



REGISTRATION OF BUSINESSES (ROB), COMPANIES AND LIMITED LIABILITY PARTNERSHIP (LLP) & COMMON OFFENCES UNDER ROB ACT 1956, COMPANIES ACT 2016 AND LLP ACT 2012

COURSE INTRODUCTION

Business includes every form of trade, commerce, craftsmanship, calling, profession or other activity carried on for the purposes of gain but does not include any office or employment or any charitable undertaking or any occupation specified in the schedule under the provisions of the Registration of Businesses Act 1956 (ROB Act 1956). Business that may be registered under the ROB Act 1956 is a business operating in West Malaysia which includes Peninsular Malaysia and the Federal Territory.

The modern legal framework in the Companies Act 2016 came into force on 31 January 2017. It consists of five (5) parts, 620 sections and 13 schedules as compared to the Companies Act 1965 which was made up of 12 parts, 374 sections and 10 schedules. The provisions in the Companies Act have introduced many key changes to the principal legislation that governs the formation, operation, termination, regulation and compliance of companies in Malaysia.

Limited liability partnership (LLP) is an alternative business vehicle to carry out business which combines the characteristics of a private company and a conventional partnership. LLP provides limited liability status to its partners and offers flexibility of internal arrangement through an agreement between the partners.

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COURSE OBJECTIVES



This course aims to provide an overview and the underlying policies of the ROB Act 1956, Companies Act 2016 and LLP Act 2012. Participants will learn to identify specific actions required under the compliance and disclosure requirements.

COURSE CONTENTS



- Introduction, function and roles of Suruhanjaya Syarikat Malaysia as Registrar.
- Registration of businesses, limited liability partnerships and companies.
- What information is available online by SSM in relation to company, limited liability partnership and business?
- Modernizing the Companies Act. What's new under the Companies Act 2016?
- Provision relating to registration of businesses and offences under ROB Act 1956.
- Provision relating to registration of LLP and offences under LLP Act 2012.
- Common offences under the Companies Act 2016.
- Non-compliance and corporate governance.
- Common issues relating to company registration, closing of company and termination of business.
- New provisions in the Companies (Amendment) Act 2024 and Limited Liability Partnerships (Amendment) Act 2024.

LEARNING OUTCOMES

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



- Understand the characteristics and features of businesses, limited liability partnerships and companies.
- Be equipped with the foundational knowledge of Companies Act 2016, LLP Act 2012 and ROB Act 1956.
- Understand roles and responsibilities of business owners, LLP partners, company directors, company secretaries and compliance officers.
- Learn specific actions required under the new compliance and disclosure requirements.

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WHO SHOULD ATTEND

Company secretaries, company directors, CEOs, shareholders, LLP partners, LLP compliance officers, business owners, investors, corporate advisors and anyone who interested to learn about Companies Act 2016, LLP Act 2012 and ROB Act 1956.

ABOUT THE TRAINER

Azurah Nor Sarif joined Suruhanjaya Syarikat Malaysia (SSM) in May 2007 as Legal Officer under Litigation Section. In 2016, she was transferred to SSM Selangor to hold the position as Manager at Operation Section. Currently, she is responsible for monitoring the overall operations of SSM Selangor in particular on the registration of business, limited liability partnership and registration of company.

Azurah obtained her LLB from Universiti Kebangsaan Malaysia (UKM) in 2002. She was called to the Malaysian Bar and was admitted as an Advocate & Solicitor of the High Court of Malaya in 2003. Prior to joining SSM, she was in private legal practice handling civil and conveyancing cases. Three years after practice, Azura was served as Legal Officer at Pejabat Tanah & Daerah Klang. Throughout her service, she has acquired extensive legal and practical experiences in business law, marriage, land and estate administration.

Mohamad Azies Han Mohd Fadzil joined Suruhanjaya Syarikat Malaysia (SSM) in June 2007 as Prosecuting Officer where he was involved in trial and appeal for criminal cases for 10 years. In October 2018, he was transferred to the Investigation Division to serve as the Senior Manager.

Mohamad Azies Han graduated in 2003 with a Bachelor of Laws (Hons) from UiTM Shah Alam, Selangor. He was called to Malaysian Bar and was admitted as an Advocate & Solicitor of the High Court of Malaya in 2004. Prior to joining SSM, he began his career as an Advocate and Solicitor with Messrs. Thomas Ong Leong & Associates from 2004 to 2007.

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ADMINISTRATIVE DETAILS

Date	17 April 2025 04 September 2025
Platform	Virtual platform
Time	9.00 am - 5.00 pm
Training Methodology	Lecture
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 (www.ssm4u.com.my/ecomtrac). 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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DISCLAIMER

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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 5
Kuala Lumpur Sentral
50623 Kuala Lumpur



+603 2299 5498 / 4441 / 5308



+603 2299 4451 / 4452



comtrac@ssm.com.my