SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

2026
SSM TRAINING

# DUTIES AND RESPONSIBILITIES OF COMPANY SECRETARIES AS REPORTING INSTITUTIONS UNDER AMLA 2001

## MANDATORY PROGRAMME FOR SECRETARIES HOLDING PRACTISING CERTIFICATE UNDER SECTION 241 OF THE COMPANIES ACT 2016

**Boost Your AML/CFT Compliance!**

Get exclusive insights from SSM's on-site inspection findings as the AML/CFT Supervisory Authority.

Gain practical insights, avoid common pitfalls, and strengthen your compliance framework.

**Perdana Botanical Gardens, Kuala Lumpur**

### COURSE INTRODUCTION

SSM Guidelines on Practicing Certificate for Secretaries Under Section 241 of the Companies Act 2016 (Issued on 22 October 2025)

This mandatory requirement will take effect on 1 January 2026.

What is the purpose of mandating AMLA training for company secretaries?

Company secretaries are designated as Reporting Institutions (RIs) under the Anti-Money Laundering Act (AMLA) 2001. They play a critical role in detecting and preventing money laundering, terrorism financing, and proliferation financing through their professional activities.

The mandatory training aims to:

- Strengthen awareness and compliance with AMLA obligations among company secretaries;
- Align with Bank Negara Malaysia's requirements for Reporting Institutions; and
- Safeguard companies and the corporate sector from being exploited for illegal financial activities.

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## COURSE OBJECTIVES

This course is designed to:

- Equip company secretaries who are RIs with a thorough understanding of the compliance framework under the AMLA.
- Strengthen the ability of company secretary to fulfill their duties and responsibilities as RIs to effectively influence AML/CFT/CPF decisions in combating money laundering and terrorism financing.

## LEARNING OUTCOMES

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

- Have a clear understanding of their roles and responsibilities as RIs.
- Understand the need to take responsibilities to protect themselves from being abused by implementing the AML/CFT/CPF obligations.
- Identify the red flags or trigger irregular transactions for effective identification or detection of suspicion and then to take the necessary actions on reporting.
- Apply Risk Based Approach (RBA) methodology to identify, assess ML/TF risks and recommend preventive and mitigation measures that commensurate with the identified risk level.
- Know the processes needed to perform effective CDD, EDD and ODD.
- Implement internal process to comply with the AML/CFT/CPF requirements.
- Understand the impact of regulatory non-compliance on RIs.

## TARGET PARTICIPANTS

- Any person who is issued with practicing certificate under Section 241 of the Companies Act 2016.
- Company secretaries who are reporting institution under the AML/CFT/CPF requirements.
- Compliance officers of company secretarial firm under the AML/CFT/CPF requirements.
- Anyone who wants to learn about AML/CFT/CPF.

## ABOUT THE TRAINERS

Suruhanjaya Syarikat Malaysia's certified AML/CFT trainers for Designated Non-Financial Businesses and Professions ("DNFBP") (certified by Asian Banking School).

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## COURSE CONTENTS

### MODULE 1 | Overview of AML/CFT/CPF

1. What is money laundering, terrorism financing and proliferation financing?
2. International legal framework on AML/CFT/CPF.
3. Malaysia's AML/CFT/CPF regime
   - AMLA 2001, Regulations & Guidelines.
4. Duties and responsibilities of company secretaries as RIs.
5. Duties and responsibilities of compliance officer.
6. Guidelines relating to the obligations of company secretary as a RI under AMLA.
7. SSM guidelines relating to practicing certificate for secretaries under section 241 of the Companies Act 2016 relating to the obligations of company secretary as a RI under AMLA.

### MODULE 2 | AML/CFT/CPF Compliance Programme

1. Reporting Obligations under Part IV AMLA
   i. Role of compliance officer/board/senior management.
   ii. Policies and procedures.
   iii. Employee screening.
   iv. AML/CFT/CPF training.
   v. Independent audit function.

### MODULE 3 | Customer Due Diligence (CDD): AML Controls and Procedures

1. Key AML/CFT/CPF requirements
   i. Customer due diligence (CDD).
   ii. Enhanced due diligence and on-going due diligence.
   iii. Sanctioned screening.
   iv. Record keeping and management information system.
2. Customer Due Diligence (CDD)
   i. Why, when, who and how to conduct CDD?
   ii. Identification and verification of the identity of customers and beneficial owners.
   iii. Enhanced CDD (PEPs/ higher risk customers) and on-going CDD.
   iv. Record keeping and management information system relating to CDD/EDD process.

**cont. from 2. Customer Due Diligence (CDD)**

   v. Beneficial ownership framework in Malaysia including the requirements imposed on trust companies.
   vi. Impact of failure to carry out adequate CDD.

