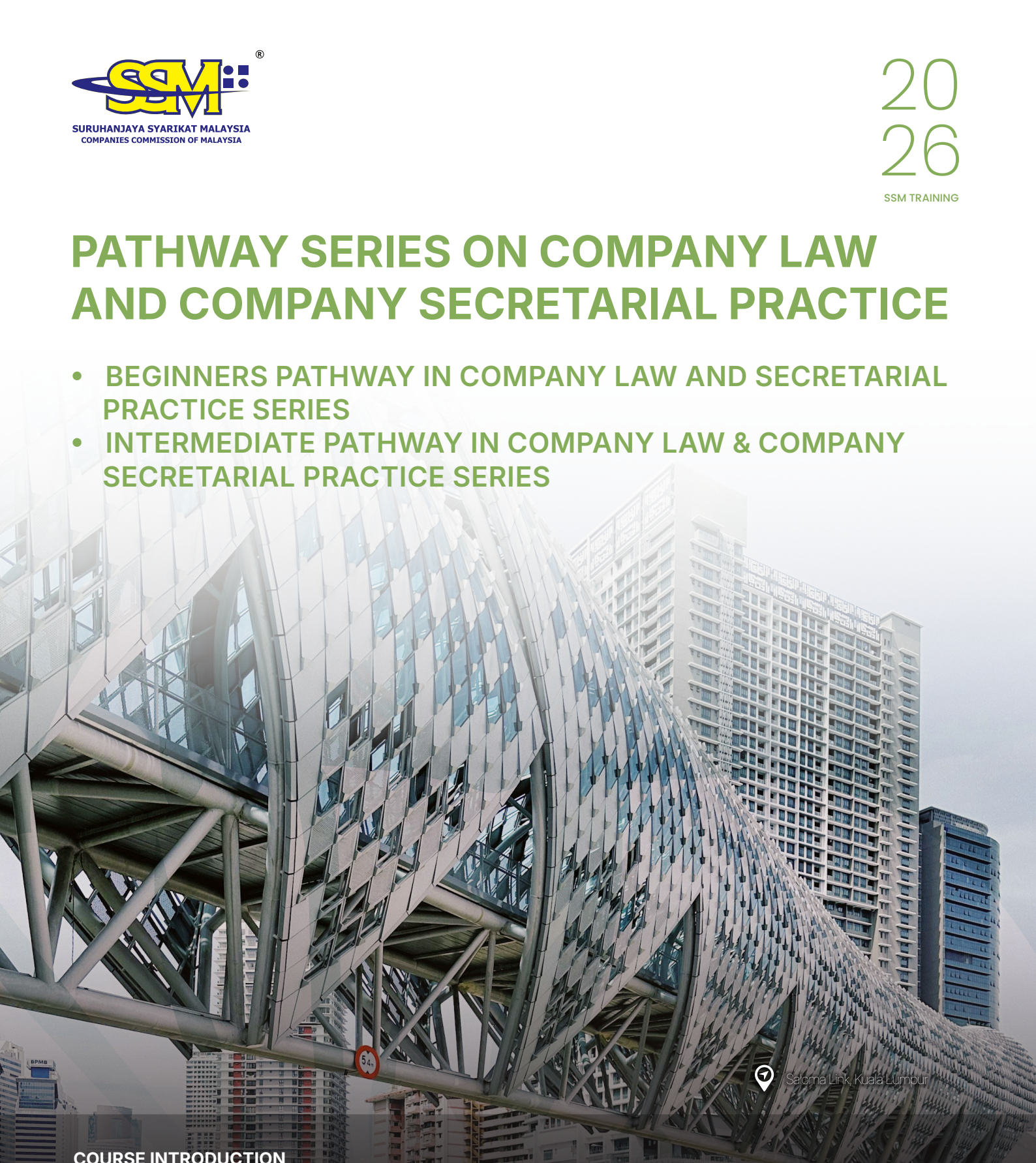
SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

2026

SSM TRAINING

PATHWAY SERIES ON COMPANY LAW AND COMPANY SECRETARIAL PRACTICE

- BEGINNERS PATHWAY IN COMPANY LAW AND SECRETARIAL PRACTICE SERIES
- INTERMEDIATE PATHWAY IN COMPANY LAW & COMPANY SECRETARIAL PRACTICE SERIES



COURSE INTRODUCTION

The Pathway Series in Company Law and Company Secretarial Practice combines the essential principles of company law in Malaysia under the Companies Act 2016 and the practical applications. The beginners and intermediate series are designed to provide a structured learning journey for company secretaries at different stages of their career. Whether you are just starting out or looking to deepen your expertise, this series equips you with the essential knowledge and practical skills to navigate the complex world of corporate compliance and governance. Each level offers targeted topics that combine company law and company secretarial practice, ensuring you gain confidence and competence in your role.

