



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

2020 TRAINING & DEVELOPMENT CALENDAR

COMPANIES COMMISSION OF
MALAYSIA TRAINING ACADEMY

LEARN • INTERACT • CHANGE

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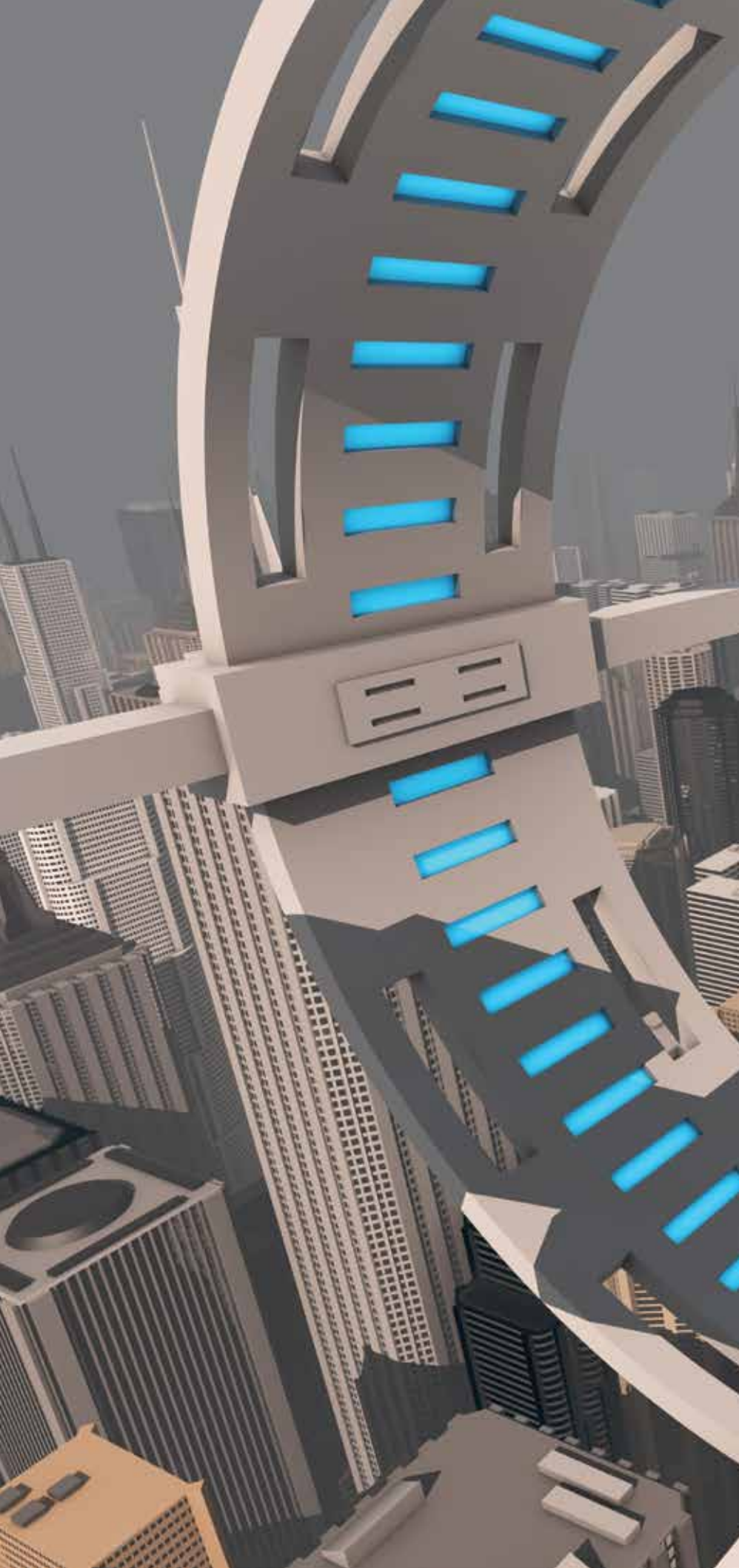
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Calendar 2020

My Training Planner 2020



COMTRAC & KNOWLEDGE MANAGEMENT DIVISION, COMPANIES COMMISSION OF MALAYSIA

The Companies Commission of Malaysia Training Academy (**COMTRAC**) was established on 1 April 2007 to spearhead the Companies Commission of Malaysia's (**SSM**) external stakeholders training initiatives. Its mission is to train and educate a wide array of corporate role-players comprising directors, company secretaries, the management and employees of companies, auditors, entrepreneurs, innovators and members of the professional bodies, consistent with SSM's functions as stipulated under subsection 17(d) and 18(2) of the Companies Commission of Malaysia Act 2001 which states:

Sub-section 17(d) "...to encourage and promote proper conduct amongst directors, secretaries, managers and other officers of a corporations, companies, business, industry groups and professional bodies in the corporate sector in order to ensure that all corporate and business activities are conducted in accordance with established norms of good corporate governance".

Sub-section 18(2) "...to formulate, conduct and implement educational and training programmes relating to the laws specified in the First Schedule"

Being a strong proponent of the philosophy of enforcement by education, COMTRAC strives to educate stakeholders and strengthen public awareness about the major benefits of complying with company law. Our key role is to provide education that complements the effectiveness of SSM's enforcement initiatives in ensuring voluntary compliance.

The Academy is known as **COMTRAC & Knowledge Management Division** from March 2017. Please visit www.ssm.com.my to find out more about SSM and COMTRAC and its training programmes.

OUR TRAINING METHODOLOGIES

- Lecture
- Interactive learning
- Class discussion
- Role playing
- Case studies
- Hands-on workshop

WHO SHOULD ATTEND

- Company Directors
- Chief Executive Officers
- Chief Financial Officers
- Chief Operations Officers
- Entrepreneurs
- S.M.E. Proprietors
- Company Secretaries
- Auditors
- Lawyers
- Bankers
- Corporate Advisers
- Compliance and Risk Officers
- Academicians
- Regulators
- Government agencies
- Undergraduate & Post Graduate Students

CUSTOMISED TRAINING PROGRAMMES

COMTRAC can cater to your specific training and corporate development needs of organization. Our existing training programmes and modules can be modified to suit your organizations training needs. Our consultants will work closely with your organization to identify the training needs, design and develop the contents and training methodology. Kindly contact us for consultation or send your email to comtrac@ssm.com.my.

MANDATORY CONTINUING PROFESSIONAL EDUCATION (CPE) FOR LICENSED COMPANY SECRETARIES

All training programmes stipulated in our Training Calendar carry SSM's CPE points, which are accepted of renewing the license of license secretaries appointed pursuant to S235(2)(b) of the Companies Act 2016.

The license holder shall always enhance his knowledge and quality of service by attending seminars organized by COMTRAC and other courses offered by professional bodies with a minimum total attendance of sixty (60) credit hours within three (3) years effective from the issuance of the license. For further enquiries on SSM CPE requirements and related matters, please contact SSM Corporate Intermediaries Section.

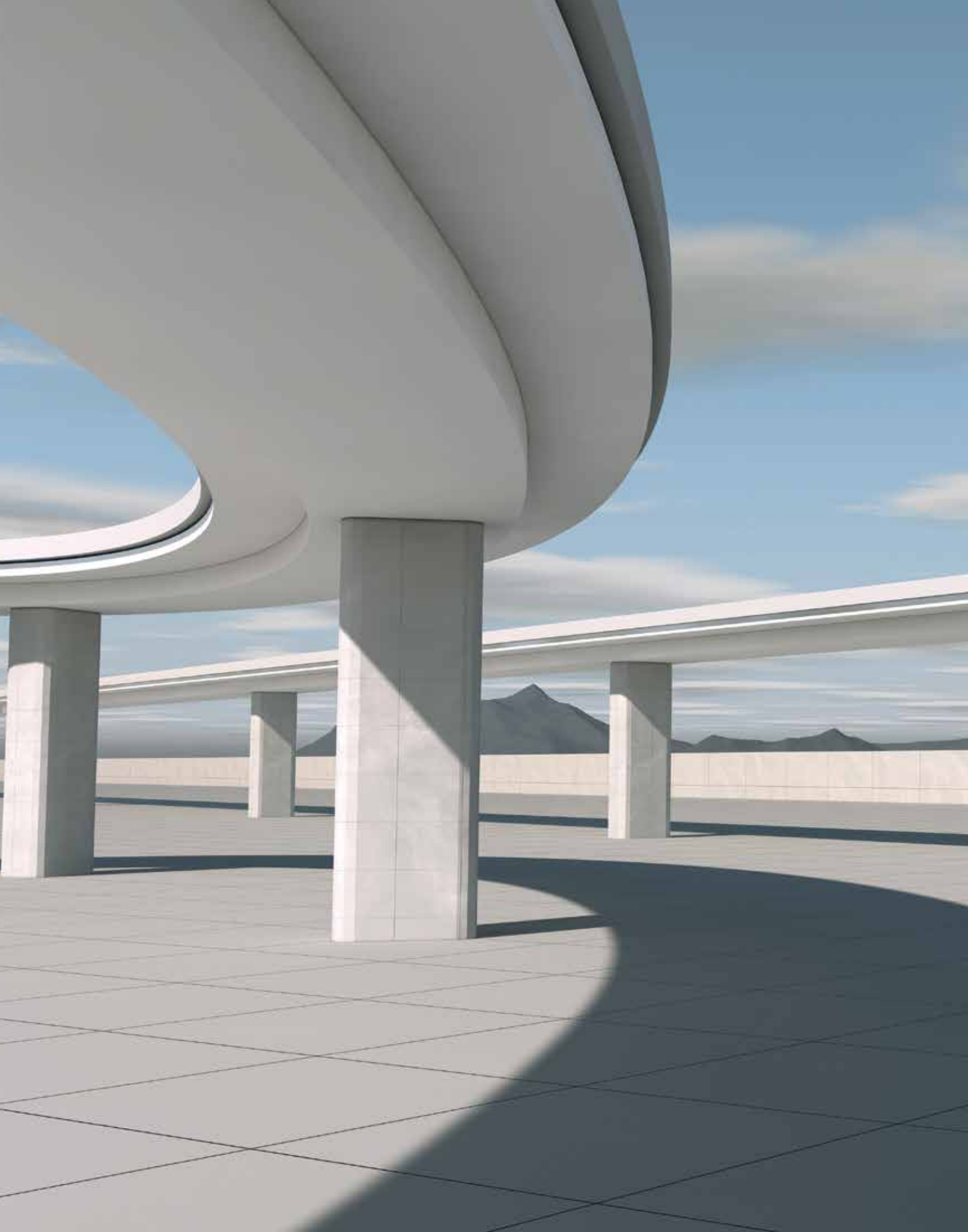
IMPLEMENTATION OF CONTINUING PROFESSIONAL EDUCATION (CPE) FOR PRACTISING CERTIFICATE OF SECRETARY

The final phase of Section 241 of Companies Act 2016 came into operation on **15 March 2019**.

