



AUDITORS, FINANCIAL STATEMENTS AND DIRECTORS' REPORTS

COURSE INTRODUCTION

Every company is required to submit its financial statements to the Registrar of Companies ("Registrar") within stipulated timeframe. It must appoint an Auditor for each financial year to audit the financial statements before the submission unless it is a private company which has been exempted by the Registrar from the requirement to appoint the Auditors, to which such private company submits unaudited financial statements. An Auditor is charged with the duty to report to the members on whether the financial statements are in his opinion properly drawn up so as to give a true and fair view of the matters required to be dealt with in the financial statements and of the company's affairs and if the financial statements are prepared based on applicable accounting standards.

An Auditor also has a duty to report any deficiencies in internal controls and compliances with the Act, defect or irregularity in the financial statement and on any matter which he is not satisfied with. For breaches of any provisions of the Companies Act 2016 ("Act") or in his opinion, a serious offence involving fraud or dishonesty has been committed against the company, he is duty bound to report the matter to the Registrar.

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COURSE OBJECTIVES

This course is to guide participants on the compliances with the Act in relation to the appointment or change of Auditors. The participants will also be able to differentiate the circumstances to which an exempt private company (EPC) can or cannot lodge an EPC certificate and Auditors' statement to the Registrar instead of the audited financial statements. Duties of the Auditors in the course of audit and the reporting to the members and the Registrar will be highlighted. This course will highlight the actions which the Registrar will take in dealing with the reports from the Auditors on non-compliance and fraud.

There will also be a session where the SSM Compliance Division will share on their monitoring of the conduct of approved auditors to ensure their compliance with all the requirements under the Act. This monitoring activity is to ensure that the level of competence and professionalism of auditors can be effectively monitored by SSM through a comprehensive mechanism.



COURSE CONTENTS

- Obligation and timeline for preparation of financial statements.
- Requirement on appointment of auditors and exemption from appointment (PD 10/2024).
- Auditors' qualifications and term of office.
- Procedures for appointment, removal and resignation.
- Auditors' Remuneration and expenses.
- Provisions on lodgement of financial statements and reports.
- Criteria to be met before an Exempt Private Company (EPC) can file an EPC certificate instead of the audited financial statement.
- Obligation of company to provide information, send notices of meeting of members and send audited financial statements to Auditors.
- Duties of Auditors – opinion, report deficiencies or irregularities.
- Rights and power of Auditors to assess accounting and other records.
- Enforcement action by Registrar on non-compliance and fraud.
- SSM Monitoring Framework for Auditors.



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LEARNING OUTCOMES

By attending this programme, the participants will be able to:



- Deal with the appointment and changes of auditors in compliance with the Act.
- Understand when the EPC certificate can be lodged.
- Understand the duty imposed on the company secretaries to maintain updated company records, including registers and provide such information to the Auditors.
- Have insight on SSM Monitoring Framework for Auditors.

WHO SHOULD ATTEND

Company Auditors,
Company Secretaries,
Company Directors,
Accountants, Corporate
Secretarial Assistants.

ABOUT THE TRAINER

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 Pembangunan Sumber Manusia Berhad 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.

Premeelan Sundararajoo is currently an enforcement officer from Corporate Compliance Division, Company Commission of Malaysia (CCM), a position held since January 2018. He is responsible for inspection and intelligence monitoring of business industry compliance and audit firms to ensure good corporate governance is promoted in Malaysia. He is also the project manager for CCM's "Online Business Alert" platform in an effort to reduce cases of online business fraud.

Prior to joining CCM, he was attached with the Company Secretary Office, Fast Moving Consumer Good (FMCG) and Education sector. He has been involved as a speaker in various programs that have been organized by CCM and has been recognized with a Train-The-Trainer (TTT) certificate from HRD Corp.

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ADMINISTRATIVE DETAILS

Date	11 March 2025
Platform	Virtual platform
Time	9.00 am - 5.00 pm
Training Methodology	Lecture and case discussion
	RM500.00 Standard
Fee	RM400.00 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 01

Strictly via online registration at <https://e-comtrac.ssm.com.my>

STEP 02

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 03

- 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 REGISTRATION OF TRAINING PROGRAMMES UNDER COMTRAC

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 (<https://e-comtrac.ssm.com.my>). 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 (MyKAD/NRIC) 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.

CERTIFICATE OF ATTENDANCE

- Upon full attendance of the programme and payment is received, participants will be issued an e-Certificate of Attendance. For this purpose, it is imperative to fill in the email address correctly.
- 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 and 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.

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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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).

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 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.





COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

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