BEGINNERS PATHWAY IN COMPANY LAW AND SECRETARIAL PRACTICE SERIES

Beginners Pathway in Company Law and Secretarial Practice Series is designed and developed for beginners in the company secretarial profession and those looking for a refresher course. Participants will gain the knowledge and confidence to perform fundamental secretarial tasks and understand the regulatory environment governing companies.

The four (4) topics under this **beginners** programme series for the year 2026 are:

1. Company Secretary and Introduction to Corporate Governance. **NEW**
2. Getting Started with Companies. **NEW**
3. Constitution, Audit and Annual Return.
4. Corporate Secretarial Documentation and Liaising with Regulators. **NEW**

COURSE OBJECTIVES

- Introduce the fundamentals of company law and corporate governance.
- Familiarize participants with the role and responsibilities of a company secretary.
- Provide practical guidance on basic compliance requirements and documentation.

LEARNING OUTCOMES

By attending this course, participants will be able to:

- Explain the purpose and structure of companies and their governance framework.
- Prepare essential documents such as constitutions, annual returns, and audit reports.
- Able to communicate with regulators and understand basic compliance processes.

WHO SHOULD ATTEND

Company secretarial assistants, support staff in secretarial department, personal assistants to company secretary, legal administrators and legal secretaries, with less than 2 years experiences in corporate secretarial work.

NOTE TO PARTICIPANTS

Compulsory to have a copy of Companies Act 2016 as reference at the programme.

1 BEGINNERS PATHWAY IN COMPANY LAW AND SECRETARIAL PRACTICE SERIES: COMPANY SECRETARY AND INTRODUCTION TO CORPORATE GOVERNANCE

COURSE CONTENTS

COMPANY LAW

- Basic concepts.
- Company secretary – requirement for a secretary, qualification, disqualification.
- Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 (AMLA).
- Why corporate governance.
- Theories.
- Safeguards in the Companies Act 2016.

COMPANY SECRETARIAL PRACTICE

Company secretary – appointment, resignation, removal, roles and responsibilities, company secretary and corporate governance.

- Know your customer due diligence.
- Malaysian Code on Corporate Governance.
- Malaysian Code for Institutional Investors.

ADMINISTRATIVE DETAILS

Date	06 – 07 April 2026	
Venue	Virtual platform	
Time	09.00 am – 05.00 pm	
Training Methodology	Lecture, Case Laws and Discussions	
Fee	RM1,100.00	Standard
	RM900.00	Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	16 points	
Trainers	Dr. Usharani Samantha Tai Yit Chan	

2 BEGINNERS PATHWAY IN COMPANY LAW AND SECRETARIAL PRACTICE SERIES: GETTING STARTED WITH COMPANIES

COURSE CONTENTS

COMPANY LAW

- Introduction to business entities – Sole proprietorship, partnership, limited liability partnership, company.
- Basic concepts of company law.
- Classification of companies.
- Company limited by shares.
- Company limited by guarantee.
- Unlimited company.
- Private vs public companies.
- Benefits of an exempt private company.
- Corporate personality.
- Lifting the veil of incorporation.
- Related companies – holding and subsidiary; ultimate holding; wholly owned subsidiary; related companies.
- Foreign companies.
- Promoters and pre-incorporation contract.

COMPANY SECRETARIAL PRACTICE

- Incorporation of private, public and CLBG.
- Step-by-step incorporation process including reservation of company name.
- Conversion from private to public company.
- Conversion from public to private company.
- Exempt private companies.
- Company name and Change of company's name (guidelines).
- Common seal.
- Registration of foreign companies.
- Application to non-public listed companies.