Company secretaries must always enhance their knowledge and standards of professionalism by attending courses of studies, training and practical experience in the discharge of his duties and responsibilities. For this purpose, the minimum total CPE hours to be complied with during the validity period of a practising certificate are as follows:

| | VALIDITY PERIOD OF PRACTISING CERTIFICATE | | | TYPE OF TRAINING | PERCENTAGE OF CPE HOURS ALLOWED |
|----------------------------|---|--------------|--------------|--|--|
| | 1 year | 2 years | 3 years | | |
| Minimum CPE hours required | 20 CPE hours | 40 CPE hours | 60 CPE hours | Courses relating to company secretarial practice, company and corporate law. | Minimum of 60% of total minimum CPE hours. |
| | | | | Other courses relating to industry in which a company is operating. | Maximum of 25% of total minimum CPE hours. |
| | | | | Personal development. | Maximum of 15% of total minimum CPE hours. |

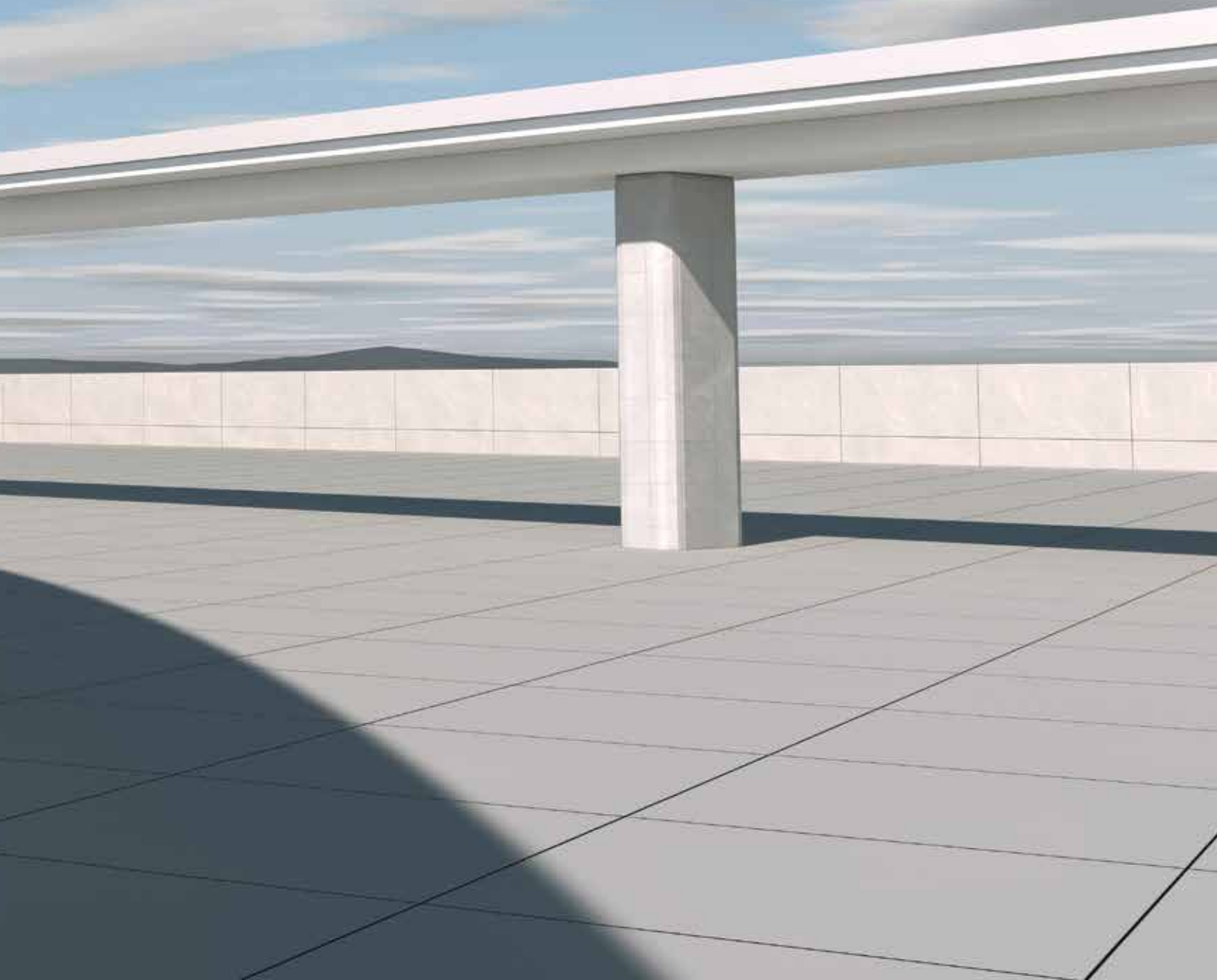
**If the validity period of a certificate is more than one (1) year, the CPE hours may be accumulated in the duration of that period.*



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.

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 |
| 06 October 2020 | Kuching, Sarawak | MBRS/KCG/20/092 |
| 13 October 2020 | Menara SSM @ Sentral, Kuala Lumpur | MBRS/KL/20/098 |
| 10 November 2020 | Kota Kinabalu, Sabah | 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

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);
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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.

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 | 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 |
| 11-12 November 2020 | Kota Kinabalu, Sabah | MBRS/KK/20/112 |
| 18-19 November 2020 | Menara SSM @ Sentral, Kuala Lumpur | MBRS/KL/20/115 |
| 18-19 November 2020 | Kuantan, Pahang | MBRS/KUATN/20/116 |
| 25-26 November 2020 | Penang | MBRS/PG/20/120 |
| 02-03 December 2020 | Menara SSM @ Sentral, Kuala Lumpur | MBRS/KL/20/121 |

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.

2020

CORPORATE DIRECTORS

TRAINING

PROGRAMMES

- CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 3.0
- CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 3.0
+ CYBER SECURITY AWARENESS
- CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 3.0
+ FINANCIAL STATEMENTS 101



CORPORATE DIRECTORS TRAINING PROGRAMMES FUNDAMENTAL 3.0

COURSE INTRODUCTION

The corporate scenario of the 21st century is both challenging and exciting, promising numerous opportunities for wealth creation. This is provided the key economic role players in the country are able to navigate the economic landscape. With this in mind, the Companies Commission of Malaysia Training Academy & Knowledge Management Division (CKMD) believes that the directors and key role-players of companies need to be equipped with the fundamental knowledge of their roles and responsibilities under the Companies Act 2016 as well as knowledge on boardroom dynamics and corporate liability in Malaysia. It is hope that with these knowledges gained, it will enable them to manage their companies on a sustainable manner and at the same time remain competitive.

COURSE OBJECTIVES

The CDTP Fundamental 3.0 is designed to convey basic yet vital information pertaining to the characteristics, anatomy, life-span of a company and its key role players. The course will also introduce the participants to boardroom dynamics and corporate liability in Malaysia.

COURSE CONTENTS

- **Module 1: Dynamics of a Company**
Characteristics and key components of a company, incorporation, management and closure of a company.
- **Module 2: Duties and Responsibilities of Directors, Company Secretaries and Auditors**
Descriptions of key duties and responsibilities of directors, company secretaries and auditors.
- **Module 3: Understanding Boardroom Dynamics**
Different facet of boardroom dynamics and why it is becoming increasingly important for companies.
- **Module 4: Introduction of Corporate Liability in Malaysia**
From 1 June 2020, directors and top management of commercial organisations will be held personally liable for any acts of corruption committed for the benefit of the business. This module enable participants to understand what is corporate liability for corruption offences as introduced by the MACC (Amendment) Act 2018 and how corruption may impact their company.

LEARNING OUTCOME

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

- Develop a good understanding on the concept, features and significance of a company.
- Outline the roles and responsibilities of directors, company secretaries and auditors.
- Be equipped with the foundational knowledge of boardroom dynamics.
- Develop a good understanding on the corporate liability in Malaysia.

ABOUT THE TRAINERS

Panel trainers from Suruhanjaya Syarikat Malaysia / Associate Speakers.

ADMINISTRATIVE DETAILS CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 3.0

| DATE | VENUE | EVENT CODE |
|--------------------------|--|----------------------------|
| 15 January 2020 | Menara SSM @ Sentral, Kuala Lumpur | CDTPF/KL/20/006 |
| 15 April 2020 | Menara SSM @ Sentral, Kuala Lumpur CANCELLED | CDTPF/KL/20/039 |
| 17 August 2020 | Menara SSM @ Sentral, Kuala Lumpur | CDTPF/KL/20/071 |
| 25 November 2020 | Menara SSM @ Sentral, Kuala Lumpur | CDTPF/KL/20/119 |

| | |
|-----------------------------|--|
| Time | 9:00 am - 5:00 pm |
| Training Methodology | Lecture and Case Discussion |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. |
| CPE points | 8 |

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

CORPORATE DIRECTORS TRAINING PROGRAMMES FUNDAMENTAL 3.0 + CYBER SECURITY AWARENESS

COURSE INTRODUCTION

The CDTP Fundamental 3.0 + Cyber Security Awareness is a result of fusing the modules from CDTP Fundamental 3.0 with training on cyber security. There have been massive corporate security breach one after another and board directors are feeling the pressure. When an organization suffers a cyber incident, all eyes will naturally be on the directors to see if they were properly exercising their risk oversight. This course recognizes the importance of cyber security awareness in addition to be equipped with fundamental knowledge of dynamics of a company, duties and responsibilities of company directors and introduction of corporate Liability in Malaysia.

COURSE OBJECTIVES

Day 1 of this course is 'CDTP Fundamental 3.0' which is designed to convey basic yet vital information pertaining to the characteristics, anatomy, life-span of a company, roles and responsibilities of the key role players, boardroom dynamics and introduction of corporate liability in Malaysia. Day 2 will focus on cyber security awareness which aims to prepare the members of the board and other senior management of an organization to understand, assess and take a proactive posture in cyber security. Members of the board will be introduced to the threats from ransomware, BEC, malwares and social engineering to advanced persistent threats that can decimate an organization. This course will highlight why cyber security is a board level problem and how to mitigate and manage it.

COURSE CONTENTS

- **Module 1: Dynamics of a Company**
Characteristics and key components of a company, incorporation, management and closure of a company.
- **Module 2: Duties and Responsibilities of Directors, Company Secretaries and Auditors**
Descriptions of key duties and responsibilities of directors, company secretaries and auditors.
- **Module 3: Understanding Boardroom Dynamics**
Different facets of boardroom dynamics and why it is becoming increasingly important for companies.
- **Module 4: Introduction of Corporate Liability in Malaysia**
From 1 June 2020, directors and top management of commercial organisations will be held personally liable for any acts of corruption committed for the benefit of the business. This module enable participants to understand what is corporate liability for corruption offences as introduced by the MACC (Amendment) Act 2018 and how corruption may impact their company.
- **Module 5: Cyber Security Awareness**
Understand why cyber security is a boardroom activity, security obligations by role, risk management framework and how to handle during and after a breach.

LEARNING OUTCOME

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

- Develop a good understanding on the concept, features and significance of a company.
- Outline the roles and responsibilities of directors, company secretaries and auditors.
- Be equipped with the foundational knowledge of boardroom dynamics.
- Develop a good understanding on corporate liability in Malaysia.
- Understand why cyber security is a board level matter.
- How to be cyber resilient?
- How to respond during and after a breach?

ABOUT THE TRAINERS

Day 1

Panel trainers from Suruhanjaya Syarikat Malaysia / Associate Speaker.

Day 2

CLEMENT ARUL is Chief Technology Officer & Evangelist, Vigilant Asia (M) Sdn Bhd. He is a two time National and Regional award winning Security Professional with twenty one years of IT experience in security, ethical hacking, cyber security framework, security risk & governance, systems analysis, big data, IoT, design, development, secure coding, implementation, digital forensics and project management. Clement is also the Founder, CEO of Kaapagam Technologies, and Kaapagam Education Services. A security consultant for many multi-national and leading IT companies in APAC region. A frequent speaker in security event in APAC.

Awards and Recognition:

- APAC Cyber Security Professional of the Year 2019, Cybersecurity Excellence Awards 2019, USA.
- APAC Cyber Security Educator of the Year 2019, Cybersecurity Excellence Awards 2017, USA.
- APAC Cyber Security Professional of the Year 2017, Cybersecurity Excellence Awards 2017, USA
- Cyber Security Professional of the Year 2017, Cyber Security Awards, MOSTI, Govt. of Malaysia.
- Cyber Security Professional of the Year 2014, Cyber Security Awards, MOSTI, Govt. of Malaysia.

ADMINISTRATIVE DETAILS CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 3.0 + CYBER SECURITY AWARENESS

| DATE | VENUE | EVENT CODE |
|------------------------------|--|--------------------------------|
| 17 - 18 June 2020 | Kuching, Sarawak CANCELLED | CDTPF+CS/KCG/20/053 |
| 02 - 03 September 2020 | Menara SSM @ Sentral, Kuala Lumpur | CDTPF+CS/KL/20/078 |

| | |
|-----------------------------|--|
| Time | 9:00 am - 5:00 pm |
| Training Methodology | Lecture and Case Discussion |
| Fee | RM1,000.00 Standard RM800.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. |
| CPE points | 16 |

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

CORPORATE DIRECTORS TRAINING PROGRAMMES FUNDAMENTAL 3.0 + FINANCIAL STATEMENTS 101

COURSE INTRODUCTION

The CDTP Fundamental 3.0 + Financial Statement 101 is a result of fusing the modules from CDTP Fundamental 3.0 with the introduction topic on understanding financial statements for board of directors.

COURSE OBJECTIVES

The module on Financial Statements 101 is designed for directors to get a firm grasp on the numbers side of business. The primary goal is to help them develop sound financial knowledge to read and understand financial reports; helping them to look at the linkages in the financial statements in order to understand their business operations better. This course recognizes that being able to read and interpret financial statements is a vital skill in addition to be equipped with fundamental knowledge of company law and corporate governance.

