

TRAINING CALENDAR

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY
& KNOWLEDGE MANAGEMENT DIVISION



TRAINING CALENDAR

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

		Duration	Fee (RM)		Venue/Platform	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
			Standard Rate	*Discounted Rate													
A	MALAYSIAN BUSINESS REPORTING SYSTEM (MBRS)																
1	MBRS 2.0 - Annual Return	1/2 day	250	250	Virtual	20		3		4		6		1		3	
2	MBRS 2.0 for Preparers – Financial Statements	2 days	800	800	Virtual	21-22	4-5	30-31	8-9	6-7	15-16	8-9	5-6	2-3	21-22	4-5	
					Menara SSM@Sentral	28-29					24-25					11-12	
3	MBRS 2.0 for Preparers of Financial Statements for Single and Consolidated Entities Adopting MPERS Framework	1 day	550	450	Menara SSM@Sentral				21-22					22-23			
4	Practical Review and Mapping of Single Entity's Financial Statements Adopting the MPERS Framework to Comply with MBRS 2.0 Requirements NEW	1 day	550	450	Virtual			2			11	28		10			3
5	Understanding Key Components of Financial Statements and Lodgement of Financial Statements in relation to MBRS for Company Secretaries	1 day	550	450	Virtual	27			7	5		7		28	20		
B	CORPORATE DIRECTORS TRAINING PROGRAMME (CDTP)																
1	CDTP Fundamental 5.0	1 day	550	450	Virtual	8			1			1			15		
C	COMPANY SECRETARIES TRAINING PROGRAMME (CSTP) ESSENTIAL 1.0																
1	CSTP Essential 1.0 (Part A)	1 day/ part	550/ part	350/ part	Virtual				14		23				20	24	
					Menara SSM@Sentral		10					8					
2	CSTP Essential 1.0 (Part B)				Virtual				15		24				21	25	
					Menara SSM@Sentral		11						9				
3	CSTP Essential 1.0 (Part C)				Virtual				16		25				22	26	
					Menara SSM@Sentral		12						10				

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G	SSM AML/CFT COMPLIANCE PROGRAMMES FOR COMPANY SECRETARIES SERIES																	
1	Duties and Responsibilities of Company Secretaries as Reporting Institutions under AMLA 2001 (Mandatory Programme for Secretary Holding Practising Certificate under Section 241 of the CA 2016) NEW	6 Hours	550	300	e-Learning		23	2 16	6 20	4 18	8 15 22	6 20	4 11	1 8 15 22	6 13 20	3 10 17 24	1 8	
		1 day	550	300	Menara SSM@Sentral	15	9	30	23	21	23			24		10	8	
					Ipoh						4							
					Johor Bahru				14									
					Kota Kinabalu					9								
					Kuantan								8					
					Kuching					12								
					Miri									29				
					Penang							2						
2	Navigating Trade-Based Money Laundering Risks: A Practical AML/CFT Guide NEW	1/2 day	350	300	Virtual					11								
3	The Beneficial Ownership Reporting Framework for Companies Under The Companies Act 2016	1 day	550	450	Virtual	19					9		4				1	
4	Practical Beneficial Ownership Reporting NEW	1/2 day	350	300	Virtual				14						13			
5	Anti-Money Laundering & Counter Financing of Terrorism (AML/CFT) - Framework, Obligations, and the Critical Role of Suspicious Transaction Reporting NEW	1/2 day	350	300	Virtual			5										
6	Combating Cyber-Enabled Fraud for Company Secretaries within the AML/CFT Framework NEW	1/2 day	350	300	Virtual				1									

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I	COMPANIES ACT 2016 SERIES (CONTINUED)																
10	Companies Limited by Guarantee under the Companies Act 2016	1 day	550	300	Virtual	29					3		27				
			550	300	Menara SSM@Sentral					7					29		
11	Company Constitution in Malaysia	1 day	550	450	Virtual		12										
12	Corporate Governance for Company Directors and Company Secretaries	1 day	550	450	Virtual									7		17	
13	Director's Disclosures under Section 219 Companies Act 2016 NEW	1 day	550	450	Virtual											3	
14	Directors : Appointment and Removal	1 day	550	450	Virtual												8
15	Directors' Conflict of Interests : How Company Secretary is to Advise	1 day	550	450	Virtual							7					
16	Dividends: When and How to Pay	1 day	550	450	Virtual										6		
17	Drafting Resolutions of Board and Members	1 day	550	450	Virtual				7								
18	Guide for Secretary in Dealing with Debentures and Charges NEW	1/2 day	350	300	Virtual									1			
19	Handling Boardroom Tussle & Tension : A Workshop For Company Secretaries	1 day	550	450	Virtual			26						24			
20	Key Provisions & Compliance Requirements under Companies Act 2016	1/2 day	350	300	Virtual			4						21			
21	Meetings of Shareholders NEW	1 day	550	450	Virtual					12							
22	Minutes Writing - Beginner Guide for Company Secretaries	1 day	550	450	Virtual	22					4					4	

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I	COMPANIES ACT 2016 SERIES (CONTINUED)																
23	PLC Series : Permitted and non-permitted dealings by Directors NEW	1 day	550	450	Virtual				2								
24	PLC Series: Bursa Malaysia's Corporate Disclosure Framework: A Guide for Company Secretaries NEW	1 day	550	450	Virtual			12									
25	Preference Shares : Steps to Issue, Redeem and Convert	1 day	550	450	Virtual		9										
26	Registration of Business (ROB), Company and Limited Liability Partnership (LLP) & Common Offences under ROB Act 1956, Companies Act 2016 and LLP Act 2012	1 day	550	450	Virtual				28							2	
27	Resolving Boardroom and Shareholders Disputes	1/2 day	350	300	Virtual			17				2				18	
28	Role of Company Secretary In An IPO NEW	1 day	550	450	Virtual						15						
29	Share Registration Practical Issues	1 day	550	450	Virtual	13											
30	Shares and Capital Maintenance	1 day	550	450	Virtual						25						
31	Substantial Shareholders - Reporting & Maintenance of Register NEW	1/2 day	350	300	Virtual						2						
32	Transaction With Third Parties and Related Parties for non-listed companies NEW	1 day	550	450	Virtual											10	
33	Transfer or Transmission of Shares	1 day	550	450	Virtual					5							
34	Transfer Pricing: The latest challenges, procedures & concessions in documentation	1 day	550	450	Virtual				16								

