

# **USER MANUAL**

## Application For Renewal Of Practising Certificate Of Secretary

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## CONTINUING PROFESSIONAL EDUCATION (CPE)

Open an Internet browser and navigate to URL of <u>https://esecretary.ssm.com.my</u> OR go to SSM Web Portal at <u>www.ssm.com.my</u> under the Quick Links and select e-secretary.

- 1. Login into e-secretary system using your username and password that has been registered.
- 2. Key in Verification Code as stated at the screen.
- 3. Click "Sign In" button.

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VERIFICATION CODE	
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4. Click "CPE"



- 5. Select drop down "Types of CPE" as stated below:
  - Courses / training;
  - Practical experience; or
  - Studies

TYPES OF CPE	EXPLANATION
Training/courses	<ul> <li>Applicable to secretary who attend training/courses related to:</li> <li>ü Company secretarial practice, company and corporate law.</li> <li>ü Industry in which a company is operating.</li> <li>ü Personal development.</li> <li>Maximum 20 CPE hours per year.</li> </ul>
Studies	<ul> <li>Applicable to secretary who are currently pursuing certificated courses, diplomas or degrees / higher education at recognized institutions by Ministry of Education.</li> <li>In the field of company law, company secretarial practice, management, business administration or accounting.</li> <li>Maximum 20 CPE hours per year.</li> </ul>
Practical Experience	<ul> <li>Applicable to secretary who conducts training(s) related to company law, corporate law and secretarial practice.</li> <li>Maximum of 8 CPE hours per year.</li> </ul>

#### 6. Click "Add New CPE"

e-secretarij		Ne	N LICA				:
Add Naw CPE	Guideline     Program Duration	СРЕ Н	ours	J	une 18	8, 2020 Actic	15 : 5
CCPE20200419000002 Courses/Training NEW COMPANIES ACT 2016	Start Date         End Date           06/01/2020         05/04/2020           Year(s)         4Month(s)         0.0Day(s)	4		Unutiliz	red	ß	
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#### TYPES OF CPE : COURSES / TRAINING

Applicable to secretary who attend training/courses related to:

- Company secretarial practice, company and corporate law.
- Industry in which a company is operating.
- Personal development.
- Proceed to fill in mandatory information as follow.
   (Please do not copy & paste any information that required to be fill in the system)

PARTICULARS OF CPE		
CPE Category		
Courses) training		
Training/Courses Name*		
maining/courses description*		
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uyganizar Plense Select Testning/Courses Type*	•	
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Organizar Picze: Select Training/Daurase Type* Piane Select training/Daurase Mode* Piever Select Training/Daurase Duration		

xeou(x)	Month(s)	Day(s) (Full Day Training = 1, Half Day Training = 0.51
0	0	0
CPE Information		
CPE Enformation		
CPE Hours"	Status	Remarks:
b	Unutilized	B training hours (Hull Cev Training) - 3 CPE Hours
		4 Training hours (Half Day Training) = 4 SPE Hours
		1 Training hour = 1 CPE Hour
Attachments		
training Certificate (mandatory)* Choose Heal No file chosen		
Graining Module (optional)		
Choose File No file chosen		
Seclaration		
I as per name above do solennity and     I have complied with the require     Cartilicate for Secretaries these     All information provided in this	sincerely declare that: encents pertaining to continueus verbassions #Section 341 Of The Campanies Act 2016 application and the documents attached in co	if Education (LPE) as stated under outcollines rolating to Practicing meet and true to my knowledge.
Back SEVE		

- 8. For "Training/course type", select from the drop down below:
  - (a) Company Secretarial Practice, Company and Corporate Law
    - Minimum of 60% of total CPE hours.
    - Company Secretarial Practise Courses related to roles and duties of company secretary as required under the CA2016 or other relevant law and practices.
    - Company and Corporate Law Courses related to rules, practices and regulations that govern the company affairs.
  - (b) Industry in which a company is operating
    - Maximum of 25% of total CPE hours.
    - Courses related to the nature or object of the company that will enhance understanding about operation and management of the company.
    - Eg: Oil and Gas Managing project risk, Oil and gas contract.
  - (c) Personal development
    - Maximum of 15% of total minimum CPE hours
    - Courses that will improve personal and professional skills, knowledge, competencies and effectiveness in performing duties as a secretary.
    - Eg: Public speaking and communication, report writing, leadership, time management, critical thinking and etc.
- 9. Select drop down for "Organiser" i.e SSM or other. If select other, please fill in name of the training provider.
- 10. Select drop down for "Training/course type"
- 11. Select drop down for "Training/course mode" i.e classroom, online training or inhouse training
- 12. Tick the "Declaration" checkbox after you have read and fulfill all the conditions stated.
- 13. You are required to attach supporting documents i. e training certificate (mandatory) and training module (optional). The documents should be in pdf format.
- 14. Click "Save" button.