COURSE CONTENTS

- **Module 1: Dynamics of a Company**
Characteristics and key components of a company, incorporation, management and closure of a company.
- **Module 2: Duties and Responsibilities of Directors, Company Secretaries and Auditors**
Descriptions of key duties and responsibilities of directors, company secretaries and auditors.
- **Module 3: Understanding Boardroom Dynamics**
Different facet of boardroom dynamics and why it is becoming increasingly important for companies.
- **Module 4: Introduction of Corporate Liability in Malaysia**
From 1 June 2020, directors and top management of commercial organisations will be held personally liable for any acts of corruption committed for the benefit of the business. This module enable participants to understand what is corporate liability for corruption offences as introduced by the MACC (Amendment) Act 2018 and how corruption may impact their company.
- **Module 5: Financial Statements 101**
How to read financial statement, significance of financial statements, basic financial / accounting terms and concepts.

LEARNING OUTCOME

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

- Develop a good understanding on the concept, features and significance of a company.
- Outline the roles and responsibilities of directors, company secretaries and auditors.
- Be equipped with the foundational knowledge of boardroom dynamics.
- Develop a good understanding on corporate liability in Malaysia.
- Be able to read, interpret and analyse financial statements.
- Assess business trends using financial tools.
- Identify warning signs of business decline and insolvency.

ABOUT THE TRAINERS

Day 1

Panel trainers from Suruhanjaya Syarikat Malaysia / Associate Speaker.

Day 2

S. YOGA THEVAN is a Chartered Global Management Accountant and an associate of CIMA (Chartered Institute of Management Accountants, UK). He also obtained an MBA from the renowned Strathclyde University Graduate School of Business, Europe's largest Business School. He has a wide industry exposure from manufacturing to banking & stock-broking. Since 2004 he is a full-time Learning Facilitator. He is also a regular speaker for PSMB, MIA, SSM, SME Corp, MEF, MIHRM and many corporations, both local and foreign. Yoga is also a founding member of MAPS (Malaysian Association of Professional Speakers) and was President in 2008. In 2012 he was engaged by the Malaysian Government to brief all heads of department and top-ranking officers in various Ministries on the concept and impact of Accrual Accounting to the Government Accounts. What you can expect from Yoga in his programs are thorough, exciting, knowledge enhancing sessions filled with action learning divulged in a simple manner. His diverse background and experience coupled with a variety of delivery mechanisms enriches participants' knowledge and retention of this intricate subject.

ADMINISTRATIVE DETAILS CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 3.0 + FINANCIAL STATEMENTS 101

| DATE | VENUE | EVENT CODE |
|-----------------------------|--|--------------------|
| 04 - 05 March 2020 | Menara SSM @ Sentral, Kuala Lumpur | CDTPF+FS/KL/20/018 |
| 14 - 15 October 2020 | Kota Kinabalu, Sabah | CDTPF+FS/KK/20/100 |
| Time | 9:00 am - 5:00 pm | |
| Training Methodology | Lecture and Case Discussion | |
| Fee | RM1,000.00 Standard RM800.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| CPE points | 16 | |

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

2020

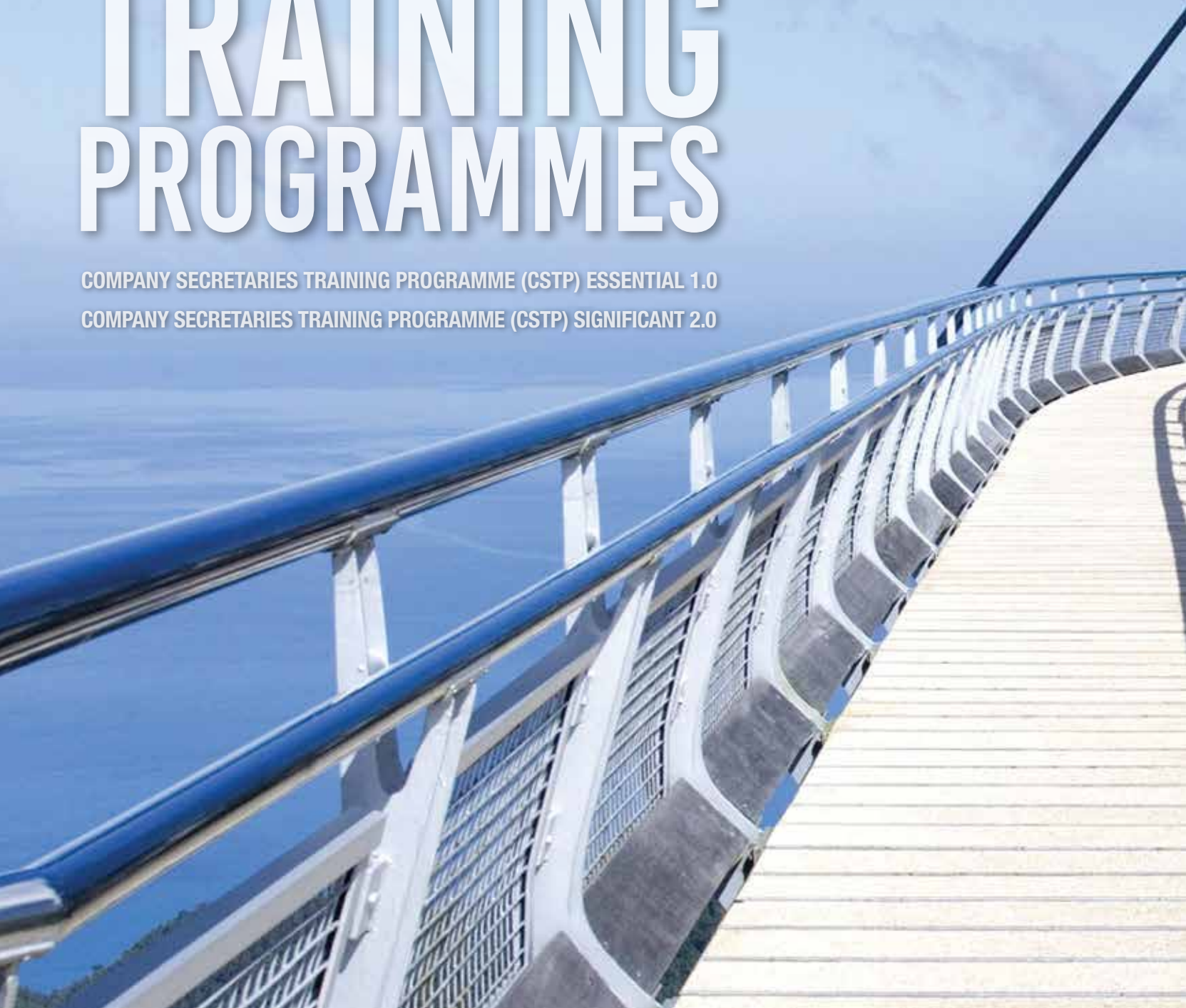
COMPANY SECRETARIES

TRAINING

PROGRAMMES

COMPANY SECRETARIES TRAINING PROGRAMME (CSTP) ESSENTIAL 1.0

COMPANY SECRETARIES TRAINING PROGRAMME (CSTP) SIGNIFICANT 2.0





COMPANY SECRETARIES TRAINING PROGRAMMES ESSENTIAL 1.0

COURSE INTRODUCTION

The Company Secretaries Training Programme (CSTP) Essential 1.0 is a training programme based on the **Companies Act 2016**. It is a mandatory training course under the Companies Commission of Malaysia (SSM) Continuing Professional Education (CPE) points scheme for licensed company secretaries who have been issued with licenses by the Registrar of Companies under S.235(2)(b) of the Companies Act 2016.

There have been cases of licensed company secretaries who attended the mandatory training course more than once for the purpose of fulfilling their CPE requirements. With effect from 1 January 2014, licensed company secretaries are not allowed to repeat their attendance at CSTP Essential in each renewal cycle. CPE points from repeated CSTP Essential will not be accepted for renewal of license purpose.

COURSE OBJECTIVES

CSTP Essential 1.0 is designed to include emerging trends and fresh approaches to the company secretaries' challenges at work. It aims at enhancing the knowledge, skill and competencies of company secretaries in their role as advisor to the board of directors. Although the CSTP Essential 1.0 are primarily targeted at licensed company secretaries, other corporate role-players such as company secretaries of prescribed bodies, company directors, members of the management and support staff can also benefit from this programme and apply what they have learned, in managing their companies.

LEARNING OUTCOME

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

- Develop a good understanding on the concept and features of a company.
- State the role and responsibilities of company secretaries.
- Outline the roles and responsibilities of key role players in a company.
- Apply the knowledge in managing statutory books and company meetings.
- Identify key offences under the Companies Act 2016.

The CSTP Essential 1.0 is made up of three parts which comprised of two modules each. Participants are deemed to have completed the CSTP Essential 1.0 upon attending all three parts.

COURSE CONTENTS

PART A

- **Module 1: ANATOMY OF A COMPANY**

The salient features of a company, types of companies, key role-players and the life span of a company. Introduction of more relaxed requirements such as single member and single director for private companies under the Companies Act 2016.

- **Module 2: ROLES AND RESPONSIBILITIES OF COMPANY SECRETARIES**

The roles and responsibilities of company secretaries vis-à-vis Companies Act 2016.

PART B

- **Module 3: KEY ROLE-PLAYERS IN A COMPANY - DIRECTORS, OFFICERS, SHAREHOLDERS AND AUDITORS**

Roles, duties and responsibilities of key corporate role-players in a company namely directors, auditors and employees. Familiarization of their roles, duties and responsibilities will enable a company secretary to carry out their functions more effectively.

- **Module 4: MANAGING THE REGISTERED OFFICE, STATUTORY BOOKS, RETURNS AND OTHER DOCUMENTS**

The requirements and significance of having a registered office of a company and the importance of ensuring information are recorded in all statutory books by the company secretary. Under the Companies Act 2016, the Register of Members (ROM) shall be the prima facie evidence as to legal title of shares and it is the duty of the company secretary to update the ROM on any changes as well as notify Companies Commission of Malaysia of the changes within the stipulated timeframe.

PART C

- **Module 5: MANAGING COMPANY MEETINGS**

The Companies Act 2016 dispenses with the requirement for a private company to hold an Annual General Meeting (subject to company's constitution) and new provisions have been introduced in consequence of this. Regulatory requirements and key aspects of the management of annual general meeting, extraordinary general meeting and board meetings.

- **Module 6: NAVIGATING COMPLIANCE: KEY OFFENCES UNDER COMPANIES ACT 2016**

Highlight of key offences under the Companies Act 2016. Apart from examining the common offences committed by company secretaries, this module also looks into some of the serious offences such as fraud and giving false statements to Companies Commission of Malaysia.

ADMINISTRATIVE DETAILS

| DATE | PART | VENUE | EVENT CODE |
|-------------------------|-------------------|--|----------------------------|
| 07 January 2020 | Part A | Menara SSM @ Sentral, Kuala Lumpur | CSTPE/KL/20/001 |
| 08 January 2020 | Part B | Menara SSM @ Sentral, Kuala Lumpur | CSTPE/KL/20/002 |
| 09 January 2020 | Part C | Menara SSM @ Sentral, Kuala Lumpur | CSTPE/KL/20/003 |
| 18 February 2020 | Part A | Kota Kinabalu, Sabah | CSTPE/KK/20/014 |
| 19 February 2020 | Part B | Kota Kinabalu, Sabah | CSTPE/KK/20/015 |
| 20 February 2020 | Part C | Kota Kinabalu, Sabah | CSTPE/KK/20/016 |
| 10 March 2020 | Part A | Menara SSM @ Sentral, Kuala Lumpur | CSTPE/KL/20/019 |
| 11 March 2020 | Part B | Menara SSM @ Sentral, Kuala Lumpur | CSTPE/KL/20/020 |
| 12 March 2020 | Part C | Menara SSM @ Sentral, Kuala Lumpur | CSTPE/KL/20/021 |
| 09 June 2020 | Part A | Menara SSM @ Sentral, Kuala Lumpur CANCELLED | CSTPE/KL/20/046 |
| 10 June 2020 | Part B | Menara SSM @ Sentral, Kuala Lumpur CANCELLED | CSTPE/KL/20/047 |
| 11 June 2020 | Part C | Menara SSM @ Sentral, Kuala Lumpur CANCELLED | CSTPE/KL/20/049 |
| 04 August 2020 | Part A | Menara SSM @ Sentral, Kuala Lumpur | CSTPE/KL/20/064 |
| 05 August 2020 | Part B | Menara SSM @ Sentral, Kuala Lumpur | CSTPE/KL/20/065 |
| 06 August 2020 | Part C | Menara SSM @ Sentral, Kuala Lumpur | CSTPE/KL/20/066 |
| 22 September 2020 | Part A | Kuching, Sarawak | CSTPE/KCG/20/083 |
| 23 September 2020 | Part B | Kuching, Sarawak | CSTPE/KCG/20/084 |
| 24 September 2020 | Part C | Kuching, Sarawak | CSTPE/KCG/20/086 |
| 06 October 2020 | Part A | Menara SSM @ Sentral, Kuala Lumpur | CSTPE/KL/20/093 |
| 07 October 2020 | Part B | Menara SSM @ Sentral, Kuala Lumpur | CSTPE/KL/20/094 |
| 08 October 2020 | Part C | Menara SSM @ Sentral, Kuala Lumpur | CSTPE/KL/20/096 |

| | |
|-----------------------------|--|
| Trainer(s) | Panel trainers from SSM and Associate Trainers |
| Time | 9:00 am - 5:00 pm |
| Training Methodology | Lecture and Case Studies |
| Target participants | Licensed secretaries, company secretaries, company directors, assistant company secretaries, secretarial support staff and members of professional bodies. |
| Fee | RM500.00 Standard RM300.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. |
| CPE points | 8 points per part |

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

COMPANY SECRETARIES TRAINING PROGRAMMES SIGNIFICANT 2.0

COURSE INTRODUCTION

The Company Secretaries Training Programme (CSTP) Significant 2.0 is designed as a follow up programme from the Company Secretaries Training Programme (CSTP) Essential 1.0. Relevant modules in CSTP Significant 1.0 are based on **Companies Act 2016**. Licensed company secretaries who had completed the Licensed Secretaries Training Programme (LSTP)/CSTP Essential are highly recommended to enroll for this programme.

