

TRAINING CALENDAR

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY
& KNOWLEDGE MANAGEMENT DIVISION



SSM TRAINING

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TRAINING CALENDAR

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

20
24

SSM TRAINING

		Duration	Fee(RM)		Venue / Platform	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
			Standard Rate	*Discounted Rate															
D	COMPANY SECRETARIES TRAINING PROGRAMME (CSTP) SIGNIFICANT 2.0																		
1	CSTP Significant 2.0 (Part A)	1 day/ part	500/ part	350/ part	Virtual		20 - 22							10 - 12		26 - 28			
2	CSTP Significant 2.0 (Part B)				Kuala Lumpur					14 - 16						22 - 24			
3	CSTP Significant 2.0 (Part C)																		
E	PATHWAY FOR BEGINNERS SERIES ON COMPANY LAW AND COMPANY SECRETARIAL PRACTICE																		
1	Company Secretary & Getting Started With Companies	2 days	1000	800	Virtual	10 - 11													
2	Constitution, Audit and Annual Return	2 days	1000	800	Virtual				17 - 18										
3	Directors, Members and Meetings	2 days	1000	800	Virtual						4 - 5								
4	Shares and Share Capital	2 days	1000	800	Virtual								6 - 7						
5	Cessation of Companies	2 days	1000	800	Virtual										8 - 9				
6	Corporate Governance	1 day	500	400	Virtual												3		
F	SSM AML/CFT COMPLIANCE PROGRAMMES FOR COMPANY SECRETARIES SERIES																		
1	SSM X BNM : Company Secretaries as Reporting Institution under AMLA 2001	1/2 day	300	250	Virtual						6			18					

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H	COMPANIES ACT 2016 SERIES (CONTINUED)																
2	AGM, Accounts & Annual Returns under Companies Act 2016	1 day	500	400	Virtual	31			30						28		
3	Auditors, Financial Statements and Directors Report	1 day	500	400	Virtual			14									
4	Capital Reduction by Solvency Statement	1 day	500	400	Virtual										22		
5	Cessation of Companies & Limited Liability Partnerships	1 day	500	400	Virtual		6					16				20	
6	Common Offences under Companies Act 2016	1/2 day	300	250	Virtual				2					18			
7	Companies (Amendments) Act 2024, The Beneficial Ownership Reporting Framework for Companies & e-BOS <div>NEW</div>	1/2 day	300	250	Virtual						12	4					
8	Companies Act 2016. Dealing with Common Issues	1 day	500	400	Virtual	31											
9	Companies Act 2016. Directors' Statutory Disclosures	1 day	500	400	Virtual							30					
10	Companies Act 2016. Liability of Members <div>NEW</div>	1/2 day	300	250	Virtual						19						
11	Companies Act 2016. Practical Guide for Company Directors	1 day	500	400	Virtual								6				
12	Companies Act 2016. Practical Guide for Company Secretaries	1 day	500	400	Virtual	9					25						
13	Companies Limited by Guarantee under the Companies Act 2016	1 day	500	400	Virtual						25					21	
14	Company Constitution in Malaysia	1 day	500	400	Virtual	23						3					
15	Corporate Governance for Company Directors and Company Secretaries	1 day	500	400	Virtual			6									
16	Director Duty to Exercise Due Care Skill and Diligence <div>NEW</div>	1 day	500	400	Virtual									19			

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H	COMPANIES ACT 2016 SERIES (CONTINUED)																
17	Directors : Appointment and Removal	1 day	500	400	Virtual			12									
18	Directors' Conflict of Interests : How Company Secretary Is to Advise	1 day	500	400	Virtual							18					
19	Dividends: When and How to Pay	1 day	500	400	Virtual			26									
20	Drafting Resolutions of Board and Members	1 day	500	400	Miri										8		
21	Employee Share Scheme	1 day	500	400	Virtual							11					
22	Handling Boardroom Tussle & Tension : A Workshop For Company Secretaries	1 day	500	400	Virtual			5							24		
23	Key Provisions & Compliance Requirements under Companies Act 2016	1/2 day	300	250	Virtual	18		21									
24	Loan to Directors and Other Parties NEW	1 day	500	400	Virtual	30							1				
25	Minutes Writing - Beginner Guide for Company Secretaries NEW	1 day	500	400	Virtual		5										
26	Preference Shares : Steps to Issue, Redeem and Convert	1 day	500	400	Virtual				25								4
27	Registration of Business (ROB), Company and Limited Liability Partnership (LLP) & Common Offences under ROB Act 1956, Companies Act 2016 and LLP Act 2012	1 day	500	400	Virtual	22											
28	Resolving Boardroom and Shareholders Disputes	1/2 day	300	250	Virtual			27			6				17		
29	Share Buy Back	1/2 day	300	250	Virtual						20						
30	Share Registration Practical Issues	1 day	500	400	Virtual						5						

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H	COMPANIES ACT 2016 SERIES (CONTINUED)																	
31	Shares and Capital Maintenance	1 day	500	400	Virtual	16					6							
32	Transaction with Related Party NEW	1 day	500	400	Virtual									4				
33	Transaction with Third Party for PLCs NEW	1 day	500	400	Virtual									3				
34	Transfer or Transmission of Shares	1 day	500	400	Virtual						13							
I	ENVIRONMENTAL, SOCIAL AND GOVERNANCE SERIES																	
1	Sustainability Matters: How to Align your Strategy with the Latest Sustainability Trends and Market Opportunities NEW	1/2 day	300	250	Virtual							17			3			
J	FINANCE FOR NON-FINANCE SERIES																	
1	Business Finance for Entrepreneurs and New Business Startups	1 day	500	400	Virtual												3	
2	Cashflow Matters in Your Business	1 day	500	400	Virtual		28											
3	Read, Interpret and Analyze Financial Statements for Company Directors and Company Secretaries (Basic Level)	1 day	500	400	Virtual				30									
4	Read, Interpret and Analyze Financial Statements for Company Directors and Company Secretaries (Intermediate Level)	1 day	500	400	Kuala Lumpur							23						
5	Read, Interpret and Analyze Financial Statements for Company Directors and Company Secretaries (Advanced Level)	1 day	500	400	Kuala Lumpur									19				