#### TYPES OF CPE : PRACTICAL EXPERIENCE

Applicable to secretary who conducts training(s) related to company law, corporate law and secretarial practice.

- Maximum of 8 CPE hours per year.
- 15. Fill in information below.

(Please do not copy & paste any information that required to be fill in the system)

PARTICULARS OF OPE				
CPE Category				
Practical Experience				
Practical experience refers to co	nducting training(s) related to corporate la	w, company law and	secretarial practice (excluding internal train	ing)
Program Marrie"				
Description*				
Description"				
Description" Organizer"				
Organizer* Prese Select-				
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Organizer* Prese Select- Training Duration		Tapic"		

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PEInformation		
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diachments Written Confirmation from Training	Organizer(mandalory)*	
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Addition Confirmation From Training Choose File   No file closen Supporting Document( in any)	Organizer(mandatory)*	
Addition Confermation from Techning Choose File   No Rie closen Supporting Document(Plany) Choose File   No Rie closen	Grganizer(mandatory)*	
Attachments Written Confirmation Imm Training Choose File   No file closen Separting Document(P any) Choose File   No file closen Declaration	Grganizer(munitatory)*	
Attachments Writeen Confirmantion Imme Training Choose File   No file closen Separating Document( Plany) Choose File   No file chosen Net anation	Grganizer(munitatory)*	
Addition Confirmation from Training Choose File   No file closen Exporting Document(# any) Choose File   No file closen Declaration I as per name above do soleant/ I fan per n	Grganizer(mentatory)*	Education (CPE) as stated under Guidelines Relating To Practicing rect and inter to my knowledge.

- 16. Tick the "Declaration" checkbox after you have read and fulfill all the conditions stated.
- 17. You are required to attach supporting documents i. e Written confirmation from training organizer (mandatory) and any other supporting (optional). The documents should be in pdf format.
- 18. Click "Save" button.

#### TYPES OF CPE : STUDIES

Applicable to secretary who are currently pursuing certificated courses, diplomas or degrees / higher education at recognized institutions by Ministry of Education.

- In the field of company law, company secretarial practice, management, business administration or accounting.
- Maximum 20 CPE hours per year.
- 19. Proceed to fill in mandatory information as follow: (Please do not copy & paste any information that required to be fill in the system)

Particulars of Academic Studies			
CPE Category			
Studies			
Name of Academic Qualification	(e.g. : Diploma in accounting)*		
Field/Courses Description*			
ype of Academic Qualification*		Field/Courses*	
'ype of Academic Qualification* Please Select		Field/Courses* Please Select	
Type of Academic Qualification* Please Select		Field/Courses* Please Select	
ype of Academic Qualification* Please Select School/Institution (e.g. Univ	versiti Malaya]*	Field/Courses* Please Select	
Type of Academic Qualification* Please Select Constitution (e.g. Univ	versiti Malayo]*	Field/Courses* Please Select	
Type of Academic Qualification* Please Select Content of Studies	versiti Malaya]*	Flekl/Courses* Please Select	
Type of Academic Qualification* Please Select School/Institution [e.g: Univ Duration of Studies Start Date*	versiti Malaya]*	Field/Courses*Please Select End Date*	
Type of Academic Qualification* Please Select School/Institution (e.g.: Univ Duration of Studies Start Date*	versiti Malaya]*	Field/Courses*Pieage Select End Date*	

	Month(s)	Oay(s)
0	0	0
CPE Summary		
CPE Information		
CPE Hours*	Status	Baemarks:
0	Unutilized	Max 5 CPE for study duration  <= 3 months Max 10 CPE for study duration4 to 6 months Max 15 CPE for study duration7 to 9 months Max 20 CPE for study duration(10 to 12 months
Attachments		
Written Confirmation from the Recogniz	ed Institution"	
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Choose File No file chosen Receilt Silp or Cerfiticate Choose File No file chosen Declaration I as per name above do selamnly and I have complied with the requi Cerificate for Secretaries that All information provided in this	d sincerely declare that: iroments pertaining to Continuous Professional for Section 241 (O'The Companies Aut 2018 e application and the documente attached is co	Education (CPE) as stated under Guidelines Relating To Fractising resct and true to my knowledge.

- 20. Tick the "Declaration" checkbox after you have read and fulfill all the conditions stated.
- 21. You are required to attach supporting documents i.e w Written confirmation from the recognized institution (mandatory) and Result slip or certificate (optional). The documents should be in pdf format.
- 22. Click "Save" button.