Becoming a company secretary can be a richly rewarding experience, but the role is not an easy one and it has become even more challenging due to the ever changing regulatory and business environments. This programme is constantly updated and comprises of selected contemporary and important topics for company secretaries. It is specially designed to enhance the competency and equipped for their challenging roles of today. CSTP Significant 2.0 aims to develop and promote good understanding of corporate governance, corporate responsibilities, ethics, integrity, cyber security risk management, financial reports and explores the professional relationship between the board and the company secretary. A company secretary need to consider the many ways in which their pivotal role can best support their board and understand how crucial this relationship is for the delivering and executing good governance within their organizations. The programme will focus on real life situations and by way of discussions, will greater enhance the participants' understanding of the subjects. This programme not only enable effective knowledge delivery but at the same time aims to inspire, motivate and integrate such knowledge in the corporate environment.

COURSE OBJECTIVES

This course aims to enhance the knowledge, competency and quality of company secretaries and to provide variety of corporate learning programmes focusing on their roles, duties and responsibilities. This course also aims to shape the roles of company secretaries as advisors to the board of directors and gatekeepers of corporate governance.

LEARNING OUTCOME

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

- Established good corporate integrity values and ethics.
- Identify the company secretary's role in combating money laundering and terrorism financing.
- Integrate corporate governance and corporate responsibility into company's operations.
- Identify the key challenges and issues affecting the company secretaries' daily functions.
- Know the cyber security risk management for the boardroom.
- Read and interpret financial statements.

The Company Secretaries Training Programme (CSTP) Significant 2.0 is made up of three parts which comprised of two modules each. Participants are deemed to complete the CSTP Significant upon attending all three parts.

COURSE CONTENTS

PART A

- **Module 1: ADVOCATING INTEGRITY AND ETHICS IN THE BOARDROOM**
Concept and significance of corporate ethics and integrity as well as their correlation with corporate governance. Practical tips and guides for company secretaries in advocating corporate governance by inculcating good ethics and integrity in the boardroom.
- **Module 2: ROLES AND RESPONSIBILITIES OF COMPANY SECRETARIES IN COMBATING MONEY LAUNDERING AND TERRORISM FINANCING**
Highlights on the position of company secretaries as a reporting institution in combating money laundering and terrorism financing. Practical tips for company secretaries in facilitating the enforcement in these areas.

PART B

- **Module 3: COMPANY SECRETARIES: WALKING THE BALANCE BETWEEN PROFESSIONALISM AND PERFORMANCE**
Skills and resources necessary to discharge the company secretaries' statutory and duties in the new Companies Act 2016. This module identifies, examines and deliberates the challenges company secretaries will face in meeting compliance under the new law. Practical perspectives and best practises to navigate the complex and dynamic corporate environment.
- **Module 4: INTEGRATING CORPORATE GOVERNANCE INTO COMPANY OPERATIONS**
Methodologies on how corporate governance can be integrated into a company's operations by the company secretaries. Practical perspective and guide for effective and seamless integration of corporate governance into company operations.

PART C

- **Module 5: CYBER SECURITY RISK MANAGEMENT FOR THE BOARDROOM**
This module aims to provide awareness on cyber security at the company level. It addresses a range of topics, each of which is vital to securing the modern enterprise. These topics include review of case studies, company roles, risk management, and responsibilities of Board and management. Company secretaries who plays advisory role to the Board should understand the context and impact of cyber security on the overall company.
- **Module 6: UNDERSTANDING FINANCIAL STATEMENT FOR COMPANY SECRETARIES**
Company secretaries will find it enjoyable and easy to understand once the mysteries behind financial statements are removed.

ADMINISTRATIVE DETAILS

| DATE | PART | VENUE | EVENT CODE |
|--------------------------|-------------------|---|----------------------------|
| 04 February 2020 | Part A | Menara SSM @ Sentral, Kuala Lumpur | CSTPS/KL/20/008 |
| 05 February 2020 | Part B | Menara SSM @ Sentral, Kuala Lumpur | CSTPS/KL/20/009 |
| 06 February 2020 | Part C | Menara SSM @ Sentral, Kuala Lumpur | CSTPS/KL/20/010 |
| 24 March 2020 | Part A | Sibu, Sarawak CANCELLED | CSTPS/SB/20/026 |
| 25 March 2020 | Part B | Sibu, Sarawak CANCELLED | CSTPS/SB/20/028 |
| 26 March 2020 | Part C | Sibu, Sarawak CANCELLED | CSTPS/SB/20/029 |
| 17 August 2020 | Part A | Menara SSM @ Sentral, Kuala Lumpur | CSTPS/KL/20/072 |
| 18 August 2020 | Part B | Menara SSM @ Sentral, Kuala Lumpur | CSTPS/KL/20/073 |
| 19 August 2020 | Part C | Menara SSM @ Sentral, Kuala Lumpur | CSTPS/KL/20/075 |
| 20 October 2020 | Part A | Menara SSM @ Sentral, Kuala Lumpur | CSTPS/KL/20/102 |
| 21 October 2020 | Part B | Menara SSM @ Sentral, Kuala Lumpur | CSTPS/KL/20/103 |
| 22 October 2020 | Part C | Menara SSM @ Sentral, Kuala Lumpur | CSTPS/KL/20/106 |

| | |
|-----------------------------|--|
| Trainer(s) | Panel trainers from SSM and Associate Trainers |
| Time | 9:00 am - 5:00 pm |
| Training Methodology | Lecture and Case Studies |
| Target participants | Participants who have attended the Company Secretaries Training Programme Essential 1.0 (or formerly known as Licensed Secretaries Training Programme / Company Secretaries Training Programme Essential). Licensed secretaries, company secretaries, company directors, assistant company secretaries, secretarial support staff and members of professional bodies. |
| Fee | RM500.00 Standard RM350.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. |
| CPE points | 8 points per part |

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

2020 PATHWAY FOR BEGINNERS SERIES

COMPANY LAW AND COMPANY SECRETARIAL PRACTICE

- COMPANY SECRETARY AND GETTING STARTED WITH COMPANIES
- CONSTITUTION, AUDIT AND ANNUAL RETURN
- DIRECTORS, MEMBERS AND MEETINGS
- SHARES AND SHARE CAPITAL





PATHWAY FOR BEGINNERS SERIES COMPANY LAW AND COMPANY SECRETARIAL PRACTICE

COURSE INTRODUCTION

Pathway for Beginners Series on “Company Law and Company Secretarial Practice (CSP)” is designed and developed for beginners in the company secretarial profession and for those looking for a refresher course. This programme combines the essential principles of company law in Malaysia under the Companies Act 2016 regime and its practical applications.

The four topics under this programme for the year 2020 are:

1. Company secretary and getting started with companies.
2. Constitution, audit and annual return.
3. Directors, members and meetings.
4. Shares and share capital.

COURSE OBJECTIVES

This programme walks the beginner through the basics of company law and CSP in a simple and plain language. It aims to guide the beginners in understanding key legal principles of company law, learn the practical aspects and functions of a company secretary, acquire the skills to carry out the duties and tasks that have to be performed by a company secretary, think critically about various aspects of Companies Act 2016 and its applications. All participants are deemed to arrive at a similar level and no prior knowledge is assumed.

LEARNING OUTCOME

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

1. Develop good understanding of essential principles of company law in Malaysia.
2. Learn the basic overview legal framework of the Companies Act 2016.
3. Learn the practical applications in administering companies under the Companies Act 2016.
4. Identify the scope and apply the role and functions of a company secretary.
5. Understand the law and best practice in key functional matters to ensure compliance under the Companies Act 2016.

WHO SHOULD ATTEND

Company secretarial assistants below two years of experience, support staff in secretarial department, personal assistants to company secretary, legal administrators and legal secretaries who are involved in corporate secretarial work.

NOTE TO PARTICIPANTS

Compulsory to bring your copy of Companies Act 2016 as reference at the programme.

ABOUT THE TRAINERS

Dr. Chan Wai Meng is an Associate Professor at the Faculty of Business and Accountancy, University of Malaya. She lectures company law since she joined the Faculty in 1998. Wai Meng has published extensively. Among her recent publications on the company law are Essential Company Law in Malaysia: Navigating the Companies Act 2016 and Navigating the Companies Act 2016 for SMEs. She contributed to The Annotated Malaysian Companies Act 2016 published by Sweet & Maxwell Asia. Prior to joining the academia, Wai Meng was in legal practice and in the banking industry for ten years.

Wong Wei Fong is an associate member of MAICSA and a holder of MBA from Sydney Business School, University of Wollongong. She has been involved in the corporate secretarial practice since year 1992, chalking up more than 27 years of experience in the field. She spent most of her career working in secretarial firms dealing with a wide range of clients from various industries. In the years spanning over 27 years, she has provided countless regulatory updates and briefings to board members to equip them with the right knowledge to discharge their fiduciary duties effectively.

COMPANY SECRETARY AND GETTING STARTED WITH COMPANIES

DAY 1: COMPANY LAW

- Introduction to business entities - Sole proprietorship, partnership, limited liability partnership, company.
- Corporate personality.
- Lifting the veil of incorporation.
- Classification of companies.
- Company limited by shares.
- Company limited by guarantee.
- Unlimited company.
- Public vs private vs exempt private companies.
- Related companies - holding and subsidiary; ultimate holding; wholly owned subsidiary; related companies.

DAY 2: CSP

- Company secretary - appointment, resignation, cessation, removal, qualification, disqualification, roles and responsibilities and corporate governance.
- Know your customer due diligence.
- Incorporation process - pre and post matters.
- Conversion from private to public company.
- Conversion from public to private company.
- Exempt private companies.
- Foreign companies.
- Change of company's name.

CONSTITUTION, AUDIT AND ANNUAL RETURN

DAY 1: COMPANY LAW

- Constitution.
- Alteration of constitution.
- Object clause.
- Contracts - pre-incorporation contracts, provisional contracts and company contracts.
- Contracts with promoter.
- Contracts with directors.
- Contracts of substantial value.
- Auditors.

MODULE 2: CSP COURSE CONTENTS

- Constitution.
- Auditors.
- Accounts to be kept.
- Audited financial statements and audit matters.
- Audit exemption.
- Financial statements - preparation and submission.
- Annual return - preparation and submission.

DIRECTORS, MEMBERS AND MEETINGS

DAY 1: COMPANY LAW

- Directors - Duties and power.
- Contracts with directors.
- Loans to directors.
- Membership, transfer and transmission.
- Members meetings - Notice, venue, quorum and proxy.
- Resolution - ordinary, special, ordinary requiring special notice, written resolutions.
- Management review.

DAY 2: CSP

- Directors - appointment, vacation of office, remuneration, etc.
- Members - membership, shareholdings, etc.
- Board meetings - pre, during and post matters.
- Members' meetings - pre, during and post matters.
- Types of resolutions.

