



KEMENTERIAN PERDAGANGAN DALAM NEGERI  
DAN KOS SARA HIDUP



SURUHANJAYA SYARIKAT MALAYSIA  
COMPANIES COMMISSION OF MALAYSIA

20  
23

SSM TRAINING

# TRANSFER OR TRANSMISSION OF SHARES

## COURSE INTRODUCTION

A share transfer takes place under many different conditions. The addition or removal of shareholders (members) are common procedures that companies limited by shares must carry out when new members take shares or when existing shareholders sell their shares and cease being members. Any such changes must be submitted to the Companies Commission of Malaysia (“SSM”) within the timeframe prescribed in the Companies Act 2016. Such companies must also update their statutory register of members when shareholder information changes, ensuring that it is up-to-date and accurate at all times.

# TRANSFER OR TRANSMISSION OF SHARES

## COURSE OBJECTIVES

The course aims to guide the participant in understanding the statutory requirements on the transfer and transmission of shares and the rights of shareholders to transfer their shares. The different processes involved in the transfer and transmission of shares from the execution of documents to the submission to SSM, updating of the Register of Members and issuance of share certificate will also be discussed. Although the transfer of shares is usually based on decision of the shareholders, the course will highlight situations where the transfer of shares is initiated by the company.

## COURSE CONTENTS

- Statutory requirements on the transfer of shares.
- Restrictions on transfer – pre-emptive rights and refusal of transfer.
- Can a transfer of shares be made compulsory by the company?
- Effective date of transfer of shares.
- Validity of pre-signed transfer forms or forged transfer forms.
- Statutory requirements on the transmission of shares.
- Transmission of shares held by deceased and bankrupt.
- Grant of probate and Letter of Administration.
- Shares held by a company that has been struck off or wound up.
- Issuance of share certificate and dealing with lost certificates.

## LEARNING OUTCOME

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

- Have a better understanding of the differences between transfer and transmission of shares.
- Understand the provisions of the Companies Act 2016 related to entries in the Register of Members on transfer and transmission of shares.
- Know the obligations of the company secretary in meeting the company's compliance with the various legislations.

## WHO SHOULD ATTEND

Company secretaries, directors, auditors, accountants and those involved with the registration of share transfers and transmission.

## 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.

# TRANSFER OR TRANSMISSION OF SHARES



Online

## ADMINISTRATIVE DETAILS

<b>Date</b>	07 June 2023 06 December 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 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.

# TRANSFER OR TRANSMISSION OF SHARES

## 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

SSM reserves the right to cancel the programme, change date(s), venue(s), speaker(s) or any other changes due to any unforeseen circumstances that may arise without prior notice to participants. SSM also reserves the right to make alternative arrangements without prior notice. SSM accepts no responsibility for death, illness, injury, loss or damage of any property belonging to, or financial loss by any persons attending the programme, whatever the cause. SSM shall not be responsible for any costs, damages or losses incurred by participants due to the changes and / or cancellation. SSM is not responsible for the integrity of participants' computer or device, your internet signal bandwidth, or any other consideration outside of the control of SSM.

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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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