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K	INTEREST SCHEME ACT 2016 SERIES																	
1	Interest Scheme Act 2016: Duties & Responsibilities of Trustees	1/2 day	300	250	Virtual					14								
2	Roadmap to Fund Raising via Interest Scheme Act 2016	1/2 day	300	250	Virtual			19							15			
L	LIMITED LIABILITY PARTNERSHIPS ACT 2012 SERIES																	
1	Limited Liability Partnerships Act 2012 & Walkthrough MyLLP (for LLP Compliance Officers)	1/2 day	300	250	Virtual	11					10							
M	ORGANISATIONAL ANTI-CORRUPTION PLAN/ NACP SERIES																	
1	How to Set Up an Effective Whistleblowing System	1/2 day	300	250	Virtual			14										
2	Masterclass on Business Integrity, Corporate Liability and Establishing An Anti-Corruption Programme for Small Medium Enterprises	2 days	1000	800	Virtual		28 - 29								2 - 3			
3	SSM X IIM : Section 17A Malaysian Anti-Corruption Commission Act 2009 & Adequate Procedures	1/2 day	300	300	Virtual						24						5	
4	SSM X IIM : Seksyen 17A Akta Suruhanjaya Pencegahan Rasuah Malaysia 2009 & Tatacara Mencukupi	1/2 day	300	300	Virtual			25										
N	CORPORATE TOPICS SERIES																	
1	Board of Directors: If Cyber Security Is Not a Top Priority, Your Business is At High Risk	1 day	500	400	Virtual						11							
2	Contract Basics for Non-Lawyer	1/2 day	300	250	Virtual									24				
3	Effective Handling of Employee Issues At Workplace NEW	1 day	500	400	Virtual					9								
4	e-Invoice Implementation in Malaysia and Navigating the MyInvois Portal NEW	1/2 day	250	250	Virtual									19		14		

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N	CORPORATE TOPICS SERIES (CONTINUED)																
5	Importance of Intellectual Property in Business NEW	1/2 day	300	250	Virtual								15				
6	Interpretation & Practical Application of The Employment Act 1955 NEW	1 day	500	400	Virtual											19	
7	Prevent Corruption and Promote Good Governance in Your Business NEW																9
8	Legal Guide to Due Diligence for M&A Transactions	1/2 day	300	250	Virtual						27						
9	Optimizing Tax Liability Through Corporate Tax Planning NEW	1 day	500	400	Virtual									26			
10	Remote Working - Security Challenges & Solutions	1 day	500	400	Virtual									24			
11	Submission of Return Forms 2023 and Capital Gain Tax NEW	1 day	500	400	Virtual				23		12						
12	Understanding Joint Ventures: Legal Considerations	1/2 day	300	250	Virtual		7										
O	PERSONAL DEVELOPMENT SERIES																
1	Conflict Resolution and Negotiation Skill for Company Secretaries NEW	2 days	1000	800	Virtual									25 - 26			
2	Emotional Intelligence for Governance Professionals NEW	1 day	500	400	Kuala Lumpur												
3	Finding Your Value Add as A Company Secretary Using the Business Model Canvas Tool	1 day	500	400	Kuala Lumpur			7									
4	Leadership - Managing People at Work. Bringing Out the Best in Them NEW	2 days	1000	800	Virtual											27 - 28	
5	Managing Stress for Today's Work Life Balance	1 day	500	400	Kuala Lumpur								8				
6	Mapping Critical Thinking for Company Secretaries	2 days	1000	800	Virtual						26 - 27						

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O	PERSONAL DEVELOPMENT SERIES (CONTINUED)																
7	Problem Solving & Decision Making Skills	1 day	500	400	Virtual							16					
P	COMTRAC MORNING TALK NEW																
1	Climate Change: Climate Impacts and How to Manage Climate Risks NEW	2 hours	150	100	Virtual									13		22	
2	Companies (Amendment) Act 2024 NEW	2 hours	150	100	Virtual	15	7	26	29	15	10						
						30	21										
3	Interview for Licensing Secretary under Companies Commission of Malaysia Act 2001	2 hours	150	150	Virtual	12		1		10		12		6		15	
4	Introduction of the Movable Property Security Interest Bill for Malaysia & Review of the Registration of Businesses Act 1956 [Act 197]	2 hours	150	100	Virtual			8					7				
5	SSM x LHDM : e-Invoicing in Malaysia NEW	2 hours	100	100	Virtual								13				
6	Sustainability reporting 101 NEW	2 hours	150	100	Virtual							26			18		
7	Using Emerging Technologies for Combatting Corruption And Fraud - How Data Analytics, Artificial Intelligence (Ai), Blockchain And Crypto Currency Can Be Used To Fight Financial Crime In The New Era NEW	2 hours	150	100	Virtual			22									

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.

updated : 21.11.24

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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.

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.

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The speaker(s) or trainer(s) is independent and shall not represent Suruhanjaya Syarikat Malaysia, act as its agent or otherwise represent that their personal views are endorsed by Suruhanjaya Syarikat Malaysia. The assessments and views expressed during the programme are entirely the speakers'/trainers' own. SSM shall not be liable for whatever circumstances arising from any engagement between the speaker(s) or trainer(s) and the participant(s).

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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