## APPLICATION FOR RENEWAL OF PRACTISING CERTIFICATE OF SECRETARY

APPLICATION INFO			
Application Ref. No.		Statue Data Ector	
Consta Data		bata truy	
Create Late			
DETAILS OF PRACTISING CERTIFICATE			
vactising certificate no.	uone of megistration 02/04/2019		
Start Date	Equired Date	Period	of PC (Years)
07/04/2019	01/04/2020	1	
DETAILS OF PERSONAL INFORMATION			
Name			
to sype		JD No	
THEOL.			
Jote of Birth		Gender	
11 May 1001		Evenale.	
Rote		Nationality	
CINA .		MALAVSTAN	
Residential address		Email	
DETAILS OF QUALIFICATION			
DETAILS OF QUALIFICATION Secretary Qualification Valiques instruce of cherterics secretaries a	nd Administrators (MAJLSA)		
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23. Key in "License Expiry/Annual Membership Renewal Date". This date refers to your membership in Approved Bodies under 4<sup>th</sup> Schedule.

DETAILS OF CONTINUOUS PROFESSIONAL EDUCATION	110PE) 🕜	
CPE Category	CPE hours	Eligibility CPE hours
Courses/Training (Naximum of 30 CPE Hours per year)		4
Fractical Experience (Maximum of 8 CPE hours per year)	3	0
Studies (Maximum 20 GPE hours per year)	0	0
Total CPE	•	4
RENEWAL PERIOD OF PRACTISING CERTIFICATE		
RENEWAL PERIOD OF PRACTISING CERTIFICATE	-Please Select	
RENEWAL PERIOD OF PRACTISING CERTIFICATE No. of Years Total Fees (RM)	-Please Select- 0.08	
RENEWAL PERIOD OF PRACTISING CERTIFICATE Nr. nl Years Trital Fees (RM) DECLARATION	-Please Select- 0.0R	
RENEWAL PERIOD OF PRACTISING CERTIFICATE Intal Free (2M) DECLARATION It as per name above do solemnily and almostyly declare	-Please Select- 0.08	

- 24. Select "No. of Year" for renewal period of PC whether 1, 2 or 3 years.
- 25. Click the "Declaration" checkbox after you have read and fulfill all the conditions stated.

a. of Vepra	Phone Select
ctal Fees (RM)	1 Year 1 Year 2 Years
DECLARATION	s mars
I as per name above ito solemnly and sincerely declare th	at.
<ul> <li>I do not have any panding legal actions against me Committee Commission and Malanda 61 2001</li> </ul>	under any provincer of the Companies Act 2016 or the laws specified in the First Schedule of the
<ul> <li>There complied with all the increases programment</li> <li>There complied with the requirements perturbing to conflict for Secretarius Index Section 24 or 10<sup>-10</sup></li> <li>All information provided in this application and the</li> </ul>	s imposed by the approved body (applicable to non-walk flew only); coordinates tradestimate intraction (crec) as stated under validatives inducting in investising composite with 2016, and documents attached is correct and true to my knowledge.
There complies with all the measure requirement     There complies with the requirements performing t     Devillable for Secretarius index Section 243 of the     All information provided in this application and the     Attaction :	s imposed by the approved body (applicable to non-out), flew only); coordinates indextende antication (cire) as stated under outdating the inactising companies with 2016; and decomining attached is correct and true to my knowledge.

26. Click "Proceed to Payment" button (You are advised to make the payment using on-line banking).

27. Take action for payment of fee as follows:

Validity Period	Fee (RM)
One year	RM 100.00
Two year	RM 200.00
Three years	RM 300.00

28. The application is auto approved by the system once the payment is made.

## DOWNLOAD PRACTISING CERTIFICATE

- 29. Login to e-secretary system.
- 30. Select "List of Renewal Transaction".

Home	My Secretary S	ervices = M	ly Payment History	User Profile 🔹	Guideline		
List Pleat	List of New Tr My Secretary List of Renew	ansactions Dashboard al Transactions	Add New CPE				
CPE Re	f No	CPE Category	Program N	lame	Program Du	ration	CPE Hours
PCCPE2	0200713000011	Courses/Training	MAICSA ANI 2019	NUAL CONFERENCE	Start Date 02/07/2019 0Year(s) 0M	End Date 03/07/2019 onth(s) 0.0Day(s)	18
Showing	1 to 1 of 1						×

31. Click "Approved" and "Action" button below.

e-Secre	etarÿ	AN AL		-99	¥]
e My Secretary Serv	icas • My Payment History	User Profile   Galdeline		August	5, 2020 15
raft Approved					
Ref No	Name		Status	Update Date	Action
Ref No *CRENEW202006250000	Name		Status Approved	Update Date 23/07/2020 05:55:28 PM	Action

32. Scroll down and click "Download Certificate" for the practicing certificate

DETAILS OF COMPANY SECRETARY OFFICE	
I am currently employed or practising in secretarial services	
YES	
Employment Type	
IN HOUSE	
Entity Name	
Entity Type	Entity No
Federal/State Authority	
Office Address	Office Email Address
Office Theore Humbur (see (7735008574)	Office Fare New Jose
Unica Paone number (eg : US22998574)	Offica Fax Humber
OUTPUT GENERATE	
Download Form Download Certificate	
Back	