



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA
(Agensi di bawah KPDNHEP)

2019 TRAINING & DEVELOPMENT CALENDAR



LEARN • INTERACT • CHANGE

TITLE	Duration	Fee (RM)		Venue	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Standard Rate	Discounted Rate													

A MALAYSIAN BUSINESS REPORTING SYSTEM (MBRS)

1	Introduction to MBRS	1 day	400	400	SSM KL	24		5	3			2			9			
		1 day	400	400	Penang	15												
		1 day	400	400	Sibu		19											
		1 day	400	400	Tawau			12										
2	MBRS for Preparers – Financial Statements	2 days	800	800	SSM KL	7-8	25-26	6-7	29-30		18-19	3-4	7-8	18-19	2-3	5-6	3-4	
								26-27					27-28		16-17	19-20		
		2 days	800	800	Penang	16-17												
		2 days	800	800	Sibu		20-21											
		2 days	800	800	Melaka				23-24									
		2 days	800	800	Kota Kinabalu					15-16								
2 days	800	800	Johor Bharu				10-11											

B CORPORATE DIRECTORS TRAINING PROGRAMME (CDTP)

1	CDTP Fundamental 2.0	1 day	500	400	SSM KL	9			17			3				6
2	CDTP Fundamental 2.0 + Cyber Security Awareness NEW	2 days	1000	800	SSM KL							7-8				
					Kota Kinabalu		20-21									
3	CDTP Fundamental 2.0 + Financial Statements 101 NEW	2 days	1000	800	SSM KL									2-3		
					Kuching					8-9						

C COMPANY SECRETARIES TRAINING PROGRAMME ESSENTIAL 1.0

1	CSTP Essential 1.0 Part A				SSM KL	15-17			16-18			20-22		22-24		
2	CSTP Essential 1.0 Part B	1 day /part	500 /part	300 /part	Kuching								24-26			
3	CSTP Essential 1.0 Part C				Kota Kinabalu						2-4					

D COMPANY SECRETARIES TRAINING PROGRAMME SIGNIFICANT 2.0

1	CSTP Significant 2.0 Part A				SSM KL		12-14		9-11			26-28				
2	CSTP Significant 2.0 Part B	1 day /part	500 /part	350 /part												
3	CSTP Significant 2.0 Part C				Kuching									15-17		

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E CONTINUING EDUCATION PROGRAMMES

1	Advanced Effective Minutes Writing Workshop NEW	2 days	1000	800	SSM KL				23-24							
2	AGM, Audits, Annual Returns under the Companies Act 2016	1 day	500	400	SSM KL	23				20						
3	Cessation of Companies & Limited Liability Partnerships	1 day 1 day	500 500	400 400	SSM KL Kota Kinabalu			25			27					
4	Companies Act 2016	1/2 day	300	250	SSM KL				4						13	
5	Companies Act 2016. A Practical Guide for Company Secretaries NEW	1 day 1 day	500 500	400 400	SSM KL Seremban				22					8		
6	Companies Act 2016: Charges - Registration, Compliance & Practice	1/2 day	300	250	SSM KL			19								
7	Companies Act 2016: Dealing with Common Issues	1 day	500	400	SSM KL								4			
8	Companies Act 2016 Made Simple: A Practical Guide For Company Directors	1 day	500	400	SSM KL			4								
9	Companies Act 2016. No Par Value & Issuance of Shares and Other Securities	1 day	500	400	SSM KL						8					
10	Companies Act 2016. Replacing the M&A With a New Constitution NEW	1 day 1 day	500 500	400 400	SSM KL Kota Kinabalu				8						19	
11	Companies Act 2016. Share Registration Practical Issues	1 day	500	400	SSM KL	28										
12	Corporate Rescue & Insolvency	1 1/2 day	800	650	SSM KL									1-2		
13	Cyber Security Awareness for Users - Are You Ready? NEW	1/2 day	300	250	SSM KL			6			3					
14	Corporate Rescue: Corporate Voluntary Arrangements & Judicial Management	1/2 day	300	250	SSM KL								25			
15	Disclosure by Directors and Shareholders NEW	1 day 1 day	500 500	400 400	SSM KL Miri			11				14				
16	English Language Skills for Company Secretaries. How to Improve Your English Even as You Write NEW	2 days	1000	800	SSM KL									15-16		
17	Foreign Companies under Companies Act 2016 and Representative Office	1/2 day	300	250	SSM KL					26						