### MODULE 4 | Risk Based Approach (RBA)

1. What is risk from an AML perspective?
2. Methodology of risk assessment.
3. What is Customer Risk Profiling (CRP) and how to conduct?
4. What is Institutional Risk Assessment (IRA) and how to conduct?
5. Identify gaps and implement effective risk mitigation controls.
6. Develop compliance programme based on risk assessment – communicate to senior management.
7. Sanction of non-compliance.
8. Key highlights of National Risk Assessment (NRA) 2023 result.

### MODULE 5 | Suspicious Transaction Report (STR)

1. What is STR?
2. Infrastructure to detect and report STR.
3. Common red flags for company secretaries.
4. How to identify or detect suspicion?
5. Submission of STR – who, what, when, where, why, how?
6. What makes a bad STR?
7. Issues in relation to STR reporting.
8. Impact of failure to report suspicious transaction.
9. Mutual Evaluation of Malaysia 2025.

### MODULE 6 | SSM AML/CFT/CPF Compliance and Monitoring

1. Findings arising from SSM's on-site inspections as AML/CFT/CPF Supervisory Authority for company secretary.
2. Sanction imposed on company secretaries AML/CFT/CPF misconduct.
3. Case studies and illustrations on company secretaries AML/CFT/CPF misconduct.

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## PROGRAMME FORMATS

Participants may choose:

- SSM e-Learning: Self-paced learning through a **pre-recorded webinar** with a **live post-webinar Q&A session**; OR
- In-Person (Physical) Programme: **Classroom-based training** with direct interaction and networking.

## [SSM E-LEARNING] PARTICIPANT'S STEP BY STEP GUIDE

This format offers self-paced learning through a pre-recorded webinar, followed by a live post-webinar Q&A session. It provides flexibility, allowing participants to:

- Access the training content anytime at their convenience within the given time period.
- Learn at their own pace while still benefiting from real-time interaction during the post-webinar Q&A session.

**STEP 1**

### REGISTRATION & ACCESS TO PRE-RECORDED WEBINAR AND MATERIALS

- Participants must register and pay the applicable fee via **e-COMTRAC**.
- 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.

**STEP 2**

### PARTICIPANT COMPLETION GUIDELINES

To successfully complete this programme, participants must:

- Complete both the Pre-Test and Post-Test.
- Submit their answers to COMTRAC for attendance tracking and completion verification.

**STEP 3**

### CPE POINTS & E-CERTIFICATE OF ATTENDANCE

- This programme carries 6 SSM CPE points.
- A digital certificate of attendance will be issued via e-COMTRAC within three (3) working days, provided that:
  (a) The participant has completed both mandatory tests (Pre-Test and Post-Test); and
  (b) The participant has fulfilled the minimum required learning duration of six (6) hours.

**STEP 4**

### POST-WEBINAR (LIVE Q&A SESSION)

As the pre-recorded webinar does not include live interaction with speakers, COMTRAC will host a complimentary live post-webinar Q&A session. Attendance is optional. This session allows participants to:

- Ask follow-up questions.
- Clarify complex topics discussed during the webinar.
- Network with speakers and peers.

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## ADMINISTRATIVE DETAILS

## SSM E-LEARNING

| Pre-Recorded Webinar | | | | Post-Webinar (Live Q&A Session) | |
|---|---|---|---|---|---|
| Access to the webinar and contents are available for seven (7) days<br>**Compulsory to:**<br>1. Complete and submit the pre-test.<br>2. Minimum 6 hours of learning.<br>3. Complete and submit the post-test.<br>4. Download e-Certificate of attendance. | | | | Attendance is optional | |
| **Start Date**<br>**Start Time** | 23 February 2026<br>10.00 am | **End Date**<br>**End Time** | 01 March 2026<br>11.59 pm | **Date**<br>**Time** | 27 February 2026<br>09.00 am – 10.00 am |
| **Start Date**<br>**Start Time** | 02 March 2026<br>10.00 am | **End Date**<br>**End Time** | 08 March 2026<br>11.59 pm | **Date**<br>**Time** | 27 March 2026<br>09.00 am – 10.00 am |
| **Start Date**<br>**Start Time** | 16 March 2026<br>10.00 am | **End Date**<br>**End Time** | 22 March 2026<br>11.59 pm | | |
| **Start Date**<br>**Start Time** | 06 April 2026<br>10.00 am | **End Date**<br>**End Time** | 12 April 2026<br>11.59 pm | **Date**<br>**Time** | 24 April 2026<br>09.00 am – 10.00 am |
| **Start Date**<br>**Start Time** | 20 April 2026<br>10.00 am | **End Date**<br>**End Time** | 26 April 2026<br>11.59 pm | | |
| **Start Date**<br>**Start Time** | 04 May 2026<br>10.00 am | **End Date**<br>**End Time** | 10 May 2026<br>11.59 pm | **Date**<br>**Time** | 29 May 2026<br>09.00 am – 10.00 am |
| **Start Date**<br>**Start Time** | 18 May 2026<br>10.00 am | **End Date**<br>**End Time** | 24 May 2026<br>11.59 pm | | |
| **Start Date**<br>**Start Time** | 08 June 2026<br>10.00 am | **End Date**<br>**End Time** | 14 June 2026<br>11.59 pm | | |
| **Start Date**<br>**Start Time** | 15 June 2026<br>10.00 am | **End Date**<br>**End Time** | 21 June 2026<br>11.59 pm | **Date**<br>**Time** | 26 June 2026<br>09.00 am – 10.00 am |
| **Start Date**<br>**Start Time** | 22 June 2026<br>10.00 am | **End Date**<br>**End Time** | 28 June 2026<br>11.59 pm | | |
| **Fee** | RM550.00 Standard | | | | |
| | RM300.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak. | | | Complimentary | |
| **SSM CPE Points** | 6 Points | | | 0 point | |

