONTENTS

1. Overview of AML/CFT.
2. AMLA 2001 - Key AML/CFT requirements.
3. Reporting obligations under Part IV AMLA.
4. Who, why, when and how to conduct Customer Due Diligence (CDD)?
5. Identification and verification of identity of customers and beneficial owners (BO).
6. Enhanced CDD (PEPs/ higher risk customers) and on-going CDD.
7. BNM and SSM's policies on BO requirements.
8. Impact of failure to carry out adequate CDD.
9. What is Suspicious Transaction Report (STR) and what are the common red flags for company secretaries?
10. Submission of STR – who, what, when, where, why, how?
11. Why you should have a robust AML/CFT compliance programme?
12. Understanding risk assessment and basis for a risk-based approach.

### TARGET PARTICIPANTS

Company secretaries, company secretarial assistants and anyone who wants to learn about anti-money laundering and counter financing of terrorism (AML/CFT).



Online

### ADMINISTRATIVE DETAILS

<b>Date</b>	17 January 2023 05 April 2023
<b>Venue</b>	Virtual platform
<b>Time</b>	9.00 am - 1.00 pm
<b>Training Methodology</b>	Lecture
<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

# SSM AML/CFT COMPLIANCE PROGRAMMES FOR COMPANY SECRETARIES SERIES

## ROLES AND RESPONSIBILITIES OF COMPANY SECRETARIES AS COMPLIANCE OFFICERS UNDER AMLA 2001

### COURSE OBJECTIVES

- This course aims to equip company secretaries who are compliance officers with a thorough understanding of the compliance framework under the AMLA.
- This course also aims to enhance the roles and responsibilities of compliance officer to effectively influence AML/CFT decisions in combating money laundering and terrorism financing.

### LEARNING OUTCOMES

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

- Have a clear understanding of their roles and responsibilities as RIs.
- Understand the need to take responsibilities to protect themselves from being abused by implementing the AML/CFT obligations.
- Identify the red flags or trigger irregular transactions for effective identification or detection of suspicion and then to take the necessary actions on reporting.
- Apply RBA methodology to identify, assess ML/TF risks and recommend preventive and mitigation measures that commensurate with the identified risk level.
- Know the processes needed to perform effective CDD, EDD and ODD.
- Implement internal process to comply with the AML/CFT requirements.
- Understand the impact of regulatory non-compliance on RIs.

### COURSE CONTENTS

#### MODULE 1 | Overview Of AML/CFT

1. What is money laundering, terrorism financing and proliferation financing?
2. International legal framework on AML/CFT.
3. Malaysia's AML/CFT regime
  - a) AMLA 2001, Regulations & Guidelines
  - b) Reporting Obligations under Part IV AMLA
    - AML/CFT compliance programme
      - i. Role of compliance officer / board / senior management.
      - ii. Policies and procedures.
      - iii. Employee screening.
      - iv. AML/CFT training.
      - v. Independent audit function.
    - Key AML/CFT requirements
      - i. Customer due diligence (CDD).
      - ii. Enhanced due diligence and on-going due diligence.
      - iii. Sanctioned screening.
      - iv. ML/TF risk profiling/institutional risk profiling.
      - v. Reporting of suspicious transaction.
      - vi. Record keeping and management information system.
4. Impact of non-compliance.

#### MODULE 2 | Customer Due Diligence (CDD): AML Controls and Procedures

1. Why, when, who and how to conduct CDD?
2. Identification and verification of the identity of customers and beneficial owners.
3. Enhanced CDD (PEPs/ higher risk customers) and on-going CDD.
4. Record keeping and management information system relating to CDD/EDD process.
5. Beneficial ownership framework in Malaysia including the requirements imposed on trust companies.
6. Impact of failure to carry out adequate CDD.

#### MODULE 3 | Compliance Programme

1. The importance of having a robust AML/CFT compliance programme.
2. Factors that impact AML/CFT compliance.
3. Five pillars of an effective AML/CFT compliance programme?

#### MODULE 4 | Risk Based Approach

1. What is risk from an AML perspective?
2. Methodology of risk assessment.
3. What is Customer Risk Profiling (CRP) and how to conduct?
4. What is Institutional Risk Assessment (IRA) and how to conduct?
5. Identify gaps and implement effective risk mitigation controls.
6. Develop compliance programme based on risk assessment – communicate to senior management.
7. Key highlights of National Risk Assessment 2020 result.

#### MODULE 5 | Suspicious Transaction Report (STR)

1. What is STR?
2. Infrastructure to detect and report STR.
3. Common red flags for company secretaries.
4. How to identify or detect suspicion?
5. Submission of STR – who, what, when, where, why, how?
6. What makes a bad STR?
7. Issues in relation to STR reporting.
8. Impact of failure to report suspicious transaction.

#### TARGET PARTICIPANTS

- Company secretaries who are compliance officer under the AML/CFT requirements.
- Compliance officer of company secretarial firm under the AML/CFT requirements.
- Anyone who wants to learn about AML/CFT.

# SSM AML/CFT COMPLIANCE PROGRAMMES FOR COMPANY SECRETARIES SERIES

## ROLES AND RESPONSIBILITIES OF COMPANY SECRETARIES AS COMPLIANCE OFFICERS UNDER AMLA 2001

### ADMINISTRATIVE DETAILS



Online

<b>Date</b>	25 May 2023 17 August 2023	
<b>Venue</b>	Virtual platform	
<b>Time</b>	9.00 am - 5.00 pm	
<b>Training Methodology</b>	Lecture and case studies & predicate offence discussions	
<b>Fee</b>	RM500.00	Standard
	RM400.00	Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak
<b>SSM CPE Points</b>	8 points	



Classroom

<b>Date</b>	28 February 2023 23 November 2023	
<b>Venue</b>	Menara SSM @ Sentral, Kuala Lumpur	
<b>Time</b>	9.00 am - 5.00 pm	
<b>Training Methodology</b>	Lecture and case studies & predicate offence discussions	
<b>Fee</b>	RM500.00	Standard
	RM400.00	Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak
<b>SSM CPE Points</b>	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.

# SSM AML/CFT COMPLIANCE PROGRAMMES FOR COMPANY SECRETARIES SERIES

## 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).

### Copyrights

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### Disclaimer

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

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