SHARES AND SHARE CAPITAL

DAY 1: COMPANY LAW

- Share capital.
- No par value regime.
- Allotment and issuance of shares.
- Classes of shares.
- Variation of class rights.
- Share buyback.
- Share financing.
- Dividend.

DAY 2: CSP

- Share capital - types of shares, nature etc.
- Preference shares.
- Allotment and issuance of shares.
- Share certificate.
- Transfer and transmission of shares.
- Dividend.

ADMINISTRATIVE DETAILS

| DATE | PATHWAY FOR BEGINNERS SERIES | VENUE | EVENT CODE |
|-------------------------------|--|---|--------------------------|
| 30 - 31 March 2020 | Company secretary and getting started with companies. | Menara SSM @ Sentral, Kuala Lumpur CANCELLED | CEP/KL/20/030 |
| 01 - 02 July 2020 | Constitution, audit and annual return. | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/058 |
| 29 - 30 September 2020 | Directors, members and meetings. | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/089 |
| 02 - 03 December 2020 | Shares and share capital. | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/122 |

| | | | |
|-----------------------------|---|--|--|
| Programme Duration | 2 days (9:00 am - 5:00 pm) | | |
| Training Methodology | Lecture, case laws, group and individual exercises. | | |
| Fee | RM1,000.00 | Standard | |
| | RM800.00 | Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| CPE points | 16 per topic | | |

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



**2020
CONTINUING
EDUCATION
PROGRAMMES**

ADVANCED MINUTES WRITING WORKSHOP

COURSE INTRODUCTION

Company secretaries frequently find themselves called upon to take minutes, with little guidance on how they are expected to produce an accurate record of what transpired at the meeting. Writing minutes can be a daunting task. Minutes are record of decisions and discussions made at meetings and serve as prima facie evidence. A good set of minutes will protect the company directors from negligence and allegations of abuse of power as the records will reveal the meeting deliberations and discussions in an accountable and transparent manner.

COURSE OBJECTIVES

This two-day minutes writing course is an advanced course for company secretary and provides practical guidance on how to overcome most problems faced by minute takers and to achieve accurate minute taking. Participants will learn how to overcome the common problems faced by minute takers and develop a toolkit of personal skills to raise their confidence in writing accurate minutes. This is a highly interactive workshop and participants are expected to participate and complete case studies/exercises.

COURSE CONTENTS

- Special rules of grammar and language for minutes.
- Purpose and use of minutes.
- Preparation for taking minutes.
- Useful terminology and how to use it.
- Minutes presentations.
- What minutes should include and what should be left out.
- Tasks of the effective minute taker.
- The role of the chairperson and how to work with him.
- Effective listening.
- Tips and tricks for note-taking.
- The importance of minutes.
- Problems of the minute-taker.
- Types of minutes.
- Note taking skills.
- Minute-taker's checklist.
- Paragraphing and sentence structure.
- Listen well to write well.
- Importance of speed in minutes writing.
- Minutes taking in practice (an interactive exercise)

LEARNING OUTCOME

By attending this course, participants will be able to:

- Gain practical tips and valuable practice in minutes taking.
- Take accurate and relevant minutes.
- Make efficient use of the pre and post meeting actions to improve quality of minutes.
- Present minutes concisely, clearly and in appropriate style.
- Address the frequent problems and issues when drafting and preparing minutes of meetings.
- Work effectively with the Chairperson.
- Develop a tool kit for personal use.

WHO SHOULD ATTEND

Company secretaries and company secretarial staff with more than one year of secretarial experience.

ABOUT THE TRAINER

Liew Lee Kee has more than 20 years experience in the corporate secretarial and consultancy services industry. She is currently the Managing Director of Erdington Corporate Asia Sdn. Bhd. She has vast experience in advising and servicing multinational corporations and locally incorporated companies. She also has vast experience in servicing foreign companies wishing to set up businesses in various industries in Malaysia such as Representative/Regional offices, Branch Offices and liaison with the relevant government authorities such as MIDA, Immigration, Registry of Trade mark, etc. She is a trainer and professional speaker and has conducted numerous business seminars, talks and conferences to professionals, directors, entrepreneurs, executives, foreign investors, etc. She is a Certified Professional Trainer, UK, PSMB Approved Trainer and Certified Trainer of the Ministry of Tourism.

| DATE | VENUE | EVENT CODE |
|-------------------------------|---|--------------------------|
| 18 – 19 March 2020 | Menara SSM @ Sentral, Kuala Lumpur CANCELLED | CEP/KL/20/024 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | Lecture and Case Discussion | |
| Fee | RM1,000.00 Standard RM800.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 16 | |

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

AGM, ACCOUNTS, ANNUAL RETURNS UNDER COMPANIES ACT 2016

COURSE INTRODUCTION

In line with providing flexibility in managing the affairs of companies under the Companies Act 2016, AGM is mandatory for public company. Whereas, private company to hold AGM if required under its constitution. The law also introduced the decoupling of the requirement to lodge audited financial statements and annual returns. These change the way companies handle their yearly compliance matters. This seminar will attempt to provide clarities on matters pertaining to annual compliance of companies under the Companies Act 2016.

COURSE OBJECTIVES

This course is designed for company secretaries and experienced support staff with the aim to assist them by providing support and guidance on a range of common tasks to do with AGM, accounts, audit and annual returns under the Companies Act 2016. It will also guide participants through the key compliance issues that must be addressed and provide hands-on training arising from the company secretary's duties.

COURSE CONTENTS

- Holding of AGM under the Companies Act 2016.
- Retirement of directors.
- Appointment/resignation /removal of auditors.
- Retirement of auditors/directors.
- Audit exemption.
- Audited financial statements and exempt private company.
- Annual returns under the Companies Act 2016.
- Decoupling of lodgement of audited financial statement and annual returns.
- Extension of time to hold AGM.
- Proxy and poll.
- Shareholders' activism at meetings.
- Shareholders' rights.
- Rights of minorities.
- FAQs at AGM.
- Maintenance of statutory registers/minutes books and related issues.
- Company secretaries' duties and responsibilities under the Companies Act 2016 relating to AGM, financial statements and annual return.
- Offences under the Companies Act 2016 relating to annual compliance matters.
- Best practices at AGM.

LEARNING OUTCOME

By attending this course, participants will be able to:

- Comply with the Companies Act 2016's requirements and execute the common tasks relating to AGM, audited financial statements and annual returns.
- Identify and resolve pitfalls arising from annual compliance matters.
- Describe best practices of AGM.
- Update, maintain and extract information from statutory books, statutory returns and other related documents.

WHO SHOULD ATTEND

Company secretaries, company secretarial staff, legal manager, auditors, accountants, company directors and anyone who are involved in AGM, preparing of financial statements and annual returns.

ABOUT THE TRAINER

Liew Lee Kee has more than 20 years experience in the corporate secretarial and consultancy services industry. She is currently the Managing Director of Erdington Corporate Asia Sdn. Bhd. She has vast experience in advising and servicing multinational corporations and locally incorporated companies. She also has vast experience in servicing foreign companies wishing to set up businesses in various industries in Malaysia such as Representative/Regional offices, Branch Offices and liaison with the relevant government authorities such as MIDA, Immigration, Registry of Trade mark, etc. She is a trainer and professional speaker and has conducted numerous business seminars, talks and conferences to professionals, directors, entrepreneurs, executives, foreign investors, etc. She is a Certified Professional Trainer, UK, PSMB Approved Trainer and Certified Trainer of the Ministry of Tourism.

| DATE | VENUE | EVENT CODE |
|--------------------------|---|-----------------------------|
| 14 January 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/005 |
| 09 April 2020 | Kuantan, Pahang CANCELLED | CEP/KUATN/20/037 |
| 18 August 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/074 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | Lecture and Case Discussion | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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

CAPITAL REDUCTION BY SOLVENCY STATEMENT

COURSE INTRODUCTION

Under the previous legislation, a capital reduction could only be done by a special resolution confirmed by the court. Section 117 of Companies Act 2016 ("Act") now provides an alternative to the court procedure where a company can reduce its capital by special resolution supported by a solvency statement. A capital reduction process will decrease a company's shareholder equity through share cancellations and this is done for numerous reasons; including increasing shareholder value and producing a more efficient capital structure.

COURSE OBJECTIVES

The objective of this course is to provide the participants with circumstances that warrants a capital reduction and to provide a practical guide to carrying out a capital reduction under Section 117 of the Act. Participants will also be guided on and how to advise the Directors on their responsibilities in relation to the solvency statement that is to be signed by them. The course focuses on private companies but with some additional material highlighting the key issues for companies listed on a stock exchange.

COURSE CONTENTS

- Drivers for initiating a capital reduction exercise.
- How a company can satisfy the solvency test.
- The statutory requirements on capital reduction.
- Reduction of capital due to over-capitalisation or loss of capital, the effect of the exercise.
- Creditors rights to object to capital reduction.
- A step by step guide to handling a capital reduction exercise, the actions to be taken before and after the capital reduction.
- Other provisions in the Act that allows capital to be reduced.

LEARNING OUTCOME

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

- Have a better understanding of the situations where a capital reduction can be carried out.
- Note the obligations of the company in the various filing and notification to the Registrar of Companies.
- Discuss on the varied scenarios that may have an adverse impact on the company and directors when dealing with the solvency provisions.
- Differentiate the available mechanisms to reduce capital as allowed by the Act.

WHO SHOULD ATTEND

Directors, company secretaries, auditors, accountants and any one who wants to know about capital reduction.

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.

| DATE | VENUE | EVENT CODE |
|-------------------------|---|--------------------------|
| 01 June 2020 | Menara SSM @ Sentral, Kuala Lumpur CANCELLED | CEP/KL/20/043 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | Lecture and Case Discussion | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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

CESSATION OF COMPANIES & LIMITED LIABILITY PARTNERSHIPS

COURSE INTRODUCTION

The Companies Act 2016 has streamlined and modernised the methods for closing down a company. The winding up process allows for an ordered realisation of the company's assets. It can be utilised where the company is either solvent or insolvent. Striking the company off the register allows for the removal of, among others, dormant companies. The provisions on the management of assets of dissolved companies empower the Registrar to represent dissolved companies and vesting of outstanding assets with the Registrar. This course will also cover the winding up process and the striking off of Limited Liability Partnerships (LLP) provided under the Limited Liability Partnerships Act 2012.

COURSE OBJECTIVES

Participants will learn of the improvements made to the winding up laws set out in the Companies Act 2016. The voluntary winding up process has been maintained, and is divided into the members' voluntary winding up and the creditors' voluntary winding up. There are changes in the court winding up process, starting from the statutory demand until after the winding up order is granted. Participants will also learn about the changes in the striking off provisions including the procedure and the new guidelines that have been issued. Finally, be aware on how the assets of dissolved companies are managed. At this seminar, participants will hear about the legal framework from the regulator's perspective and get insights of practice issues from the practitioner's viewpoint.

COURSE CONTENTS

Companies

- The members' voluntary winding up process: the requirements of solvency.
- The creditors' voluntary winding up process: where the company is insolvent.
- The conversion from a members' voluntary winding up to a creditors' voluntary winding up.
- The effect of a voluntary winding up on transactions and legal proceedings.
- The court winding up process on the ground of the company's inability to pay debts.
- The ability to stay and terminate winding up proceedings.
- The new rights and duties of secured creditors in winding up.
- Striking the company off the register.
- How to reinstate a struck off company.
- Considerations for applying to strike off a company and for reinstatement.
- The management of assets of dissolved companies.

Limited Liability Partnerships

- Method of dissolution- court ordered winding up and voluntary winding up.
- Guidelines on declaration of dissolution in a voluntary winding up.
- Strike off a LLP from the register.

LEARNING OUTCOME

By attending this course, participants will be able to:

- Understand the process of winding up and its impact on the company, creditors and liquidators.
- Appreciate the difference in the two voluntary winding up processes.

- Identify the different effects of voluntary winding up on legal proceedings.
- Recognise the different grounds to initiate the court winding up process.
- Understand the court winding up process from the statutory demand until the winding.
- Be aware of the striking off procedure and to avoid striking off.
- How to apply for the striking off for a dormant company.
- Applying for the reinstatement of a struck off company.
- Learn on the practical issues arising from the management of assets of dissolved companies.
- Understand the winding up and striking off procedures for LLPs.

WHO SHOULD ATTEND

Insolvency practitioners, company directors, company secretaries, finance managers, lawyers, accountants, bankers, regulators, government officers, business owners, corporate consultants who need the knowledge on insolvency law.