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## ADMINISTRATIVE DETAILS

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<tr><td>Start Date<br>Start Time</td><td>01 September 2026<br>10.00 am</td><td>End Date<br>End Time</td><td>07 September 2026<br>11.59 pm</td><td rowspan="4">Date<br>Time</td><td rowspan="4">25 September 2026<br>09.00 am – 10.00 am</td></tr>
<tr><td>Start Date<br>Start Time</td><td>08 September 2026<br>10.00 am</td><td>End Date<br>End Time</td><td>14 September 2026<br>11.59 pm</td></tr>
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<tr><td>Start Date<br>Start Time</td><td>13 October 2026<br>10.00 am</td><td>End Date<br>End Time</td><td>19 October 2026<br>11.59 pm</td><td rowspan="3">Date<br>Time 30 October 2026<br>09.00 am – 10.00 am</td></tr>
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# DUTIES AND RESPONSIBILITIES OF COMPANY SECRETARIES AS REPORTING INSTITUTIONS UNDER AMLA 2001

## IN-PERSON (PHYSICAL) PROGRAMME

| | | |
|---|---|---|
| **Date & Venue** | 15 January 2026 | Menara SSM@Sentral, Kuala Lumpur |
| | 09 February 2026 | Menara SSM@Sentral, Kuala Lumpur |
| | 30 March 2026 | Menara SSM@Sentral, Kuala Lumpur |
| | 14 April 2026 | Amari Hotel, Johor Bahru |
| | 23 April 2026 | Menara SSM@Sentral, Kuala Lumpur |
| | 12 May 2026 | Pullman Hotel, Kuching |
| | 21 May 2026 | Menara SSM@Sentral, Kuala Lumpur |
| | 04 June 2026 | Weil Hotel, Ipoh |
| | 09 June 2026 | Le Meridien Hotel, Kota Kinabalu |
| | 23 June 2026 | Menara SSM@Sentral, Kuala Lumpur |
| | 02 July 2026 | The Light Hotel, Penang |
| | 08 September 2026 | Kuantan |
| | 24 September 2026 | Menara SSM@Sentral, Kuala Lumpur |
| | 29 October 2026 | Miri |
| | 10 November 2026 | Menara SSM@Sentral, Kuala Lumpur |
| | 08 December 2026 | Menara SSM@Sentral, Kuala Lumpur |
| **Time** | 09.00 am – 05.00 pm | |
| **Training Methodology** | Trainer-led programme and Q&A session | |
| **Fee** | RM550.00 | Standard |
| | RM300.00 | Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak. |
| **SSM CPE Points** | 8 Points | |

# DUTIES AND RESPONSIBILITIES OF COMPANY SECRETARIES AS REPORTING INSTITUTIONS UNDER AMLA 2001

## 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.

# DUTIES AND RESPONSIBILITIES OF COMPANY SECRETARIES AS REPORTING INSTITUTIONS UNDER AMLA 2001

## 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.

### COPYRIGHTS

The materials of the training programme are solely for participants' personal use. No part of these materials may be stored, reproduced or transmitted in any form or by any means, including photocopying, e-mailing and recording, without the written permission of the author or SSM. Information contained in these documents is understood to be correct at the time of writing. The assessments and views expressed in these materials shall be treated/ regarded purely for public information and discussion and it does not constitute formal advice. The views provided are for general information to provide better clarity and understanding of the subject matter. It should not be relied upon as an alternative to specific legal advice from your lawyer or other professional service provider. If you have any specific issues and/ or questions about any legal matter, you should consult your lawyer or other professional service provider. In no event shall the SSM be liable for any damages, whether in an action of contract, negligence or other tort, arising from the contents in these materials.

### 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.