

THE BENEFICIAL OWNERSHIP REPORTING FRAMEWORK OF COMPANIES IN MALAYSIA



COURSE INTRODUCTION

The Companies Act 2016 [Act 777] has been amended via the Companies (Amendment) Act 2024 [Act A1701] and enforced on 1 April 2024. The amended Act 777 contains several significant amendments including provisions for **reporting framework for beneficial ownership of companies in Malaysia in line with the international standards and best practices of other jurisdictions**.

The reporting framework includes the new definition of “beneficial owner” in line with the Financial Action Task Force (“FATF”) recommendations, a new requirement for register of beneficial owners that must be kept and maintained by company, the obligations as beneficial owners of company, the classification of access to the beneficial ownership information lodged with the Registrar and kept by the company and the obligation to report discrepancy of beneficial ownership information.

To complement the new framework, the issuance of the **Guidelines for the Reporting Framework for Beneficial Ownership of Companies** together with the **Case Studies and Illustrations** will guide companies to fully comply with the new requirements. The guidelines highlight the criteria in determining a beneficial owner including situations where the senior management will have to be named for the reporting purposes as well as reasonable steps that can be taken by companies in identifying their beneficial owners.

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COURSE OBJECTIVES

This full-day course aims to provide understanding of the new definition of “beneficial owner” and the criteria to determine a beneficial owner. This course will also provide a clear reporting framework for beneficial ownership information that will include the persons responsible for the beneficial ownership information and the obligation to obtain, verify, record, keep, maintain and lodge the beneficial ownership information with the Registrar. Meanwhile, the illustrative case studies will assist with the understanding of the criteria under the guidelines. Any company that fails to comply with the requirement to disclose its beneficial owners could be subjected to legal action under section 60C of the Companies Act 2016 with a maximum fine of RM50,000.

COURSE CONTENTS

- New definition of beneficial owner and criteria to determine a beneficial owner.
- Reporting obligation, identification, verification and maintenance of beneficial ownership information.
- Persons responsible for the beneficial ownership information.
- Reporting timeline.
- Invocation of section 60C on beneficial ownership reporting & procedures.
- Discussion on selected case studies based on the definition of beneficial owner and criteria.
- Submission of beneficial ownership information via e-BOS for update and rectification.
- Overview of common SSM compliance findings on beneficial ownership reporting.
- Mandatory submission of beneficial ownership information with annual return.
- Senior management in Place of Beneficial Owner.
- Offences and penalties for non-compliance of the reporting framework.
- Access to the beneficial ownership information for the purpose of investigation/KYC/CDD.

- Practical considerations in identifying the beneficial owner for companies limited by shares, companies limited by guarantee and foreign companies.
- Manner of communicating with Members and Beneficial Owners.
- Types of supporting documents to be obtained for verification process.

LEARNING OUTCOMES

By attending this course, participants will be able to:

- Understand the roles and responsibilities of board, members, company secretary and beneficial owner.
- Assist the company and directors to comply with the beneficial ownership reporting framework.
- Obtain and identify companies’ beneficial owner, complete and update the register of beneficial owners.
- Implement internal processes to comply with the applicable guidelines.
- Understand the obligations imposed on directors and company secretaries on beneficial ownership requirements.
- Understand the process and procedures to submit and update beneficial ownership information via e-BOS.
- Understand common SSM compliance findings on beneficial ownership reporting and apply regulatory expectations to mitigate non-compliance risks and strengthen internal controls.

WHO SHOULD ATTEND

Company secretaries, company directors, shareholders, investors, lawyers, accountants, corporate consultants and all who are involved in corporate advisory work.



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ABOUT THE TRAINERS

Khairani M Yusof is Senior Manager at Regulatory Development and Services Division of the Suruhanjaya Syarikat Malaysia. She plays a major role in the development and enhancement of the beneficial ownership reporting framework in SSM including the drafting of the beneficial ownership provisions under the Companies (Amendment) Act 2024 and developing the Guidelines for the Reporting Framework for Beneficial Ownership of Companies and the Case Studies and Illustrations of the Guidelines for the Reporting Framework for Beneficial Ownership of Companies. She holds both LLM in Corporate Law and an LLB (Hons) from Mara University of Technology (UiTM).

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.

Speakers from Suruhanjaya Syarikat Malaysia.

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ADMINISTRATIVE DETAILS

Date	19 January 2026
	09 June 2026
	04 August 2026
	01 December 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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