

GUIDE FOR SECRETARY IN DEALING WITH DEBENTURES AND CHARGES



 Crocker Range National Park, Sabah

COURSE INTRODUCTION

In carrying on its business, a company requiring further working capital could either issue more shares or borrow from shareholders, related corporations or financial institutions. A company may borrow monies by issuing debentures or provide security of its assets and may create a lien on its properties of the company but the powers to borrow may be restricted in the constitution of the company.

Debentures are debt instruments issued by a company to raise working capital and the lender may or may not impose a security on the debt instruments. A charge is a way of security to the creditor or lending institutions/banks of their interest/right on the properties of the company for the amounts due to them by the company. The Companies Act 2016 ("Act") imposes obligation on the company creating the charge to register the particulars of the said charge with the Registrar of Companies and on satisfaction of the debt, to register the discharge of charge.

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COURSE OBJECTIVES

This course will outline the differences between debentures and charges and the obligation imposed on a company to register the charges. Participants will also review the different types of charges, the rights of the company in dealing with assets charged for facilities and the rights of a chargee under a floating charge.

Once the charges are registered, there are continuing obligations imposed in the Act for the Register of Charges to be kept and the latest information on the indebtedness for the charge be updated in the Annual Return. The company secretary will be guided on how to update the information in the Annual Return as well as how to provide confirmation to third parties on any debentures issued by the company or charges registered.

COURSE CONTENTS

- Powers to borrow – implied or expressed.
- Distinguishing fixed and floating charge.
- Registration of charges and satisfaction of charge.
- Remedies for lenders – appointment of receivers.
- Completing the information on the Register of Charges and section on charges in the Annual Return.

WHO SHOULD ATTEND

Company secretaries, directors, auditors, accountants and those involved with the registration of share transfers and transmission.

LEARNING OUTCOMES

By attending this course, participants will be able to:

- Distinguish between the different type of charges - fixed, floating or open charge.
- Have a better understanding of the obligations of the company and its officers in the registration of charges.
- Distinguish between release of charge and satisfaction of charge.
- Understand the obligations of the company and its officers in the subsequent discharge.
- Note the implications in the event of default.



ABOUT THE TRAINER

Leong Oi Wah is a Fellow Member of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) and has more than 30 years of experience in handling corporate secretarial matters in the profession and the corporate sector.

Oi Wah is also involved in advisory on corporate secretarial requirements including corporate restructuring and compliance with various regulatory bodies such as the Registrar of Companies, Bursa Malaysia Securities Berhad, Securities Commission and other authorities. She is an approved trainer with HRD Corp and does regular training for the Companies Commission Malaysia Training Academy and other professional bodies. She is also co-author of "Company Meetings, Minutes and Resolutions in Malaysia" published in 2021 by the Malaysian Current Law Journal.

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ADMINISTRATIVE DETAILS

Date	01 September 2026	
Venue	Virtual platform	
Time	09.00 am – 05.00 pm	
Training Methodology	Lecture and case discussion	
Fee	RM550.00	Standard
	RM450.00	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 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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DISCLAIMER

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