ABOUT THE TRAINER

Norhaslinda Salleh joined Companies Commission of Malaysia in January 2004. She is the Head of Insolvency in the Registration Services Division since June 2015. She is responsible to ensure and monitor the process of striking off names, winding up and management of the asset of dissolved companies and limited liability partnerships are in accordance with the related Acts and Guidelines. Prior to heading the Insolvency Section, she was the Head of Corporate Planning & Strategy in the Corporate Planning & Policy Division of SSM (2011-2015) where she was responsible for the strategic planning and project management of SSM and implementation of the Corporate Responsibility Agenda of SSM and also the Head of the Law Reform, Policy & International Affairs of the same Division (2004-2011) where she was largely involved in activities relating to the reform of the law and drafting amendments of the legislations administered by SSM, policy guidelines and practice notes. Norhaslinda obtained her LLB (Honours) from University Technology Mara (UiTM), Malaysia in 1991. She was called to the Malaysian Bar and was admitted as an Advocate & Solicitor of the High Court of Malaya on 22 May 1992. Prior to joining SSM in January 2004, Norhaslinda Salleh was in private legal practice where she was largely responsible in handling civil and commercial litigation.

Lee Shih is a litigation and arbitration partner. He acts regularly in matters involving corporate litigation and shareholder disputes. He is listed in the Chambers Asia-Pacific, Legal 500 Asia-Pacific and Benchmark Litigation Asia-Pacific, where he has been described as "well regarded for his expertise in company law, as well as restructuring and insolvency cases". He is the co-author of the textbook 'Companies Act 2016: The New Dynamics of Company Law in Malaysia', authored the chapter on 'Companies and Securities' in Bullen & Leake & Jacob's Malaysian Precedents of Pleadings, and authored the chapter on 'Cross-border insolvency' in the Law and Practice of Corporate Insolvency in Malaysia. He graduated with a LLB (Hons) degree from the University of Bristol. He is a Barrister-at-Law (Gray's Inn) and an Advocate and Solicitor of the High Court of Malaya. He regularly speaks at various conferences and seminars on the Companies Act 2016 and on company law in general. He has spoken at the SSM National Conference, the MIA International Accountants Conference and the MAICSA Annual Conference.

| DATE | VENUE | EVENT CODE |
|--------------------------|---|--------------------------|
| 02 April 2020 | Johor Bahru, Johor CANCELLED | CEP/JB/20/033 |
| 07 July 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/060 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | Lecture and Case Discussion | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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

COMPANIES ACT 2016: DEALING WITH COMMON ISSUES

COURSE INTRODUCTION

This course deals with the common issues facing companies in moving from the regimen of the Companies Act 1965 to the Companies Act 2016. More importantly, it deals with the inherent uncertainty that accompanies any new Act, let alone an Act of such extensive impact, and the different approaches that may be taken to deal with those uncertainties.

COURSE OBJECTIVES

Any new legislation, however well drafted, raises certain ambiguities in the interpretation of its provisions. The objective of this course is to examine the more common ambiguities raised by the Companies Act 2016 and to work out the best methods of dealing with those ambiguities until there are judicial pronouncements or statutory amendments to resolve them.

COURSE CONTENTS

The course will be in 2 parts. In the first part, common difficulties in interpretation of the Companies Act 2016 being faced by companies will be examined. These include the manner and effect of execution of corporate documents, the liability for representations made by directors and officers, the effect on the company of documents filed with the Registrar of Companies no longer being constructive notice, the legal effect of the new Act on company warrants, and similar issues. The second part will be an examination of how courts deal with ambiguities and a historical look at other legislation, in particular, the Companies Act 1965, and how companies dealt with the latent ambiguities in those legislation until they were resolved, as a guide to the best approach to dealing with ambiguities in the Companies Act 2016.

LEARNING OUTCOME

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

- Understanding inherent uncertainties in new legislation, such as the Companies Act 2016.
- Examining the legal pathways to remove or clarify such uncertainties.
- Appreciating the possible approaches to adopt pending such removal or clarification.

WHO SHOULD ATTEND

Company secretaries, managers, directors, general managers, business owners and anyone who wants to learn about management of business.

ABOUT THE TRAINER

Paul Subramaniam was a practising litigation lawyer for 29 years specializing in corporate and financial litigation. He then focused on the training of and knowledge management of corporate lawyers for 6 years before taking on the role of Chief Risk Officer in 2014 in ZICO Holdings Inc, a company listed on the Singapore Stock Exchange. He is a much sort after speaker and trainer have presented at international and national forums and industry-level conferences and symposiums. Some of his recent engagements include the Commonwealth Law Conference in Melbourne, Australia, the In-House Congress in Singapore and Hong Kong, the Malaysian Institute of Chartered Secretaries and Administrators' Malaysian Company Law Conference all in 2017. He is currently area of interests are psychology and group behaviour.

| DATE | VENUE | EVENT CODE |
|-------------------------|---|--------------------------|
| 18 June 2020 | Kota Kinabalu, Sabah CANCELLED | CEP/KK/20/054 |
| 12 November 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/113 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | Lecture and Case Discussion | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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

COMPANIES ACT 2016. DIRECTORS' STATUTORY DISCLOSURES

COURSE INTRODUCTION

The Companies Act 2016 ("the Act") imposes on a director of a company, a general duty to make disclosure in writing to the company of the particulars relating to the shares, debentures, participatory interests, rights, options and contracts of which he has an interest and any changes thereto and of such events and matters affecting or relating to himself as are necessary for the purposes of compliance with the requirements of the Act by the company. Section 8 of the Act defines what constitute an 'interest in shares' and it is common to come across the term 'direct interest' and 'indirect interest/deem interest' in shares but these terms are not found in Section 8 of the Act.

COURSE OBJECTIVES

The course will facilitate the participants to have an understanding of the situation where a director is said to have a 'direct interest' or 'indirect/deem interest' in shares and the statutory requirements imposed on the director to disclose his interest in shares to the Company. It will highlight to the participants, the obligation imposed on the company to update the Register of Directors' Shareholding and the disclosure to be included in the Directors' Report.

COURSE CONTENTS

- Difference between 'direct interest' and 'indirect interest/deem interest' in shares.
- Limitation on the application of definition on interest in shares.
- Situations where a right to the shares does not constitute an interest in a share.
- Discuss the situations where an interest in a share shall be disregarded as an interest.
- Statutory requirements for the disclosure of directors' interest in shares, options, and debentures of the company.
- Updating the Register of Directors' Shareholding.

LEARNING OUTCOME

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

- Differentiate between 'direct interest' and 'indirect interest/deem interest' in shares.
- Have a better understanding of the extent of the disclosures required in relation to interest in shares, options and debentures.
- Ensure the Register of Directors' Shareholdings are properly updated.
- Learn the obligations of the company secretary in meeting the company's compliance with the Act.

WHO SHOULD ATTEND

Company secretaries, company secretarial assistants, company directors, lawyers, accountants and corporate consultants.

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.

| DATE | VENUE | EVENT CODE |
|--------------------------|---|--------------------------|
| 23 March 2020 | Menara SSM @ Sentral, Kuala Lumpur CANCELLED | CEP/KL/20/025 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | Lecture and Case Discussion | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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

COMPANIES ACT 2016. PRACTICAL GUIDE FOR COMPANY DIRECTORS

COURSE INTRODUCTION

Being a director of a company brings many challenges and responsibilities. On appointment, a director automatically assumes onerous duties, responsibilities and personal liability under both common law and statutory law. A director is accountable to various stakeholders and he needs to be alert of the obligations imposed on him and the company which he manages. The pursuit and satisfaction of managing a company is enriched if the director is knowledgeable and is confident in carrying out his fiduciary duties and acting in the best interest of the company.

COURSE OBJECTIVES

This course aims to provide company directors with a practical guide on carrying out their roles and responsibilities under the Companies Act 2016. This course analyses and describes, mainly from practical standpoint, the duties and liability of directors and intends to clearly explain how directors should behave to fulfil their duties and provides guidelines on how they should perform their functions.

This course is suitable for entrepreneur who is considering to start his own business; owner of private company who wish to know what is expected of him as director and employees who are invited to join the board of directors.

COURSE CONTENTS

- Powers of company directors.
- Disclosure of interests - at board meetings, financial statement, directors' report.
- Restrictions of powers - loan to directors, tax-free payment, compensation for loss of office, directors' fees and benefits.
- Functions of directors - binding duties, civil liability rules, liability actions, liability for the conduct of executives and defense mechanisms against liability actions.
- The role of the board in terms of its legal authority and relationships.

LEARNING OUTCOME

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

- Understand how the Companies Act 2016 has enhanced the roles and responsibilities of company directors and how they can take pro-active actions.
- Understand the principles of good governance.
- Understand the changes in corporate restructuring procedure.
- Note the heavier sanctions and actions to take to avoid non-compliance
- Understand how corporate responsibility can be an integrated element of the business.
- Manage expectations and potential risks whilst fulfilling the role as a director.

WHO SHOULD ATTEND

Company directors, entrepreneur, company secretaries, lawyers, accountants, corporate consultants and anyone who wishes to know the roles and responsibilities of company directors.

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.

| DATE | VENUE | EVENT CODE |
|----------------------|---|---------------|
| 21 September 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/082 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | Lecture and Case Discussion | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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

COMPANIES ACT 2016 & LIMITED LIABILITY PARTNERSHIPS ACT 2012

COURSE INTRODUCTION

The modern legal framework in the Companies Act 2016 came into force on 31 January 2017. It consists of 5 parts, 620 sections and 13 schedules as compared to the Companies Act 1965 which was made up of 12 parts, 374 sections and 10 schedules. The provisions in the Companies Act 2016 have introduced many key changes to the principal legislation that governs the formation, operation, termination, regulation and compliance of companies in Malaysia.

The Limited Liability Partnership (LLP) is governed by the Limited Liability Partnerships Act 2012 (Act 743) and was enforced on 26 December 2012. LLP is an alternative form of business vehicle which complements the traditional options of carrying on a business either by way of a sole proprietorship, partnership or company. LLP provides the protection of limited liability for its partners and flexibility of a partnership arrangement for the internal management of its business.

COURSE OBJECTIVES

- Provide overview and underlying policies of the Companies Act 2016.
- Raise the level of understanding on the new provisions in the Companies Act 2016.
- Change mindset on how business will be conducted under the Companies Act 2016.
- Identify specific actions required under the new compliance and disclosure requirements.
- To provide a better understanding on the Limited Liability Partnerships Act 2012 (Act 743) and the Limited Liability Partnerships Regulations 2012.
- Understand why LLP was introduced in Malaysia and its distinct characteristics and features.
- Duties & responsibility of partners and compliance officer in understanding the basic compliance under LLP Act 2012.
- A platform for participants to network, learn and seek clarification about LLP and related matters from our experienced trainers.

COURSE CONTENTS

Companies Act 2016 (Act 777)

- Starting business in Malaysia.
- Directors, company secretary, auditor and shareholder.
- Share capital, audit and financial reporting.
- Company meetings.
- Corporate insolvency framework.
- Compliance requirements under Companies Act 2016.

Limited Liability Partnerships Act 2012 (Act 743)

- Limited Liability Partnerships Act 2012 (Act 743) and Limited Liability Partnerships Regulations 2012.
- Rationale for introducing LLP in Malaysia.
- Fundamentals of LLP.
- Formation and registration, approval letter from governing bodies for professional practice.
- Conversion of conventional partnership and private company into LLP.
- Partners' duties and liabilities, cessation of partner, effect of bankruptcy of a partner.
- Duties of compliance officer.
- Compliance requirements: registered office, annual declaration, registers and statutory records.
- Method of dissolutions - court ordered winding up, voluntary winding up and striking off.
- Guidelines for declaration of dissolution in a voluntary winding up of a LLP.
- Foreign limited liability partnership.
- Enforcement.
- Lodging of documents with the Registrar.
- MyLLP System.

LEARNING OUTCOME

By attending this course, participants will be able to:

- Learn the overview of the legal framework of the Companies Act 2016.
- Understand the flexibility in administering companies under the Companies Act 2016.
- Understand how business will be conducted under the Companies Act 2016.
- Get update on the implementation of Companies Act 2016.
- Understand the characteristics and features of LLP in Malaysia.
- Understand duties of partners, compliance officer and compliance requirements of LLP.
- Know the general guidelines for registration of LLP.

WHO SHOULD ATTEND

Prospective and existing LLP partners, LLP compliance officers, business owners, company directors, CEOs, shareholders, investors, accountants, company secretaries, lawyers and legal advisers, joint ventures partners, venture capitalists, bankers, corporate advisors and anyone who wants to learn more about Companies Act 2016 & LLP Act 2012.

