

# COMPANY LIMITED BY GUARANTEE UNDER COMPANIES ACT 2016

MANDATORY TRAINING COURSE FOR COMPANY SECRETARY  
OF CLBG WITH EFFECTIVE FROM 15 JULY 2025



## 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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## **Mandatory Training Requirement for a Secretary of Companies Limited by Guarantee**

A company secretary acting as a secretary for a Company Limited By Guarantee (CLBG) is required to comply with the training requirement specified in the “Guidelines on Company Limited By Guarantee” dated 15 July 2025 and “Guidelines Relating to Practising Certificate for Secretaries Under Section 241 of The Companies Act 2016” dated 22 October 2025.

### **Why is CLBG training mandatory?**

CLBGs are a unique form of non-profit company that must comply with additional governance, reporting, and financial transparency requirements under the CA2016 and SSM's CLBG Guidelines.

The mandatory training aims to:

- Equip company secretaries with practical understanding of CLBG governance and compliance obligations; and
- Strengthen the quality and accountability of company secretarial services to non-profit organisations.

### **When was the enforcement date of this mandatory training?**

The mandatory training requirement for company secretaries of CLBGs was enforced on 15 July 2025, in line with the issuance of the Guidelines on CLBG. However, those who have attended the training within two (2) years preceding 15 July 2025 are exempted from this requirement.

## **COURSE CONTENTS**

- Procedures of incorporation of a CLBG under the Companies Act 2016.
- Guidelines and checklists for the operation and management of a CLBG.
- Common mistakes in complying with the CLBG Guidelines.
- 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.
- Combating money laundering and terrorism financing.
- The best practices of CLBG.
- Section 17A of MACC (Amendment) Act 2018 relating to corporate liability and adequate procedures. Perspectives for CLBG.

## **COURSE OBJECTIVES**

This course is designed for company secretaries to have a better understanding on CLBG governance and compliance. It provides comprehensive understanding of the related sections under the Companies Act 2016. This course will provide detailed guidance on the procedures and guidelines required when submitting applications to the Registrar or Minister of Domestic Trade and Consumer Affairs such as incorporation, soliciting fund and amendments to the constitutions.

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## WHO SHOULD ATTEND

This is the mandatory training programme for company secretaries of companies limited by guarantee with effect from 15 July 2025.

This course is also suitable for company directors of CLBG, advisors and management consultants and anyone who are keen to learn about CLBG.

## LEARNING OUTCOMES

By attending this course, participants will be able to:

- Develop a good understanding on the features and significance of a CLBG.
- Gain practical knowledge of CLBG governance and compliance obligations.
- Enhance the quality, professionalism, and accountability of company secretarial services provided to non-profit organisations.
- Outline the roles and responsibilities of company director of CLBG.
- Acquire knowledge of the best practices of CLBG.
- Understand corporate liability for corruption offences under MACC (Amendment) Act 2018.



## ABOUT THE TRAINERS

Speakers from Suruhanjaya Syarikat Malaysia.

## ADMINISTRATIVE DETAILS

<b>Date &amp; Platform</b>	29 January 2026 07 May 2026 03 June 2026 04 August 2026 29 October 2026	Virtual platform Menara SSM@Sentral, Kuala Lumpur Virtual platform Virtual platform Menara SSM@Sentral, Kuala Lumpur
<b>Time</b>	09.00 am – 05.00 pm	
<b>Training Methodology</b>	Lecture and case discussion	
<b>Fee</b>	RM550.00 RM300.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
<b>SSM CPE Points</b>	8 points	



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## HOW TO REGISTER?

### STEP 1

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

### 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
- 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 TRAINING PROGRAMMES

### 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](http://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 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.

### LIVE WEBINAR TRAINING

- 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.

### E-LEARNING TRAINING

- Upon successful registration, an email will be sent containing the access link to the pre-recorded webinar and accompanying material will be sent on the start date of the programme.
- Access will be available for a fixed duration of seven (7) days starting from the session's commencement date. After this period, the link will expire, and access to the webinar and materials will no longer be available.

### CERTIFICATE OF ATTENDANCE

- Upon full attendance of the programme and payment is received, participants will be issued an e-Certificate of Attendance.
- Participants can download the e-Certificate of Attendance from e-COMTRAC platform in three (3) working days after the programme or in seven (7) working days for conference / symposium. 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. 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 will incur a fee of RM30.00 for reissuance.

### 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.

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