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J	FINANCE FOR NON-FINANCE SERIES																
1	Business Finance for Entrepreneurs and New Business Startups	1 day	550	450	Virtual										27		
2	Cashflow Matters in Your Business	1 day	550	450	Virtual			5									
3	Read, Interpret and Analyze Financial Statements for Company Directors and Company Secretaries (Basic Level)	1 day	550	450	Virtual		5										
4	Read, Interpret and Analyze Financial Statements for Company Directors and Company Secretaries (Intermediate Level)	1 day	550	450	Virtual						23						
K	INTEREST SCHEME ACT 2016 SERIES																
1	Interest Scheme Act 2016: Duties & Responsibilities of Trustees	1/2 day	350	300	Virtual							7					
2	Roadmap to Fund Raising via Interest Scheme Act 2016	1/2 day	350	300	Virtual				23						13		
L	LIMITED LIABILITY PARTNERSHIPS ACT 2012 SERIES																
1	Limited Liability Partnerships Act 2012 & Walkthrough MyLLP (for LLP Compliance Officers)	1/2 day	350	300	Virtual						2			29			9
M	ORGANISATIONAL ANTI-CORRUPTION PLAN/ NACP SERIES																
1	SSM X IIM : Section 17A Malaysian Anti-Corruption Commission Act 2009 & Adequate Procedures	1/2 day	300	300	Virtual							15		3			
2	SSM X IIM : Seksyen 17A Akta Suruhanjaya Pencegahan Rasuah Malaysia 2009 & Tatacara Mencukupi	1/2 day	300	300	Virtual				8							11	

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N	CORPORATE TOPICS SERIES																
1	Board of Directors: If Cyber Security is Not a Top Priority, Your Business is at High Risk	1 day	550	450	Virtual			31									
2	Director Duty To Exercise Due Care Skill and Diligence	1/2 day	350	300	Virtual										15		
3	Effective Handling of Employee Issues At Workplace	1 day	550	450	Virtual											3	
4	Employer Statutory Obligations In 2026 : EPF, Socso, Eis, Hrd Corp and Income Tax 1967 Compliance	1 day	550	450	Virtual							14					
5	Importance of Intellectual Property in Business	1/2 day	350	300	Virtual									30			
6	Interpretation & Practical Application of The Employment Act 1955	1 day	550	450	Virtual									29			
7	Mastering E-Invoicing: Practical Accounting, Tax & Operational Impacts for Malaysian Businesses NEW	1 day	550	450	Virtual				6								
N	CORPORATE TOPICS SERIES (CONTINUED)																
8	Prevent Corruption and Promote Good Governance in Your Business	1/2 day	350	300	Virtual					20						5	
9	Remote Working - Security Challenges & Solutions	1 day	550	450	Virtual										20		
10	SSM X LHDNM : e-Invoice Implementation In Malaysia and Navigating The MyInvois Portal	1/2 day	250	250	Virtual					20	18						
11	Submission of Return Forms 2024	1 day	550	450	Virtual			10	2								

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O	PERSONAL DEVELOPMENT SERIES																
1	Mapping Critical Thinking for Company Secretaries	2 days	1100	900	Physical						29-30						
2	Understanding And Working Effectively with a Variety of Colourful Personalities	2 days	1100	900	Virtual					13-14							
3	Workplace Wellness Essentials: Resilience and Empathy	1 day	550	450	Virtual									30			
P	COMTRAC MORNING TALK																
1	Introduction of the Movable Property Security Interest Bill for Malaysia & Review of the Registration of Businesses Act 1956 [Act 197]	2 hours	200	150	Virtual			6									
2	Interview for Company Secretary Licensing under The Companies Commission of Malaysia Act 2001	2 hours	200	200	Virtual	16			3	22		17		18		20	
3	Policy Clinic on Limited Liability Partnerships (Amendment) Act 2024 & Walk Through E-Bos LLP	2 hours	200	150	Virtual	23			17			24				13	

Note:

The contents of this Calendar is accurate as at the time of publish. Additional programmes will be published on our website at www.ssm.com.my. SSM reserves the right to cancel, make any amendments and / or changes to the programme without prior notice if warranted by circumstances beyond their control.

***Discounted Rate**

With effect 1 January 2017, the registration fee for licensed secretary and member of prescribed bodies is the same. Members of prescribed bodies under Section 235(2)(a) Companies Act 2016 are Malaysian Institute of Chartered Secretaries and Administrators (MAICSA), Malaysian Institute of Accountants (MIA), Malaysian Bar, Malaysian Association of Company Secretaries (MACS), Malaysian Institute of Certified Public Accountants (MICPA), Sabah Law Association and Advocates Association of Sarawak.

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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.

Webinar Access Link

- 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.

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.

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. 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.

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.

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).

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.

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.

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Companies Commission of Malaysia

Level 12, Menara SSM@Sentral
No.7, Jalan Stesen Sentral
50623 Kuala Lumpur.

Tel : +603 2299 4906/ 4440/ 5308/ 4441
Email : comtrac@ssm.com.my
Website : www.ssm.com.my