ADMINISTRATIVE DETAILS

Date	09 - 10 June 2026	
Venue	Virtual platform	
Time	09.00 am – 05.00 pm	
Training Methodology	Lecture, Case Laws and Discussions	
Fee	RM1,100.00	Standard
	RM900.00	Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	16 points	
Trainers	Dr. Chan Wai Meng Samantha Tai Yit Chan	

3 BEGINNERS PATHWAY IN COMPANY LAW AND SECRETARIAL PRACTICE SERIES: CONSTITUTION, AUDIT AND ANNUAL RETURN

COURSE CONTENTS

COMPANY LAW

- Basic concepts of company law.
- Constitution.
- Alteration of constitution.
- Object clause.
- Internal management rules.
- Contracts – pre-incorporation contracts, provisional contracts and company contracts.
- Contracts with promoter.
- Contracts with directors.
- Contracts of substantial value.
- Auditors.

COMPANY SECRETARIAL PRACTICE

- Constitution.
- Procedure and lodgement on alteration on object clause.
- Procedure and lodgement on alteration of various clauses in the constitution.
- Third Schedule.
- Auditors – procedure for appointment / re-appointment, resignation, removal, remuneration, duties.
- Accounts to be kept.
- Audit matters.
- Preparation and submission of financial statements.
- Audit exemption.
- Step-by-step preparation and submission of Annual Return.

ADMINISTRATIVE DETAILS

Date	04 - 05 August 2026	
Venue	Virtual platform	
Time	09.00 am – 05.00 pm	
Training Methodology	Lecture, Case Laws and Discussions	
Fee	RM1,100.00	Standard
	RM900.00	Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	16 points	
Trainers	Dr. Chan Wai Meng Samantha Tai Yit Chan	

4 BEGINNERS PATHWAY IN COMPANY LAW AND SECRETARIAL PRACTICE SERIES: CORPORATE SECRETARIAL DOCUMENTATION AND LIAISING WITH REGULATORS

COURSE CONTENTS

- Basic concepts of company law.
- Company secretary and role in a company.
- Drafting board resolutions and minutes.
- Preparation of annual reports and financial statements.
- Statutory forms and returns.
- Legal documentation and agreements.
- Record keeping and documentation.
- Liaising with regulators e.g. SSM and Bursa Malaysia.

ADMINISTRATIVE DETAILS

Date	02 December 2026	
Venue	Virtual platform	
Time	09.00 am – 05.00 pm	
Training Methodology	Lecture, Case Laws and Discussions	
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	
Trainers	Samantha Tai Yit Chan	

INTERMEDIATE PATHWAY IN COMPANY LAW & COMPANY SECRETARIAL PRACTICE SERIES

Intermediate Pathway in Company Law & Company Secretarial Practice Series is designed for professionals who have acquired foundational knowledge and are ready to advance their expertise in corporate governance and compliance. This programme combines the essential principles of company law in Malaysia under the Companies Act 2016 regime and the practical applications.

The four (4) topics under this **intermediate** programme series for the year 2026 are:

1. Directors, Members and Meetings.
2. Shares and Share Capital.
3. Chairperson and Company Secretary: Roles in Company Meetings and Navigating Challenges **NEW**
4. Cessation of Companies.

COURSE OBJECTIVES

- Deepen understanding of company law provisions related to directors, members, and meetings.
- Explore share capital structures and related compliance requirements.
- Equip participants to manage governance challenges and meeting protocols.

LEARNING OUTCOMES

By attending this course, participants will be able to:

- Apply legal requirements for directors, shareholders, and company meetings.
- Manage share issuance, transfers, and capital changes in compliance with regulations.
- Handle complex governance issues, including roles of chairperson and company secretary.
- Execute procedures for cessation of companies.

WHO SHOULD ATTEND

Company secretarial assistants, support staff in secretarial department, personal assistants to company secretary, legal administrators and legal secretaries, with more than two years of experience in corporate secretarial work.

NOTE TO PARTICIPANTS

Compulsory to have a copy of Companies Act 2016 as reference at the programme.

1 INTERMEDIATE PATHWAY IN COMPANY LAW & COMPANY SECRETARIAL PRACTICE SERIES: DIRECTORS, MEMBERS AND MEETINGS

COURSE CONTENTS

COMPANY LAW

- Directors – Duties and power.
- Contracts with directors.
- Loans to directors and persons connected with directors.
- Membership, transfer and transmission.
- Members meetings – Notice, venue, quorum and proxy.
- Members' resolution – Ordinary, special, ordinary requiring special notice, special requiring special notice, written resolutions.
- Management review.

