



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

MBRS^{::}

Malaysian Business Reporting System

- INTRODUCTION TO MBRS
- MBRS FOR PREPARERS – FINANCIAL STATEMENTS

INTRODUCTION TO MBRS

COURSE INTRODUCTION

On 27 September 2018, the Suruhanjaya Syarikat Malaysia (SSM) launched the **Malaysian Business Reporting System** or its acronym, MBRS. MBRS refers to the submission platform based on the eXtensible Business Reporting Language (XBRL) format.

MBRS allows for the submission of:

- i. Annual Returns (AR);
- ii. Financial Statements and Reports (FS); and
- iii. Exemption Applications (EA) related to the FS and AR.

The guiding principles behind the financial and the non-financial scopes for MBRS are based on the Companies Act 2016, Malaysian Private Entities Reporting Standards (MPERS) and Malaysian Financial Reporting Standards (MFRS).

The mandatory submission of annual returns, certificate for private exempt company and unaudited financial statements to SSM was implemented in phases and by zones from November 2018.

Information on MBRS and the MBRS Preparation Tool (mTool) can be accessed for free at <http://www.ssm.com.my/Pages/Services/Other-Services/MBRS.aspx>.

COURSE OBJECTIVES

This 1-day course aims to provide participants with an in-depth understanding of XBRL format and MBRS platform for the purpose of compliance with the requirements contained in the Companies Act 2016. Participants will gain working knowledge on the MBRS filing requirements and how to optimize the use of the mTool to ensure smooth submission of annual returns and financial statements.

LEARNING OUTCOME

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

- Have an overview of the MBRS filing requirements.
- Get started with the preparation tool (mTool).
- Submit AR via mPortal.
- Get an overview of MBRS Financial Statements.

COURSE CONTENTS

1. What is XBRL and how does it work?
2. Introduction to Malaysian Business Reporting System (MBRS).
3. Components of MBRS:
 - SSM Taxonomy (SSMxT).
 - MBRS Preparation Tool (mTool).
 - MBRS Portal (mPortal).
4. Compulsory SSM digital signature registration.
5. Submission workflow:
 - Annual Returns and exemption applications.
 - Financial Statements and key financial indicators.
6. Install and getting started with the preparation tool.
7. Introduction to SSMxT.
8. Preparing and filing MBRS Annual Returns.

ABOUT THE TRAINERS

SSM Trainer and / or SSM Associate Trainer.

WHO SHOULD ATTEND

- Company Secretaries.
- Directors.
- Accountants.
- Auditors.
- Finance Professionals.
- Business Owners.
- Anyone interested to learn about MBRS.

TRAINING METHODOLOGY

Lectures supported with presentation slides and Q&A session.

Join us in
learning about MBRS
& Annual Returns
submission via MBRS
platform

ADMINISTRATIVE DETAILS

DATE	VENUE	EVENT CODE
11 February 2020	Menara SSM @ Sentral, Kuala Lumpur	MBRS/KL/20/012
16 June 2020	Menara SSM @ Sentral, Kuala Lumpur CANCELLED	MBRS/KL/20/051
11 August 2020	Menara SSM @ Sentral, Kuala Lumpur	MBRS/KL/20/067
09 September 2020	Menara SSM @ Sentral, Kuala Lumpur	MBRS/KL/20/147
06 October 2020	Kuching, Sarawak CANCELLED	MBRS/KCG/20/092
13 October 2020	Menara SSM @ Sentral, Kuala Lumpur	MBRS/KL/20/098
09 November 2020	Menara SSM @ Sentral, Kuala Lumpur	MBRS/KL/20/147
10 November 2020	Kota Kinabalu, Sabah CANCELLED	MBRS/KK/20/111

Time 9:00 am - 5:00 pm

Training Methodology Lecture supported with presentation slides & Q&A session

Fee **RM400.00**

CPE points 8 points

Fee inclusive of certificate of attendance, seminar materials and refreshments.



Laptop is not compulsory for this seminar. To facilitate easier learning, participants are encouraged to bring their own laptops with MBRS preparation tools (mTool) installed. Ensure laptop **battery is fully charged** and bring **external battery**.

MBRS

FOR PREPARERS

FINANCIAL STATEMENTS

COURSE INTRODUCTION

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MBRS allows for the submission of:

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The mandatory submission of annual returns, certificate for private exempt company and unaudited financial statements to SSM was implemented in phases and in zones from November 2018.

Information on MBRS and the MBRS Preparation Tool (mTool) can be accessed for free at <http://www.ssm.com.my/Pages/Services/Other-Services/MBRS.aspx>.

COURSE OBJECTIVES

This 2-day course is specially designed to provide preparers with an in-depth understanding and knowledge in using the MBRS preparation tool (mTool) for **submission of Financial Statements (FS) and Key Financial Indicators (KFI)** to SSM. In this course, participants will be guided with a practical session on preparation of a set of financial statements on MBRS.