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E CONTINUING EDUCATION PROGRAMMES (CONTINUED)

18	Limited Liability Partnerships Act 2012 & Taxation Related Issues for Compliance Officers	1 day	500	400	SSM KL			20								
19	Modernising Decision Making of Directors and Shareholders NEW	1 day	500	400	SSM KL										4	
20	Preference Shares and Utilization Of Share Premium / Capital Redemption Reserve Under Companies Act 2016 NEW	1 day	500	400	SSM KL	14										
21	Preparing for Corporate Liability in Malaysia and How Ethics Makes Businesses Sustainable NEW	1 day 1 day	500 500	400 400	SSM KL Kuching								19		14	
22	Read, Interpret and Analyze Financial Statements For Company Directors and Company Secretaries (Intermediate Level) NEW	1 day	500	400	SSM KL						16					
23	Read, Interpret and Analyze Financial Statements For Company Directors and Company Secretaries (Advanced Level) NEW	1 day	500	400	SSM KL						17					
24	Restricted Power of Directors NEW	1 day 1 day	500 500	400 400	SSM KL Ipoh			19						14		

The content of this Calendar is accurate as at the time of print. 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.



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***Note: 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.



Use one form for each participant. Print or type clearly. This form can be downloaded from SSM's website at www.ssm.com.my. Kindly make copies if more forms are needed. Please register me for the below programme:

DATE	EVENT CODE	PROGRAMME

PARTICIPANT DETAILS: (All details must be completed)

Name _____

I/C No. _____ Licensed Secretary No. _____

Prescribed Body Name & Membership No. _____

Designation _____

Company _____

Address _____

Office Tel. No. _____ Fax No. _____ Mobile No. _____

Email Address _____
(Please provide your e-mail address as registration confirmation is sent to you via e-mail.)

Tax Invoice to be issued in the name of _____

Name of HR personnel _____ Tel. No. _____

Vegetarian Meal Other Diet _____

Payment by cheque no. _____ amount RM _____

PAYMENT TERMS

- Fee is payable to **SURUHANJAYA SYARIKAT MALAYSIA**.
- Payment can be made in cash, cheque, bank draft, credit card, postal order or money order.
- Each programme fee must be paid separately.
- Only cheque issued by company/firm can be accepted. Companies/Firms that issue a non-valid cheque will be blacklisted.
- Personal cheque will not be accepted.
- On the reverse of each instrument of payment, please indicate the participant(s) name (maximum 5), License Secretary no./Professional Body name (if any), programme date and event code.
- Attach with a copy of the Registration Form (if payment made before the programme date) or Invoice (if payment made after the programme date) when submitting payment.
- Payment can be made at SSM, Level 17, Menara SSM @ Sentral, Kuala Lumpur and at all SSM branches in Malaysia.

PROGRAMME FEE

Fee is inclusive of certificate of attendance issued by the Companies Commission of Malaysia (SSM), training materials, refreshments and lunch (where applicable).

FAX OR EMAIL YOUR REGISTRATION FORM WITH PAYMENT RECEIPT TO:

COMTRAC & Knowledge Management Division, Level 12, Menara SSM @ Sentral, 7 Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50623 Kuala Lumpur
Tel: +(603) 2299 4440 (Zakhir) / 4441 (Priya) / 5308 (Fuza) Fax: +(603) 2299 4451 / 4452 Email: comtrac@ssm.com.my

TERMS & CONDITIONS

Registration is on a first-come-first-served-basis. No walk-in accepted. All registrations **MUST** be submitted to SSM accompanied with the full payment five (5) working days before the programme. Admittance will not be permitted unless payment or letter of guarantee is received. Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received.

Cancellation

No refund is entertained if participant decide to cancel their registration but a substitute is welcome. Written notification of substitute's name must be received by COMTRAC at least three (3) working days prior to programme. Any difference in fee will be charged accordingly. In cases of cancellation/postponement of programme by COMTRAC, the registration fee will be refunded.

Transfer

No refund is entertained if participant fails to attend a programme. Transfer of registration fee to another programme is not allowed.

Replacement Of Certificate

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.

DISCLAIMER

SSM reserves the right to cancel 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. Upon submitting the registration form, you are deemed to have read and accepted the terms and conditions.

PSMB

Suruhanjaya Syarikat Malaysia is registered as a training provider with PSMB under KERAJAAN1846.

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 get 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.