ABOUT THE TRAINER

Speakers from Suruhanjaya Syarikat Malaysia.

| DATE | VENUE | EVENT CODE |
|----------------------|---|---------------|
| 08 July 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/061 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | Lecture and Case Discussion | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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

COMPANIES ACT 2016. PRACTICAL GUIDE FOR COMPANY SECRETARIES

COURSE INTRODUCTION

Company secretaries must have a good understanding of the provisions of the Companies Act 2016 (“Act”) in order to guide the company and its directors on the compliance matters under the Act as well as to craft new secretarial procedures to meet the deadlines as set out in the Act. The Companies Commission of Malaysia Act 2001 gives power to the Companies Commission of Malaysia (“SSM”) to issue guidelines, practice notes, directive, notices or circulars (“Subsidiary Legislations”) as it considers appropriate and may impose any condition or restriction as SSM thinks fit. Section 610 of the Act gives powers to SSM to determine the particulars, form and manner of information contained in documents required to be lodged under the Act. This means that the company secretaries have to be constantly vigilant of the new Subsidiary Legislations issued by SSM, understand the new provisions and how to apply it.

COURSE OBJECTIVES

This course allows participants to quickly obtain the basic, yet comprehensive essential company secretarial procedures on the routine assignments on administration of companies, dealing with pre-emptive rights to new shares, declaration of dividend and handling the subsidiary legislations issued by the Registrar of Companies.

COURSE CONTENTS

Administration of Companies

- Publication of name and company number.
- Documents to be kept at registered office.
- Register of Members – when to record beneficial interest.
- Annual Return – Step by step guide to completing the return.

Pre-emptive rights to new shares

- Circumstances of application of pre-emptive rights.
- Procedures on undertaking a rights issue for a private company.

Declaration of dividend

- Assessment of solvency.
- Who has powers to declare dividend.
- Significance of declaration date and payment date.

Practice Directives (PD), Practice Notes (PN) and Guidelines

- PD 1/2017: Documents under the Companies Act 2016, the lodgement requirements and related matters.
- PD 2/2017: Notification of change in the business address and/or nature of business.

- PD 3/2017: Qualifying criteria for audit exemption for certain categories of private companies.
- PD 5/2018: Lodgment of annual return and changes or updates of particulars of a company to be lodged in the annual return.
- PN 2/2018: Circumstances and procedures for rectification of documents lodged and registered with the Companies Commission of Malaysia.
- PN 3/2018: Clarification on application for extension of time under the Companies Act 2016.
- PN 4/2018: Procedures on resignation of secretary under section 237 of the Companies Act 2016.
- PN 5/2019: Queries issued on documents and applications lodged with the registrar.
- Guidelines on company limited by guarantee.
- Guidelines on striking off and reinstatement.
- Guidelines relating to practicing certificate for secretaries under section 241 of the Companies Act 2016.

LEARNING OUTCOME

By attending this course, participants will be able to:

- Have a better understanding on some of the administrative requirements of the Act and the implications for non-compliance.
- Assist directors on the preparation of relevant documents to support the basis for arriving at the decision that a company is solvent upon the distribution of dividend.
- Take-away sample resolutions, letters and documents for reference.

WHO SHOULD ATTEND

Company secretaries, lawyers, accountants, corporate consultants.

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 Companies Commission of Malaysia, 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.

| DATE | VENUE | EVENT CODE |
|-------------------------|---|--------------------------|
| 13 January 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/004 |
| 10 June 2020 | Ipoh, Perak CANCELLED | CEP/IP/20/048 |
| 07 July 2020 | Seremban, Negeri Sembilan | CEP/SBN/20/059 |
| 10 November 2020 | Johor Bharu | CEP/JB/20/110 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | Lecture and Case Discussion | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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

COMPANIES ACT 2016. TRANSACTIONS BY DIRECTORS

COURSE INTRODUCTION

A company consists of at least two components or organs; the board of directors (“Board”) and the members. These organs have the ability to bind the company in its relations with third parties. Directors have wide powers as these are conferred on them by the Companies Act 2016 (“Act”) and the constitution of the company. The ability of either the Board or members to bind the company depends on the extent of authority bestowed on them by the Act or the constitution. The Act’s restriction on certain transaction by Directors is to prevent transactions that may result in the dissipation of the company’s assets or asset stripping by persons who are in control of the affairs of the Company.

COURSE OBJECTIVES

This course will first discuss the general and specific duties imposed on the directors by the Act and the statutory obligations and restrictions imposed on them and the Company on certain transactions. Detailed illustration on the computation of the thresholds to determine if such transactions would require the approval of the company in general meeting would be provided for participants to understand the requirements of the Act. It aims to give a better understanding of the depth expected of a director in his duty to avoid conflict of interest with case studies discussions.

COURSE CONTENTS

- Directors’ rights, responsibilities and liabilities.
- Examine the permitted dealings by directors.
- Discuss the division of powers between directors and shareholders in general meeting in relation to property transaction, issuance of shares and transactions with related parties.
- Review which type of companies can give loan to directors and persons connected to them and the action to take in order for make the loans permissible.
- Discuss the definition of non-cash asset transaction and how the value is determined.
- Voting rights of interested parties at the general meeting.

LEARNING OUTCOME

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

- Be aware of the statutory obligations and be vigilant in discharging their responsibilities as company directors.
- Have a better understanding of the roles and responsibilities of company director and able to comprehend the key compliance requirements of Sections 213 to 234 of the Act.
- Raise awareness of challenges for Board in dealing with related party transactions.

WHO SHOULD ATTEND

Company secretaries, company directors, executives in corporate secretarial department, senior management, c-suites, chairman and those advising the Board on corporate proposals.

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.

| DATE | VENUE | EVENT CODE |
|----------------------|---|---------------|
| 28 September 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/087 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | Lecture and Case Discussion | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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

COMPANY LIMITED BY GUARANTEE UNDER COMPANIES ACT 2016

COURSE INTRODUCTION

Companies limited by guarantee (CLBG) under the Companies Act 2016 (CA 2016) are companies which the liability of the members are limited by the constitution to the amount which the members have undertaken or 'guarantee' to contribute to the assets of the company on winding-up. All guarantee companies shall be public companies and are usually formed for the non-profit activities such as providing recreation, amusement, promotion of commerce, industry, art, science, religion, charity etc.

COURSE OBJECTIVES

This course is designed for company directors to provide a better understanding on CLBG and the related sections in the CA 2016. This course will explain the procedures and guidelines required when submitting applications to the Minister of Domestic Trade, and Consumer Affairs such as incorporation, soliciting fund and amendment to the constitution. This course will also provide introduction to the National Anti-Corruption Plan of Malaysia and explain Section 17A of the Malaysian Anti-Corruption Commission (MACC) (Amendment) Act 2018 relating to corporate liability and guidelines on adequate procedures.

COURSE CONTENTS

- Procedures of incorporation of a CLBG under the Companies Act 2016.
- Guidelines for operation and management of a CLBG and other related laws.
- Responsibilities and duties of directors of CLBG.
- Corporate governance and internal control from CLBG's perspective.
- Key compliance sections under the CA 2016 for CLBG.
- CLBG is also subjected to international standards in combating money laundering and terrorism financing.
- Briefing on corporate liability and adequate procedures under MACC (Amendment) Act 2018.
- Introduction to National Anti-Corruption Plan of Malaysia.

LEARNING OUTCOME

By attending this workshop, participants will be able to:

- Develop a good understanding on the features and significance of a CLBG.
- Outline the roles and responsibilities of company director of CLBG.
- Understand corporate liability for corruption offences as introduced by the MACC (Amendment) Act 2018.

WHO SHOULD ATTEND

Company directors of CLBG, advisors and management consultants and anyone who are keen to learn about CLBG.

ABOUT THE TRAINER

Panel of speakers from Suruhanjaya Syarikat Malaysia and Suruhanjaya Pencegahan Rasuah Malaysia

| DATE | VENUE | EVENT CODE |
|-------------------------|---|--------------------------|
| 04 June 2020 | Menara SSM @ Sentral, Kuala Lumpur CANCELLED | CEP/KL/20/045 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | Lecture and Case Discussion | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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

CONTRACT BASICS FOR NON-LAWYERS

COURSE INTRODUCTION

Commercial agreements play a vital role in achieving successful business results. However, understanding contract law can be a challenge for business owners, directors, managers, and employees who may have to understand, structure or negotiate commercial arrangements. A basic knowledge of contract law can help you avoid legal disputes.

COURSE OBJECTIVES

This course is designed for people with no or little understanding of contract law. It aims to guide participants in understanding the pre-requisites in the formation of contracts and agreements, basic contract law principles and salient terms of agreements faced in their day-to-day corporate environment.

COURSE CONTENTS

- Essential ingredients of a contract
- Standard term contracts – typical structure, boilerplates, uses and risks
- Privity of contract – rights of third parties
- Effect of statutory law on contracts – e.g. Contracts Act, Competition Act, Sale of Goods Act, etc
- Termination of contracts
- Remedies for breach
- Drafting and reading contracts – use of plain English, understanding limitations of liability, indemnities and warranties, drafting exercise
- Case studies throughout the session

LEARNING OUTCOME

By attending this course, the participants will:

- Know the crucial ingredients and key terms in a contract
- Obtain skills for practical application of fundamental principles of drafting and reviewing contracts in their day-to-day business environment
- Have more confidence around legal terminology and contractual obligations to protect their commercial interest and avoid disputes

WHO SHOULD ATTEND

- Company directors and company secretaries who deal with, negotiate, review or enter into commercial agreements in the course of work.
- Persons who deal with commercial contracts in their day-to-day business environment.
- People who work with contracts on a routine basis without understanding the reasons and risks associated with the underlying principles of contract.

ABOUT THE TRAINER

Yon See Ting is a partner at Christopher & Lee Ong, a member of Rajah & Tann Asia. Graduated with LLB (Hons) from University of London, is a non-practising Barrister-at-law from Lincoln's Inn, UK, an Advocate & Solicitor of the High Court of Malaya, possess an ACCA Certified Diploma in Accounting & Finance (C.DipAF) and a MA (Merit) in EU Competition Law, King's College London.

See Ting has more than 25 years of experience as a corporate and competition lawyer in Malaysia in the practice areas of Mergers & Acquisitions, Capital Markets, General Corporate Commercial and Competition law.

See Ting is ranked in Chambers & Partners for both Corporate/M&A and Competition and listed in Global Competition Review 100 (GCR 100) and Asialaw for Competition. She is also a member of Bursa Securities Malaysia's Listing Committee, a Public Interest Director in the Federation of Investment Managers Malaysia and an independent director of Ground Team Red Holdings Sdn Bhd, a joint venture company between SATS Limited and Air Asia Berhad.

Kimberly Goh Yi Lyn is a partner at Christopher & Lee Ong, a member of Rajah & Tann Asia. Graduated with LLB (Hons) from London School of Economics with Upper Second Class, an Advocate & Solicitor of the Supreme Court of Singapore, Solicitor of the Senior Courts of England and Wales and High Court of Malaya.

Kimberly was admitted to the Singapore Bar in 2011 and spent several years in practice in Singapore, including at Rajah & Tann Singapore. She was admitted as a solicitor of the Senior Courts of England and Wales in 2013. She relocated and continued legal practice in Malaysia in 2015. Her practice areas are in Mergers & Acquisitions, Capital Markets, and Corporate and Commercial Advisory.

Kimberly was recently named as a Next Generation Lawyer in Corporate & M&A by The Legal 500 Asia Pacific 2018 and 2019.

| DATE | VENUE | EVENT CODE |
|-------------------------|---|--------------------------|
| 03 June 2020 | Menara SSM @ Sentral, Kuala Lumpur CANCELLED | CEP/KL/20/044 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | Lecture and Discussion | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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

CYBER SECURITY: HOW TO MITIGATE THE IMPACT OF CYBER CRIME ON YOUR BUSINESS

COURSE INTRODUCTION

Will problems of hackers, ransomware and breaches involving personal or business information be solved when you install the defense technologies? Can you confidently saying that “It won’t happen to me as I’m just a small medium business operator.” Studies and surveys have repeatedly showed that the human factor (what employees do or don’t do) is the biggest threat to information systems and assets. Come and learn Best Practices to mitigate the impact of cyber crime to your business.

COURSE OBJECTIVES

- Understand the basics of security and cyber-attack lifecycle;
- Demystify the common cyber myths with live demos;
- Understand how hackers fish data from you and use it against you; and
- Learned cyber security best practices.

