SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

2026

SSM TRAINING

COMPANY SECRETARY LICENSING INTERVIEW UNDER THE COMPANIES COMMISSION OF MALAYSIA ACT 2001

COMTRAC Morning Talk Series

COMPANY SECRETARY LICENSING INTERVIEW UNDER THE COMPANIES COMMISSION OF MALAYSIA ACT 2001

COURSE INTRODUCTION

Any person with the relevant qualification, except those referred under Section 235(2)(a) of the Companies Act 2016, can apply to the Companies Commission of Malaysia (SSM) for a license to become a company secretary.

Who can apply for company secretary's license?

The following person, with the required qualification and experience, is qualified to apply for company secretary's license:

- 18 years old and above;
- A citizen or permanent resident in Malaysia who shall ordinarily reside in Malaysia by having a principal place of residence in Malaysia;
- Not an undischarged bankrupt;
- Not convicted whether in or outside Malaysia of any offence referred to in section 198 of the Companies Act 2016;
- Not convicted whether in or outside Malaysia of any offence involving fraud or dishonesty punishable on conviction with imprisonment for three months or more;
- No pending legal action against him under any provision of the Companies Act 2016 or the law specified in the First Schedule of the Companies Act 2016; and
- Relevant working experience in company secretarial field and relevant academic qualifications.

Once SSM approves the candidate's application, they will be invited for a written test and attend an interview. These are designed to check their knowledge and experience about the duties and responsibilities of a company secretary under the Companies Act 2016.

COURSE OBJECTIVES

This practical course is your guide in preparing for the SSM company secretary licensing interview. Learn about the interview process, key topics covered, and insights on meeting interviewers' expectations. The speaker will also walk you through the conditions to act as company secretary under the Companies Act 2016.

COURSE CONTENTS

- Minimum qualification to apply for the interview.
- Interview process and procedures.
- Scope of written test and interview.
- Interview marks allocation and calculations.
- Interview ethics.
- General tips, the dos and the don'ts before and during the interview.
- How to remain as a SSM license holder.
- Step towards obtaining SSM Practicing Certificate.

LEARNING OUTCOMES

By attending this course, participants will be able to:

- Have a clear picture of the overall interview procedures, scope of the interview and expectations of the interview conducted under S20G of the Companies Commission Act 2001.
- Understand the conditions to act as a Company Secretary under the Companies Act 2016.

WHO SHOULD ATTEND

Any person who is interested in obtaining the company secretary license (LS) issued by SSM, which is an entry requirement to apply for SSM Practicing Certificate. This programme is not relevant to members of the approved bodies under Fourth Schedule of the Companies Act 2016.

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ABOUT THE TRAINER

Sharmilah Beham Habibullah joined Companies Commission of Malaysia (SSM) in 2007. She is an appointed Assistant Registrar with more than 17 years of experience with the SSM's Enforcement Division. Prior to the enforcement of the Companies Act 2016, she has served as an investigating officer in the Investigation Division of SSM for 8 years and the Law Reform, Policy and International Affairs Section under the Corporate Development and Policy Division of SSM for 2 years. Upon implementation of Companies Act 2016, she was attached to the Corporate Intermediary Section under the Corporate Compliance Division of SSM, which is responsible to oversee the requirements for the Company Secretary Licencing under Section 20G of the SSM Act 2001 and Practicing Certificate under Section 241 of the Companies Act 2016 for 6 years.

Sharmilah is an associate member of the Chartered Governance Institute, CGI (ICSA) and has four years of practical experience in the company secretarial field. Sharmilah is a certified trainer and a regular speaker for Corporate Compliance Division and SSM in conducting talks and seminars related to the Companies Act 2016.

ADMINISTRATIVE DETAILS

Date	16 January 2026 03 April 2026 22 May 2026 17 July 2026 18 September 2026 20 November 2026	
Venue	Virtual platform	
Time	09.00 am – 11.00 am	
Training Methodology	Lecture and case discussion	
Fee	RM200.00	Standard
	RM150.00	Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	2 points	

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HOW TO REGISTER?

STEP 1

Strictly via online registration at **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). 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.

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.

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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 dues 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.