LEARNING OUTCOME

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

- Acquire first-hand knowledge and hands-on training on MBRS FS.
- Get started with the preparation tool (mTool).
- Navigate the SSMxT.
- Fill submission document for FS and KFI.
- Generate and submit XBRL file to SSM.

COURSE CONTENTS

1. Overview on what is XBRL and MBRS.
2. SSM Taxonomy (SSMxT) and its use.
3. MBRS filing requirements.
4. Exemption Application (EA) taxonomy.
5. Getting started – Creation of XBRL instance document and fill scoping questions.
6. How to fill submission document for FS and KFI?
7. Validation and rectification of errors.
8. Generation and submission of XBRL file to SSM.
9. Functions and features of MBRS preparation tool.
10. Hands-on training using mTool for financial statement.

WHO SHOULD ATTEND

- Financial statements preparers.
- Accountants.
- Finance professionals.
- Anyone involved in the submission of FS under MBRS.

ABOUT THE TRAINERS

SSM Associate Trainers.

PRE-REQUISITES FOR PARTICIPANTS

1. Proficiency in Microsoft Office Excel skills.
2. Proficiency in statutory financial reporting.

PARTICIPANTS ARE REQUIRED TO BRING THE FOLLOWING:

1. Laptop with the MBRS Preparation Tool (mTool) installed. Go to <http://www.ssm.com.my/Pages/Services/Other-Services/MBRS.aspx> to download the mTool.
2. Calculator.

Register Now!

Training on preparing
MBRS Financial
Statements

ADMINISTRATIVE DETAILS

DATE	VENUE	EVENT CODE
15-16 January 2020	Menara SSM @ Sentral, Kuala Lumpur	MBRS/KL/20/007
12-13 February 2020	Menara SSM @ Sentral, Kuala Lumpur	MBRS/KL/20/013
18-19 February 2020	Kota Bharu, Kelantan	MBRS/KB/20/123
24-25 March 2020	Menara SSM @ Sentral, Kuala Lumpur CANCELLED	MBRS/KL/20/027
14-15 April 2020	Menara SSM @ Sentral, Kuala Lumpur CANCELLED	MBRS/KL/20/038
17-18 June 2020	Menara SSM @ Sentral, Kuala Lumpur CANCELLED	MBRS/KL/20/052
01-02 July 2020	Menara SSM @ Sentral, Kuala Lumpur	MBRS/KL/20/057
27-28 July 2020	Menara SSM @ Sentral, Kuala Lumpur	MBRS/KL/20/062
12-13 August 2020	Menara SSM @ Sentral, Kuala Lumpur	MBRS/KL/20/070
26-27 August 2020	Menara SSM @ Sentral, Kuala Lumpur	MBRS/KL/20/077
07-08 September 2020	Menara SSM @ Sentral, Kuala Lumpur	MBRS/KL/20/080
23-24 September 2020	Menara SSM @ Sentral, Kuala Lumpur	MBRS/KL/20/085
07-08 October 2020	Kuching, Sarawak CANCELLED	MBRS/KCG/20/095
14-15 October 2020	Menara SSM @ Sentral, Kuala Lumpur	MBRS/KL/20/099
21-22 October 2020	Johor Bahru, Johor	MBRS/JB/20/105
04-05 November 2020	Menara SSM @ Sentral, Kuala Lumpur	MBRS/KL/20/109
9-10 November 2020	Menara SSM @ Sentral, Kuala Lumpur	MBRS/KL/20/148
11-12 November 2020	Kota Kinabalu, Sabah CANCELLED	MBRS/KK/20/112
18-19 November 2020	Menara SSM @ Sentral, Kuala Lumpur	MBRS/KL/20/115
18-19 November 2020	Kuantan, Pahang	MBRS/KJATN/20/116
25-26 November 2020	Penang	MBRS/PG/20/120
02-03 December 2020	Menara SSM @ Sentral, Kuala Lumpur	MBRS/KL/20/121
02-03 December 2020	Sibu, Sarawak CANCELLED	MBRS/SB/20/152
14-15 December 2020	Menara SSM @ Sentral, Kuala Lumpur	MBRS/KL/20/156

Time 9:00 am - 5:00 pm

Training Methodology Lecture supported with presentation slides, hands-on and Q&A session

Fee **RM800.00**

CPE points 16 points

Fee inclusive of certificate of attendance, seminar materials and refreshment.

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. _____ SSM PC No: _____
 Professional 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

- 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, event code and invoice number (if any).
- 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:

Fax: +(603) 2299 4451 / 4452 Email: comtrac@ssm.com.my Tel: +(603) 2299 4440 (Zakhir) / 4441 (Priya) / 5308 (Fuza)

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 decides 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. 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 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