



COMPANY LIMITED BY GUARANTEE UNDER COMPANIES ACT 2016

COURSE INTRODUCTION

Companies limited by guarantee (“CLBG”) under the Companies Act 2016 (“the Act”) are companies which the liability of the members are limited by the constitution to the amount which the members have undertaken or ‘guarantee’ to contribute to the assets of the company on winding-up. All guaranteed companies shall be public companies and are usually formed for the non-profit activities such as providing recreation, amusement, promotion of commerce, industry, art, science, religion, charity etc.

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COURSE OBJECTIVES



This course is designed for participants to have a better understanding on CLBG and the related sections in the Act. This course will explain the procedures and guidelines required when submitting applications to the Minister of Domestic Trade and Consumer Affairs such as incorporation, soliciting fund and amendment to the constitution. This course will also provide introduction to the National Anti-Corruption Plan of Malaysia and explain Section 17A of the Malaysian Anti-Corruption Commission ("MACC") (Amendment) Act 2018 relating to corporate liability and guidelines on adequate procedures.

COURSE CONTENTS



- Procedures of incorporation of a CLBG under the Companies Act 2016.
- Guidelines for operation and management of a CLBG.
- Duties and responsibilities of directors of CLBG.
- Corporate governance and internal control from CLBG's perspective.
- Common offences related to CLBG under the Companies Act 2016.
- Combativng money laundering and terrorism financing.
- The best practices of CLBG.
- Introduction to National Anti-Corruption Plan of Malaysia.
- Section 17A of MACC (Amendment) Act 2018 relating to corporate liability and adequate procedures. Perspectives for CLBG.

LEARNING OUTCOMES

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



- Develop a good understanding on the features and significance of a CLBG.
- Outline the roles and responsibilities of company director of CLBG.
- Understand the best practices of CLBG.
- Understand corporate liability for corruption offences as introduced by the MACC (Amendment) Act 2018.

WHO SHOULD ATTEND

Company directors of CLBG, company secretaries of CLBG, advisors and management consultants and anyone who are keen to learn about CLBG.

ABOUT THE TRAINER

Speakers from Suruhanjaya Syarikat Malaysia and Suruhanjaya Pencegahan Rasuah Malaysia.

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ADMINISTRATIVE DETAILS

Date & Platform	21 May 2025 04 November 2025	Menara SSM @ Sentral, Kuala Lumpur Virtual platform
Time	9.00 am - 5.00 pm	
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.
SSM CPE Points	8 points	

HOW TO REGISTER?

STEP 01

Strictly via online registration at www.ssm4u.com.my/ecomtrac

STEP 02

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 03

- 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.

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TERMS & CONDITIONS FOR REGISTRATION OF TRAINING PROGRAMMES UNDER COMTRAC

PROGRAMME FEE

- Fee is payable to SURUHANJAYA SYARIKAT MALAYSIA.
- Admittance to training programme shall be granted only upon registration and full payment is received.

PAYMENT MODE

- Registrations and payment for training programmes MUST be made through online at e-COMTRAC (<https://e-comtrac.ssm.com.my>). Upon submitting the registration application, participants are deemed to have read and accepted the terms and conditions herein.
- Payment by cash and cheque is not acceptable effective from January 2021.

CLASSROOM TRAINING

- For classroom-based training, a confirmation e-mail will be sent to participants at least 1 working day prior to the programme.
- Participants are required to present Malaysia's identification card (MyKAD/NRIC) and foreign participants are required to present passport at the registration counter for verification and admission to training programme.
- Admittance may be denied upon failure to present identification card / passport.

WEBINAR ACCESS LINK

- A notification e-mail with the webinar access link will be sent to participants at least 1 working day prior to the webinar.
- The access link is unique for registered participants and should not be forwarded or shared with others.

CERTIFICATE OF ATTENDANCE

- Upon full attendance of the programme and payment is received, participants will be issued an e-Certificate of Attendance. For this purpose, it is imperative to fill in the email address correctly.
- Participants can download the e-Certificate of Attendance from e-COMTRAC platform in three (3) working days after the programme. Please take note that the certificate is available for download up to 30 days from the conclusion of the programme. An administrative fee of RM30.00 per copy is chargeable for downloading the certificate after the 30th day and 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 participants 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

SSM is registered as a training provider with HRD Corp under GOV100017857. 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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EXCLUSION OF LIABILITY

The speaker(s) or trainer(s) is independent and shall not represent SSM, act as its agent or otherwise represent that their personal views are endorsed by SSM. 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.

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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

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