

## APPLICATION PROCEDURE FOR COMPANY SECRETARY LICENSE

### Application for a Company Secretary License

1. Anyone can apply for a company secretary license if:
  - The applicant is not a bankrupt;
  - The applicant is not a criminal as stated in section 130(1) of the Companies Act 1965;
  - The applicant resides in Malaysia; and
  - The applicant is of age (18 years and above)

### Procedure for Application for a Company Secretary License

#### Documents and fees

2. The following documents and fees need to be submitted to the office of the Companies Commission of Malaysia (SSM):
  - Form 48B – Application for a Company Secretary License;
  - Copy of identity card;
  - Copy of academic certificates;
  - Documents that can verify the relevant experience;
  - Reference letter;
    - ü A recent passport-sized photo; and
    - ü Application fees of RM 50.00.

#### Experience and Qualification

3. The requirements on experience and qualification are as follows:
  - Minimum qualification
    - ü Sijil Pelajaran Malaysia or equivalent (Credit in Bahasa Malaysia or English)
  - Experience
    - ü The applicant has to have relevant work experience in company law or company secretarial practice.
  - Duration of work experience
    - ü Sijil Pelajaran Malaysia/Sijil Tinggi Pelajaran Malaysia, 5 years of work experience;
    - ü Holders of a Certificate, Diploma or Degree (in the fields of law, company secretarial practice, management, business administration or accounting) need 3 years, 2 years and 1 year of work experience respectively

### Written test and Interview

4. Each applicant has to sit for written test and attend an interview where he will be assessed on his knowledge in relation to company law and regulations, company secretarial practices, Practice Note and Code of Ethics for Companies Secretaries issued by SSM.

### License

5. Successful applicants need to pay RM 150.00 for a license and the license, which is valid for 3 years, will be issued to the applicant.

### Renewal of License

6. To renew a company secretary license, one needs to submit the application for Renewal of License Form (48C) together with a payment of RM 50.00 to SSM at least 30 days before its expiry. Once the renewal of license has been approved, the applicant needs to pay RM 150.00 for the license before it is issued to the applicant.
7. With effect from 4 January 2010, licensed company secretaries are required to attend requisite courses/seminars pertaining to the secretarial profession i.e corporate affairs, company law, accounting, finance and relevant to secretary's work organized by COMTRAC or jointly organised by COMTRAC with other external parties, or organized by prescribed bodies or other organizations with a minimum of 60 CPE points within three (3) years before the renewal of their license. This requirement has been included as one of the license conditions.
8. The 60 CPE points will be allocated as below :
  - (i) A minimum of 40% or 24 CPE points for attending courses organized by COMTRAC or jointly organised by COMTRAC together with other external parties. External parties include the prescribed bodies, professional bodies and institutions, Ministries, Government departments, Government agencies and other organizations/institutions approved by SSM, and
  - (ii) A maximum of 60% or 36 CPE points for attending courses organized by prescribed bodies or other organizations.
9. The Licensed Secretaries Training Programme (LSTP) organized by COMTRAC is a mandatory course that is required to be attended once (1) for all three (3) levels for the first renewal after implementation. Attending the LSTP programme will entitle participants to 24 CPE points(40%).
10. Each licensed company secretary is allowed to carry forward up to a maximum of 20 excess CPE points for the next renewal. Renewal will only be considered for those complying with the SSM CPE Points

## CORPORATE INTEMEDIARY SECTION

requirements. The license will be revoked if the licensed company secretaries failed to comply with this requirement.

### General Reminder

11. The format for Form 48B for the application for license and Form 48C for the renewal of license can be obtained by referring to Second Schedule of the Companies Regulations ("CR") 1966. All forms to be lodged must be accompanied by a covering letter and comply with the requirements stated under regulation 6 of CR 1966. Enclosed the format of form 48B, 48C , covering letter and extract of Regulation 6 of CR 1966 for reference.

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