

TRAINING CALENDAR 2023

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION



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	Title	Duration	Fee (RM)		Venue / Platform	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
			Standard Rate	Discounted Rate*														
G	COMPANIES ACT 2016 SERIES																	
1	Advanced Minutes Writing for Company Secretary	2 days	1000	800	Virtual		21 - 22								3 - 4			
2	AGM, Accounts & Annual Returns under Companies Act 2016	1 day	500	400	Virtual	17				30					10			
3	Auditors, Financial Statements and Directors Report	1 day	500	400	Virtual									20				
4	Cessation of Companies & Limited Liability Partnerships	1 day	500	400	Virtual			14				4			31			
5	Common Offences under Companies Act 2016 NEW	1/2 day	300	250	Virtual						6							
6	Companies Act 2016. Directors' Statutory Disclosures	1 day	500	400	Virtual		9											
7	Companies Act 2016. Practical Guide for Company Secretaries	1 day	500	400	Virtual			21						19				
8	Companies Act 2016. Practical Guide for Company Directors	1 day	500	400	Virtual			14								21		
9	Companies Act 2016. Dealing with Common Issues	1 day	500	400	Virtual	12				10						21		
10	Company Constitution in Malaysia NEW	1 day	500	400	Virtual				13					26				
11	Corporate Governance for Company Directors and Company Secretaries NEW	1 day	500	400	Virtual								1					
12	Directors : Appointment and Removal	1 day	500	400	Virtual			2										
13	Directors' Conflict of Interests : How Company Secretary Is to Advise	1 day	500	400	Virtual						15					2		
14	Dividends: When and How to Pay	1 day	500	400	Virtual							4			31			
15	Drafting Resolutions of Board and Members NEW	1 day	500	400	Virtual					9								
16	Employee Share Scheme NEW	1 day	500	400	Virtual										24			

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I FINANCE FOR NON-FINANCE SERIES																	
1	Cashflow Matters in Your Business	1 day	500	400	Virtual	31											
2	Read, Interpret and Analyze Financial Statements for Company Directors and Company Secretaries (Basic Level)	1 day	500	400	Virtual					30							
3	Read, Interpret and Analyze Financial Statements for Company Directors and Company Secretaries (Intermediate Level)	1 day	500	400	Virtual					31							
4	Read, Interpret and Analyze Financial Statements for Company Directors and Company Secretaries (Advanced Level)	1 day	500	400	Kuala Lumpur							24					
5	<i>Bengkel dan Perundingan Perakaunan Komprehensif Untuk Pemilik- Urus Perusahaan Mikro Kecil dan Sederhana (PKMS)</i>	3 days	1,500	1,200	Virtual									19 - 21			
J INTEREST SCHEME ACT 2016 SERIES																	
1	Interest Scheme Act 2016: Duties & Responsibilities of Trustees	1/2 day	300	250	Virtual				4								
2	Roadmap to Fund Raising via Interest Scheme Act 2016	1/2 day	300	250	Virtual							24					
K LIMITED LIABILITY PARTNERSHIPS ACT 2012 SERIES																	
1	Limited Liability Partnerships Act 2012 & Walkthrough MyLLP (for LLP Compliance Officers)	1/2 day	300	250	Virtual			16									
L ORGANISATIONAL ANTI-CORRUPTION PLAN/ NACP SERIES																	
1	How to Set Up an Effective Whistleblowing System	1/2 day	300	250	Virtual		23										
2	Masterclass on Business Integrity, Corporate Liability and Establishing Adequate Procedures for Small Medium Enterprises NEW	2 days	1000	800	Virtual		21 - 22					14 - 15					
3	SSM X IIM : Section 17A Malaysian Anti-Corruption Commission Act 2009 & Adequate Procedures NEW	1/2 day	300	300	Virtual	5		2			6		25				
4	<i>SSM X IIM : Seksyen 17A Akta Suruhanjaya Pencegahan Rasuah Malaysia 2009 & Tatacara Mencukupi</i> NEW	1/2 day	300	300	Virtual					18						22	

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M CORPORATE TOPICS																	
1	Contract Basics for Non-Lawyers	1 day	500	400	Virtual		14							7			
2	Employer Statutory Obligations. (Under EPF, SOCSO, EIS, HRD Corp and Income Tax 1967)	1 day	500	400	Virtual					31					12		
3	Legal Due Diligence for M&A Transactions NEW	1/2 day	300	250	Virtual										12		
4	Remote Working - Security Challenges & Solutions NEW	1 day	500	400	Virtual					29					19		
5	Submission of Return Forms 2022. Featuring Form B, Form C/PT, and Form E and Directors' Responsibilities and Liabilities NEW	1 day	500	400	Virtual					17							
6	Understanding Joint Ventures. Legal Considerations NEW	1/2 day	300	250	Virtual				6								
N PERSONAL DEVELOPMENT SERIES																	
1	Coaching using G.R.O.W.T.H. (Goal, Reality, Options, Will, Tactics, Habit)	1 day	500	400	Virtual						27						
2	Emotional Quotient	2 days	1000	800	Virtual		15 - 16										
3	Finding Your Value Add as A Company Secretary Using the Business Model Canvas Tool	1 day	500	400	Kuala Lumpur					29							
4	<i>Kanvas Model Perniagaan Dari Idea Kepada Perusahaan Berjaya</i> NEW	1 day	500	400	Virtual									6			
5	Making Effective Decisions and Solve Problems	1 day	500	400	Virtual										4		
6	Managing Challenging Communication	2 days	1000	800	Virtual											8 - 9	
7	Managing Stress for Today's Work Life Balance NEW	1 day	500	400	Kuala Lumpur					17							
8	Mapping Critical Thinking for Company Secretaries	2 days	1000	800	Virtual							12 - 13					
9	Online Charisma and Communication NEW	1 day	500	400	Virtual			15									
10	Sharpen Your Persuasion & Influencing Skills NEW	1 day	500	400	Virtual									18			7

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O	FRIDAY MORNING WITH COMTRAC (FMC)																	
1	Budget Talk 2023 NEW	2 hours	150	100	Virtual			31										
2	Interview for Licensing Secretary under the Companies Commission of Malaysia Act 2001 NEW	2 hours	150	150	Virtual		10		14		16		11		6			1
3	Introduction to Movable Property Securities Interest Bill in Malaysia & Proposed Amendments to the Trust Companies Act 1949	2 hours	150	100	Virtual			17		19								
4	Introduction of the Movable Property Security Interest Bill for Malaysia & Registration of Businesses Act NEW	2 hours	150	100	Virtual										20			8

Note:

The contents of this Calendar is accurate as at the time of publish. Additional programmes will be published on our website at www.ssm.com.my. SSM reserves the right to cancel, make any amendments and / or changes to the programme without prior notice if warranted by circumstances beyond their control.

*Discounted Rate

With effect 1 January 2017, the registration fee for licensed secretary and member of prescribed bodies is the same. Members of prescribed bodies under Section 235(2)(a) Companies Act 2016 are Malaysian Institute of Chartered Secretaries and Administrators (MAICSA), Malaysian Institute of Accountants (MIA), Malaysian Bar, Malaysian Association of Company Secretaries (MACS), Malaysian Institute of Certified Public Accountants (MICPA), Sabah Law Association and Advocates Association of Sarawak.

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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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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.

SSM shall not be responsible for any problems or technical malfunction, including, without limitation, the acts, omissions, problems or malfunctions of any telephone network or lines, computer online systems, servers, computer equipment, software, failure of e-mail, traffic congestion on the internet or at any web or combination thereof.

All information contained in the brochure is correct and accurate at the time of publication.

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