COMPANY SECRETARIAL PRACTICE

- Directors – Appointment, vacation of office, remuneration, etc.
- Members – Membership, shareholdings, etc.
- Board meetings – Pre, during and post matters.
- Members' meetings – Pre, during and post matters.
- Types of resolutions.
- Minutes of meetings

ADMINISTRATIVE DETAILS

Date	18 & 19 May 2026	
Venue	Virtual platform	
Time	09.00 am – 05.00 pm	
Training Methodology	Lecture, Case Laws and Discussions	
Fee	RM1,100.00	Standard
	RM900.00	Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	16 points	
Trainers	Dr. Chan Wai Meng Samantha Tai Yit Chan	

2 INTERMEDIATE PATHWAY IN COMPANY LAW & COMPANY SECRETARIAL PRACTICE SERIES: SHARES AND SHARE CAPITAL

COURSE CONTENTS

COMPANY LAW

- Share capital.
- Allotment and issuance of shares.
- Classes of shares.
- Variation of class rights.
- Maintenance of capital.
- Share buyback.
- Share financing.
- Dividend.

COMPANY SECRETARIAL PRACTICE

- Share capital – types of shares, nature etc.
- Preference shares.
- Allotment and issuance of shares.
- Share certificate.
- Transfer and transmission of shares.
- Dividend.
- Capital reduction.
- Redemption of Preference Shares.

ADMINISTRATIVE DETAILS

Date	08 – 09 July 2026	
Venue	Virtual platform	
Time	09.00 am – 05.00 pm	
Training Methodology	Lecture, Case Laws and Discussions	
Fee	RM1,100.00	Standard
	RM900.00	Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	16 points	
Trainers	Dr. Chan Wai Meng Samantha Tai Yit Chan	

3 INTERMEDIATE PATHWAY IN COMPANY LAW & COMPANY SECRETARIAL PRACTICE SERIES: CHAIRPERSON AND COMPANY SECRETARY: ROLES IN COMPANY MEETINGS AND NAVIGATING CHALLENGES

COURSE CONTENTS

COMPANY LAW

- Basic concepts of company law.
- Meaning of meeting.
- Types of meetings.
- Compliance requirements and timeliness.

CSP

- Roles of key players i.e. chairperson and company secretary.
- Chairperson: duties and responsibilities, skills, and challenges.
- Company secretary: compliance and advisory role, meeting support functions, and challenges.
- Role and duties of company secretary: Pre-, during and post-meeting.

ADMINISTRATIVE DETAILS

Date	07 – 08 October 2026	
Venue	Virtual platform	
Time	09.00 am – 05.00 pm	
Training Methodology	Lecture, Case Laws and Discussions	
Fee	RM1,100.00	Standard
	RM900.00	Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	16 points	
Trainers	Dr. Chan Wai Meng Samantha Tai Yit Chan	

4 INTERMEDIATE PATHWAY IN COMPANY LAW & COMPANY SECRETARIAL PRACTICE SERIES: CESSATION OF COMPANIES

COURSE CONTENTS

COMPANY LAW

- Basic concepts of company law.
- Striking off by ROC.
- Voluntary winding-up.
- Liquidator.
- Management of assets of dissolved companies.
- Compulsory winding-up.
- Effects of commencement of winding-up, presentation of winding-up petition, and winding-up order.

COMPANY SECRETARIAL PRACTICE

- Striking off by ROC.
- Members' voluntary winding-up.
- Liquidator.
- Management of assets of dissolved companies.
- Creditors' voluntary winding-up.
- Compulsory winding-up.

