



# COMPANY SECRETARIES TRAINING PROGRAMME ESSENTIAL 1.0

## COURSE INTRODUCTION

The **Company Secretaries Training Programme (CSTP) Essential 1.0** is a training programme based on the **Companies Act 2016**. It is a mandatory training course under the Companies Commission of Malaysia (SSM) Continuing Professional Education (CPE) points scheme for licensed company secretaries who have been issued with licenses by SSM under section 20G of the Companies Commission of Malaysia Act 2001

There have been cases of licensed company secretaries who attended the mandatory training course more than once for the purpose of fulfilling their CPE requirements. With effect from 1 January 2014, licensed company secretaries are not allowed to repeat their attendance at CSTP Essential in each renewal cycle. CPE points from repeated CSTP Essential will not be accepted for renewal of license purpose.

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## COURSE OBJECTIVES



CSTP Essential 1.0 is designed to include emerging trends and fresh approaches to the company secretaries' challenges at work. It aims at enhancing the knowledge, skill and competencies of company secretaries in their role as advisor to the board of directors. Although the CSTP Essential 1.0 are primarily targeted at licensed company secretaries, other corporate role-players such as company secretaries of prescribed bodies, company directors, members of the management and support staff can also benefit from this programme and apply what they have learned, in managing their companies.

## COURSE CONTENTS

### PART A

- **MODULE 1: ANATOMY OF A COMPANY**

The salient features of a company, types of companies, key role-players and the life span of a company. Introduction of more relaxed requirements such as single member and single director for private companies under the Companies Act 2016.

- **MODULE 2: ROLES AND RESPONSIBILITIES OF COMPANY SECRETARIES**

The roles and responsibilities of company secretaries vis-à-vis Companies Act 2016.

### PART B

- **MODULE 3: KEY ROLE-PLAYERS IN A COMPANY - DIRECTORS, OFFICERS, SHAREHOLDERS AND AUDITORS**

Roles, duties and responsibilities of key corporate role-players in a company namely directors, auditors and employees. Familiarization of their roles, duties and responsibilities will enable a company secretary to carry out their functions more effectively.

- **MODULE 4: MANAGING THE REGISTERED OFFICE, STATUTORY BOOKS, RETURNS AND OTHER DOCUMENTS**

The requirements and significance of having a registered office of a company and the importance of ensuring information are recorded in all statutory books by the company secretary. Under the Companies Act 2016, the Register of Members (ROM) shall be the prima facie evidence as to the legal title of shares and it is the duty of the company secretary to update the ROM upon any changes as well as notify the Companies Commission of Malaysia of the changes within the stipulated timeframe.



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## LEARNING OUTCOMES

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



## PART C

### • **MODULE 5: MANAGING COMPANY MEETINGS**

The Companies Act 2016 dispenses with the requirement for a private company to hold an Annual General Meeting (subject to company's constitution) and new provisions have been introduced in consequence of this. Regulatory requirements and key aspects of the management of annual general meeting, extraordinary general meeting and board meetings.

### • **MODULE 6: NAVIGATING COMPLIANCE: KEY OFFENCES UNDER COMPANIES ACT 2016**

Highlight of key offences under the Companies Act 2016. Apart from examining the common offences committed by company secretaries, this module also looks into some of the serious offences such as fraud and false statements to Companies Commission of Malaysia.

- Develop a good understanding on the concept and features of a company.
- State the role and responsibilities of company secretaries.
- Outline the roles and responsibilities of key role players in a company.
- Apply the knowledge in managing statutory books and company meetings.
- Identify key offences under the Companies Act 2016.

**The Company Secretaries Training Programme Essential 1.0** is made up of three parts which comprised of two modules each. Participants are deemed to have completed the CSTP Essential 1.0 upon attending all three parts.

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## WHO SHOULD ATTEND

Company secretaries below three years of experience, support staff in secretarial department, personal assistants to company secretary, legal administrators and legal secretaries who are involved in corporate secretarial work. Experienced company secretary who wants to unlearn and relearn.

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## ABOUT THE TRAINER

Panel trainers from SSM and Associate Trainers.

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## ADMINISTRATIVE DETAILS

Date	04 February 2025	Part A	Menara SSM @Sentral, Kuala Lumpur
	05 February 2025	Part B	
	06 February 2025	Part C	
	22 April 2025	Part A	Virtual platform
	23 April 2025	Part B	
	24 April 2025	Part C	
	10 June 2025	Part A	Virtual platform
	11 June 2025	Part B	
	12 June 2025	Part C	
	05 August 2025	Part A	Virtual platform
	06 August 2025	Part B	
	07 August 2025	Part C	
23 September 2025	Part A	Menara SSM @Sentral, Kuala Lumpur	
24 September 2025	Part B		
25 September 2025	Part C		
18 November 2025	Part A	Virtual platform	
19 November 2025	Part B		
20 November 2025	Part C		
Time	9.00 am - 5.00 pm		
Training Methodology	Lecture and case studies		
Fee	RM500.00	Standard	
	Per Part		
SSM CPE Points	RM300.00	Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.	
	Per Part		
SSM CPE Points	8 points per part		

# COMPANY SECRETARIES TRAINING PROGRAMME ESSENTIAL 1.0

## HOW TO REGISTER?

### STEP 01

Strictly via online registration at [www.ssm4u.com.my/ecomtrac](http://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.

# COMPANY SECRETARIES TRAINING PROGRAMME ESSENTIAL 1.0

## 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](mailto:comtrac@ssm.com.my).

### HUMAN RESOURCES DEVELOPMENT CORPORATION

SSM 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.

### COPYRIGHTS

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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.

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.



## COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION



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