

# AGM, ACCOUNTS & ANNUAL RETURNS UNDER THE COMPANIES ACT 2016

## COURSE INTRODUCTION

In line with providing flexibility in managing the affairs of companies under the Companies Act 2016, AGM is mandatory for public companies. Whereas private companies may need to hold AGM if required under its constitution. The law also introduced the decoupling of the requirement to lodge audited financial statements and annual returns. These change the way companies handle their yearly compliance matters. This seminar will attempt to provide clarities on matters pertaining to annual compliance of companies under the Companies Act 2016.



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## COURSE OBJECTIVES

This course is designed for company secretaries and experienced support staff with the aim of assisting them by providing support and guidance on a range of common tasks relating to AGM, accounts, audit and annual returns under the Companies Act 2016. It will also guide participants through the key compliance issues that must be addressed and provide hands-on training arising from the company secretary's duties.

## COURSE CONTENTS

- Holding of AGM under the Companies Act 2016.
- Appointment/resignation /removal of auditors.
- Retirement of auditors/directors.
- Audit exemption.
- Audited financial statements and exempt private company.
- Annual returns under the Companies Act 2016.
- Lodgement of audited financial statement and annual returns.
- Extension of time to hold AGM/lodgement of financial statements.
- Hybrid and virtual AGMs.
- Do's and don'ts of virtual, hybrid and physical meetings.
- Proxy and poll.
- SSM Practice Directives.
- Shareholders' activism at meetings.
- Shareholders' rights.
- Rights of minorities.
- FAQs at AGM.
- Maintenance of statutory registers/minutes books and related issues.
- Company secretaries' duties and responsibilities under the Companies Act 2016 relating to AGM, financial statements and annual return.
- Offences under the Companies Act 2016 relating to annual compliance matters.
- Best practices at AGM.

## LEARNING OUTCOMES

By attending this course, participants will be able to:

- Comply with the Companies Act 2016's requirements and execute the common tasks relating to AGM, audited financial statements and annual returns.
- Identify and resolve pitfalls arising from annual compliance matters.
- Describe best practices of AGM.
- Update, maintain and extract information from statutory books, statutory returns and other related documents.

## WHO SHOULD ATTEND

Company secretaries, company secretarial staff, legal manager, auditors, accountants, company directors and anyone who are involved in AGM, preparing of financial statements and annual returns.



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## ABOUT THE TRAINER

**Liew Lee Kee** has more than 20 years' experience in the corporate secretarial and consultancy services industry. She is currently the Managing Director of Erdington Corporate Asia Sdn. Bhd. She has vast experience in advising and servicing multinational corporations and locally incorporated companies. She also has vast experience in servicing foreign companies wishing to set up businesses in various industries in Malaysia such as Representative/Regional offices, Branch Offices and liaison with the relevant government authorities such as MIDA, Immigration, Registry of Trademark, etc. She is a trainer and professional speaker and has conducted numerous business seminars, talks and conferences to professionals, directors, entrepreneurs, executives, foreign investors, etc. She is the co-author of MAICSA Quick Guide on the Companies Act 2016. She is also a Certified Professional Trainer, UK, PSMB Approved Trainer and Certified Trainer of the Ministry of Tourism.

## ADMINISTRATIVE DETAILS



Online

Date	31 January 2024	
	30 April 2024	
	28 October 2024	
Venue	Virtual platform	
Time	9.00AM – 5.00PM	
Training Methodology	Lecture and case discussion	
Fee	RM500.00	Standard
	RM400.00	Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
CPE Points	8 Points	

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## 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

- Key in USERNAME and PASSWORD
- Click on SIGN IN

### STEP 3

- |                                    |                               |
|------------------------------------|-------------------------------|
| • Select training                  | • Click on Submit             |
| • Check on Available Seat          | • Check participant's details |
| • Click on Add Participant         | • Click on Submit Payment     |
| • Key in participant's information |                               |

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 can download the Certificate of Attendance from e-COMTRAC platform upon full attendance of the programme and payment is received. The certificate will be available for download in three (3) working days after the programme. Please take note that the certificate is available for download up to 30 days only. An administrative fee may be charged for download after the 30th 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 to 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.

### Human Resources Development Corporation

Suruhanjaya Syarikat Malaysia is registered as a training provider with HRD Corp under GOV1000117857. All trainings are claimable under SBL Scheme subject to HRD Corp approval. Participant's 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

### Companies Commission of Malaysia

Level 12, Menara SSM@Sentral  
No.7, Jalan Stesen Sentral  
50623 Kuala Lumpur.

Tel : +603 2299 4906/ 4440/ 5308/ 4441  
Email : [comtrac@ssm.com.my](mailto:comtrac@ssm.com.my)  
Website : [www.ssm.com.my](http://www.ssm.com.my)