ADMINISTRATIVE DETAILS

Date	27 – 28 October 2026	
Venue	Virtual platform	
Time	09.00 am – 05.00 pm	
Training Methodology	Lecture, Case Laws and Discussions	
Fee	RM1,100.00	Standard
	RM900.00	Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	16 points	
Trainers	Dr. Chan Wai Meng Samantha Tai Yit Chan Khoo Poh Poh	

PATHWAY SERIES ON COMPANY LAW AND COMPANY SECRETARIAL PRACTICE

ABOUT THE TRAINERS

Dr. Chan Wai Meng was an associate professor at the Faculty of Business and Economics, Universiti Malaya before her retirement in October 2023. She lectured company law since she joined the Faculty in 1998, and continues to do so on a part time basis. Wai Meng has published extensively. Among her recent publications on the company law are Essential Company Law in Malaysia: Navigating the Companies Act 2016 and Navigating the Companies Act 2016 for SMEs. She contributed to The Annotated Malaysian Companies Act 2016 published by Sweet & Maxwell Asia. Prior to joining the academia, Wai Meng was in legal practice and in the banking industry for ten years.

Samantha Tai Yit Chan is the Chief Executive Officer of Boardroom Malaysia and Managing Director of Asia, Corporate Secretarial, Boardroom Group. She has more than 30 years of experience in corporate governance and the corporate secretarial industry providing trusted advice on corporate needs to leaders in Malaysia and around the region. Samantha also holds directorships in Malaysian Alliance of Corporate Directors (MACD) and is also a member of the TAR UMT Thought Leadership Committee and Chartered Secretaries and Administrators (MAICSA). She is currently the Chairman of the Technical Compliance & Governance Committee and the Deputy Chairman Young Company Secretaries Working Group.

Khoo Poh Poh is a Senior Executive Director, Transaction Advisory Services at Ernst & Young PLT, Malaysia. She has over 25 years of extensive experience in all facets of formal insolvency and corporate rescue mechanism, including judicial management, receivership, liquidation and restructuring of companies in various industries, and specialises in Legal Entity Rationalisation and resolution of regulated entities. She is a member of the Chartered Institute of Management Accountants, Chartered Global Management Accountants, and Malaysian Institute of Accountants (MIA). She is an elected council member of the Insolvency Practitioners' Association of Malaysia, an alternate member of the Insolvency Practitioners' Sub-Committee under MIA, and an active contributing member of the Technical Working Group for Resolving Insolvency, under the Special Task Force to Facilitate Business (PEMUDAH).

PATHWAY SERIES ON COMPANY LAW AND COMPANY SECRETARIAL PRACTICE

ABOUT THE TRAINERS

Tan Ai Ning is a Director of Boardroom Corporate Services Sdn. Bhd. She is a Chartered Secretary and obtained her qualifications from the Institute of Chartered Secretaries and Administrators (ICSA), United Kingdom. Ai Ning is a Fellow of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA). With over 30 years of experience in corporate secretarial practice, Ai Ning is well-versed in matters relating to corporate secretarial compliance and requirements for private limited and public listed companies.

She has also been commissioned as a Consultant Editor to update the Malaysian component of a publication called Malaysian and Singapore Company Law and Practice by CCH. She currently serves on the Technical Compliance & Governance Committee of MAICSA and has been honored by MAICSA with the Most Outstanding Company Secretary Award from MAICSA in 2025.

Dr. Usharani Balasingam was an Associate Professor with the Faculty of Law, University of Malaya. Prior to that, her work experience includes being an active legal practitioner of law as an Advocate and Solicitor of the High Court of Malaya. She was also in legal corporate advisory in Kuala Lumpur City Centre Berhad before entering academia. She was a recipient of Certificate of Excellence from University of Malaya as well as an auditor with University of Malaya. She is a graduate of The Chartered Corporate Governance Institute (London) (Grad CGI) which is affiliated with MAICSA.

She has sat on MAICSA Thought Leadership Committee. She has served in advisory or in professional capacities with governmental bodies, educational institutions, private and professional bodies including MIA, MAICSA and INTAN. Dr Usha has taught Company Law and Corporate Governance in the Faculty of Law, University of Malaya. She has researched and presented papers in local and international conferences. She has published articles in local and international journals and book chapters in the areas of law, ethics and education. She has also undertaken consultancy and projects in these areas. Dr Usha is a co-author of Navigating Companies Act 2016 for SMEs (2018, Sweet & Maxwell) in addition to other co-authored and co-edited texts. She has also completed the Educator Programme for ASEAN Law at National University of Singapore.

PATHWAY SERIES ON COMPANY LAW AND COMPANY SECRETARIAL PRACTICE

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.

PATHWAY SERIES ON COMPANY LAW AND COMPANY SECRETARIAL PRACTICE

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.