

HOW TO REGISTER FOR SSMNC2025?

1	Strictly via online registration at www.ssm4u.com.my/ecomtrac	
2	NEW USER (First Time Login) <ul style="list-style-type: none"> Click on SIGN UP Key in REGISTRATION INFORMATION Click on REGISTER Key in USERNAME and PASSWORD 	EXISTING USER <ul style="list-style-type: none"> Key in Registered Email Address and PASSWORD Click on SIGN IN
3	<p>On SSM4U Main Page, select e-COMTRAC. Click on VIEW DETAILS Search training name 'CONFERENCE' Select date 19 August 2025 to 20 August 2025. Click either [KUALA LUMPUR] SSM NATIONAL CONFERENCE 2025 or [VIRTUAL] SSM NATIONAL CONFERENCE 2025</p>	
	Physical Conference @ KLCC	Virtual Conference
	[KUALA LUMPUR] SSM NATIONAL CONFERENCE 2025] CP-100/25/SSMNC/KLCC Fee: RM1,500.00 CPE Point: 20 Point Venue: Kuala Lumpur Convention Centre	[VIRTUAL] SSM NATIONAL CONFERENCE 2025 CP-100/25/SSMNC/WEB Fee: RM700.00 CPE Point:14 Point Platform: Virtual
	Check AVAILABLE SEAT Click on ADD PARTICIPANT Key in participant's information Click on SUBMIT Check participant's details Click on SUBMIT PAYMENT <i>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.</i> <i>Full payment shall be made at the point of registration. Access to the conference Physical or Virtual shall be granted only upon full payment.</i>	

Note: Click here for [User Manual E-COMTRAC SSM4U](#)

TERMS & CONDITIONS FOR SSM CONFERENCE 2025

Conference Fee

- Fee is payable to SURUHANJAYA SYARIKAT MALAYSIA.
- Admittance to the conference shall be granted only upon registration and full payment is received.

Payment Mode

- Registration and payment for the conference **MUST** be made through online at 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.

A delegate is allowed to attend ONE programme per day to be eligible for certificate of attendance. Request for refund will not be entertained if you have registered for more than one programme per day.

	PHYSICAL DELEGATES	VIRTUAL DELEGATES
CONFERENCE ACCESS PASS	<ul style="list-style-type: none"> • A confirmation e-mail will be issued to registered delegates at least two working days before the conference. • Delegates will be given the conference tag during registration. • Delegates are required to wear the conference tag at all times during the two (2) days conference. • Only delegates with the conference tag will be allowed into the conference halls, exhibition area and lunch hall. 	<ul style="list-style-type: none"> • The access link will be emailed at least two (2) days before the commencement of the conference. • The access link will be issued to delegates with full payment or confirmed registration. • The access link is unique and shall not be forwarded/shared with others.
VERIFICATION OF ATTENDANCE	<ul style="list-style-type: none"> • All delegates are required to present a photo identification (NRIC or driving license) at the registration desk prior to the issuance of the conference tag. • Admission may be denied upon failure to present photo identification. 	<ul style="list-style-type: none"> • Attendance will be recorded based on delegates online duration in the platform from 9:00am – 5:00pm on both conference days.
ATTENDANCE	<ul style="list-style-type: none"> • Physical conference delegates are required to attend the conference in person at the venue i.e Kuala Lumpur Convention Center, Kuala Lumpur City Centre, 50088 Kuala Lumpur. • Access to the virtual platform WILL NOT be given to physical conference delegates under any circumstances. 	<ul style="list-style-type: none"> • Virtual delegates must attend the conference session virtually. • Virtual delegates are PROHIBITED from attending the physical conference at any point of time.
CERTIFICATE OF ATTENDANCE AND CPE CREDIT HOURS	<ul style="list-style-type: none"> • Physical delegates of SSMNC2025 will be entitled to 20 CPE points. 	<ul style="list-style-type: none"> • Virtual delegates of SSMNC2025 will be entitled to 14 CPE Credit points.
	<ul style="list-style-type: none"> • Delegates can download the e-Certificate of Attendance from e-COMTRAC platform upon full attendance of the conference and payment is received. Certificate will be available for download in seven (7) working days after the conference. Please take note that the certificate is available for download up to 30 days only. An administrative fee may be charged for download after the 30th day. SSM will charge an administrative fee of RM30.00 per copy for 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. • Partial attendance does not qualify for partial CPE points. • Listening to pre-recorded webinar and/or reading from past webinar e-material shall not qualify as structured CPE points. 	

Cancellation / Absent

- No refund will be given to participants who failed to attend the conference.
- Replacement for registered participant is not allowed.

Transfer

- Transfer of registration from physical SSMNC to virtual SSMNC or vice versa is not allowed.
- 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 conference. 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.

Copyrights

The materials of the conference 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 conference are entirely the speakers'/trainers' own. SSM shall not be liable for whatever circumstances arising from any engagement between the speaker(s) and the conference delegates.

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.

Disclaimer

SSM reserves the right to cancel the conference, 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 conference, whatever the cause. SSM shall not be responsible for any costs, damages or losses incurred by participants due 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.

Dated: 19 March 2025