COURSE CONTENTS

- Introduction on anatomy of cyber-attack.
- Mythbuster – Live Demos:
 - Antivirus will protect from all viruses;
 - WiFi hotspots are safe;
 - Mobile Apps downloaded are safe;
 - Online business is safe using marketplaces; and
 - Address from email is genuinely sent by real user.
- Social engineering, privacy and password management.
 - Privacy and social media;
 - Email file attachment attacks;
 - WhatsApp, telegram and similar messaging system attacks; and
 - Phone call and sweet talk.
- Cyber security best practices.

LEARNING OUTCOME

By attending this course, participants will be able to:

- Learn the basics of security, hacking attacks and understand about vulnerabilities and exploits and how defence technologies like Anti-Virus work.
- Understand and overcome the common myths on using website, antivirus, using own electronic devices, online transaction and USB as storage medium.
- Learn cybersecurity best practices for email, messaging, social media, browsing, password management, how to handle during and after a breach and on cyber insurance.

WHO SHOULD ATTEND

Company directors, business owners, company secretaries, company secretarial assistants, lawyers, accountants, corporate consultants and anyone who wants to learn about cyber security best practices in the digital era. Note: No IT knowledge required - This course is opened for all who are in e-commerce or involved in electronic transactions in their daily routine.

ABOUT THE TRAINER

Clement Arul is Chief Technology Officer & Evangelist, Vigilant Asia (M) Sdn Bhd. He is a two times national and regional award winning security professional with twenty one years of IT experience in security, ethical hacking, cyber security framework, security risk & governance, systems analysis, big data, IoT, design, development, secure coding, implementation, digital forensics and project management. Clement is also the Founder, CEO of Kaapagam Technologies and Kaapagam Education Services. A security consultant for many multi-national and leading IT companies in APAC region. A frequent speaker in security event in APAC. Awards and Recognition:

- APAC Cyber Security Professional of the Year 2019, Cybersecurity Excellence Awards 2019, USA.
- APAC Cyber Security Educator of the Year 2019, Cybersecurity Excellence Awards 2017, USA.
- APAC Cyber Security Professional of the Year 2017, Cybersecurity Excellence Awards 2017, USA
- Cyber Security Professional of the Year 2017, Cyber Security Awards, MOSTI, Govt. of Malaysia.
- Cyber Security Professional of the Year 2014, Cyber Security Awards, MOSTI, Govt. of Malaysia.

| DATE | VENUE | EVENT CODE |
|--------------------------|---|--------------------------|
| 17 March 2020 | Penang CANCELLED | CEP/PG/20/022 |
| 11 August 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/068 |
| 17 November 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/114 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | Presentation, live demos and discussion. | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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

DIRECTORS' CONFLICT OF INTERESTS - HOW COMPANY SECRETARY IS TO ADVISE

COURSE INTRODUCTION

There is a position of trust placed on the director upon his appointment to the Board. He must therefore avoid situations in which his own interest conflict with those of the company. It is enshrined in the Companies Act 2016 (the "Act") that the duty of a director is to disclose all conflicts of interest and avoid conflict unless the company releases the director from that duty. Non-disclosure of a conflict of interest can lead to criminal action, so it is essential for the company secretary to understand the duties of the director and to advise accordingly.

COURSE OBJECTIVES

This course offers insights into the potential conflicts of interest faced company individual directors and the board as a whole when making decision for the company. It will guide the secretary to identify the factors that constitute a conflict of interest and to advise the directors accordingly on the statutory obligations imposed on the director in terms of disclosure and their fiduciary duties towards the company. The secretary is also to advise when the director is faced with conflicts, how the director can either avoid, mitigate, manage and monitor this conflict on an ongoing basis.

COURSE CONTENTS

- Statutory provisions on director's duty in relation to conflicts of interest.
- Examples of conflict of interest.
- Penalties for breaching the duty to avoid conflict of interest.
- Step to avoid, mitigate, manage and monitor the conflict of interest.
- Examines the mechanisms available to the board of directors in assessing and dealing with conflicts of interest.
- Application and extent of the duty to persons connected to directors.

LEARNING OUTCOME

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

- Understand the legal requirements on disclosure of conflict and even potential conflict.
- Identify potential conflicts of interest.
- Appreciate frameworks when addressing conflicts of interest.
- Identify the role of the director and the board in managing conflicts of interest.
- Assess the legal ramifications of failing to address conflicts of interest.

WHO SHOULD ATTEND

Company secretaries, company directors, CEOs, lawyers, accountants and corporate consultants.

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.

| DATE | VENUE | EVENT CODE |
|--------------------------|---|--------------------------|
| 08 April 2020 | Miri, Sarawak CANCELLED | CEP/MP/20/035 |
| 19 October 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/101 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | Lecture and Case Discussion | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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

PREFERENCE SHARES - ISSUANCE, REDEMPTION & CONVERSION

COURSE INTRODUCTION

Investors such as venture capital funds, prefer to make their cash investment in start-up companies by way of a separate class of shares known as 'preference shares'. Unlike ordinary shares, such preference shares give the investors greater upside potential and a level of downside protection in return for their investments. Similarly, existing shareholders of the company may be more keen to invest in securities that allow them a return of capital at an earlier period. The Companies (Amendment) Act 2019 has introduced a new redemption method for preference shares i.e. redemption out of capital of the company which enables a company to redeem the preference shares even though there is insufficient profit.

COURSE OBJECTIVES

This course will guide participants on the regulations surrounding the issuance and redemption of preference shares and its use as a financial instrument. The different rights attached to the preference shares would be explained with illustration to enable the participants to appreciate the strategic considerations for the issuance of preference shares.

COURSE CONTENTS

- Strategic consideration for issuance of preference shares – advantages and disadvantages.
- Types of preference shares - cumulative, redeemable, participative and convertible.
- Rights and variation of rights of preference shares.
- Step by step guide to issuance and redemption of preference shares.
- The difference between conversion of preference shares and redemption of preference shares.

LEARNING OUTCOME

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

- Understand the use of preference shares and the reason companies would opt for such issuance.
- Learn the statutory requirements for the issuance and redemption of the preference shares.
- Differentiate the conversion of preference shares to redemption.
- Understand the utilisation of the share premium.

WHO SHOULD ATTEND

Company secretaries, company secretarial assistants, company directors, lawyers, accountants and corporate consultants.

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.

| DATE | VENUE | EVENT CODE |
|------------------------|---|--------------------------|
| 10 February 2019 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/011 |
| 05 May 2020 | Sibu, Sarawak CANCELLED | CEP/SB/20/041 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | Lecture and Case Discussion | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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

READ, INTERPRET AND ANALYZE FINANCIAL STATEMENTS FOR COMPANY DIRECTORS AND COMPANY SECRETARIES [INTERMEDIATE LEVEL]

COURSE INTRODUCTION

You will contribute more strategically if you apply financial knowledge in the business operations of your organizations. This course is specially designed to develop your skills in using financial tools and techniques. You will learn to extend a keen eye in reading and analyzing financial statements to improve business performance.

COURSE OBJECTIVES

The course aims to enhance the participants' financial and business acumen to lead a small business unit or even run a big corporation. Participants will learn how to prepare and execute an annual budget as well as uncover all the intricacies involved in business planning. Next, participants will learn to analyze financial statements and assess business performance using ratio analysis and other financial tools. Participants will also be better equipped to set policies and goals to better manage any business.

COURSE CONTENTS

- Recognize new challenges in today's business environment.
- Review of financial fundamentals.
- Getting the grips on numbers with corporate financial planning.
- Business evaluation using financial ratios for analysis.
- Review published illustrations and case studies.

LEARNING OUTCOME

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

- Get a firm grip on the numbers side of business.
- Prepare a simple business plan with the accompanying financial statements.
- Interpret and assess business trends using available financial tools.
- Be sharp and spot-on with the right questions and comments.
- Review financial pages in business news bulletins and the mass media.

METHODOLOGY

The methodology for this course constitutes using a combination of interactive discourse and problem solving through case studies, quiz, games, print and digital media as well as group discussions, self-assessment and presentations where necessary to test and entrench the knowledge of participants. Participants learn to apply the principles to scenarios besides having the opportunity to discuss dilemmas faced at their workplace.

WHO SHOULD ATTEND

This course is for those who are familiar with Financial Statements. This workshop is tailored to the mid- to senior-level non-financial decision-maker who wants to attain a greater functional understanding of finance and financial statements. Business owners, managers, executives and mid-career professionals who may wish or need to refresh or enhance their understanding and analysis of published financial statements. People with accounting qualifications may also attend this workshop to enhance their analytical skills.

ABOUT THE TRAINER

S. Yoga Thevan is a Chartered Global Management Accountant and an associate of CIMA (Chartered Institute of Management Accountants, UK). He also obtained an MBA from the renowned Strathclyde University Graduate School of Business, Europe's largest Business School. He has a wide industry exposure from manufacturing to banking & stock-broking. Since 2004 he is a full-time Learning Facilitator. He is also a regular speaker for PSMB, MIA, SSM, SME Corp, MEF, MIHRM and many corporations, both local and foreign. Yoga is also a founding member of MAPS (Malaysian Association of Professional Speakers) and was President in 2008. In 2012 he was engaged by the Malaysian Government to brief all heads of department and top-ranking officers in various Ministries on the concept and impact of Accrual Accounting to the Government Accounts. What you can expect from Yoga in his programs are thorough, exciting, knowledge enhancing sessions filled with action learning divulged in a simple manner. His diverse background and experience coupled with a variety of delivery mechanisms enriches participants' knowledge and retention of this intricate subject.

| DATE | VENUE | EVENT CODE |
|--------------------------|---|--------------------------|
| 01 April 2020 | Menara SSM @ Sentral, Kuala Lumpur CANCELLED | CEP/KL/20/031 |
| 29 September 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/088 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | As stated above | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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

READ, INTERPRET AND ANALYZE FINANCIAL STATEMENTS FOR COMPANY DIRECTORS AND COMPANY SECRETARIES [ADVANCED LEVEL]

COURSE INTRODUCTION

Most successful people have the self-motivation and determination to succeed. These are the people who have succeeded in developing themselves as well as growing their business or other sources of income intelligently. However, having gained the wealth and power there are those who are unable to sustain and preserve it for the next generation, simply due to the lack of financial knowledge or not having financially competent managers. Those who take the time to learn and apply financial intelligence in their business and lifestyle have better chance of keeping and growing what they and their predecessors had worked so hard for. Business owners and company directors can contribute more strategically if they apply financial knowledge in their business operations.

COURSE OBJECTIVES

This course gives a broad overview of the various roles and responsibilities and interaction required in running an organization. Participants will learn how to manage various stakeholders and integrate finance and operations successfully. They will learn how to set policies and optimize business to meet shareholders' expectation. They will also be challenged to step in and necessitate the strategic changes in order to put the business on track, if and when necessary. These skills come with knowledge and experience; this course will help in shortening the learning curve.

COURSE CONTENTS

- Financial analysis of corporate annual reports of listed entities.
- Identify warning signs of poor business performance and bad corporate health.
- Foresee business decline and insolvency.
- Develop practical new ideas for business turnaround strategies.
- Published illustrations and group discussions.

LEARNING OUTCOME

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

- Develop abilities to review and evaluate financial news and publications.
- Read, interpret and analyze financial statements in a critical manner.
- Identify good, bad and dodgy financial results.
- Manage a business more effectively using financial tools.
- Learn to turnaround an organization to succeed in challenging times.
- Think strategically, work in teams and present Ideas to audience confidently.

METHODOLOGY

The methodology of this course constitute using a combination of interactive discourse and problem solving through case studies, quiz, games, print and digital media as well as group discussions, self-assessment and presentations where necessary to test and entrench the knowledge of participants. They learn to apply the principles to scenarios provided besides having the opportunity to discuss dilemmas faced at their workplace.

WHO SHOULD ATTEND

This course is for people who are familiar with Financial Statements. Business owners, board members, directors, 'C' level executives, general managers, head of departments and senior officers with profit responsibility.

ABOUT THE TRAINER

S. Yoga Thevan is a Chartered Global Management Accountant and an associate of CIMA (Chartered Institute of Management Accountants, UK). He also obtained an MBA from the renowned Strathclyde University Graduate School of Business, Europe's largest Business School. He has a wide industry exposure from manufacturing to banking & stock-broking. Since 2004 he is a full-time Learning Facilitator. He is also a regular speaker for PSMB, MIA, SSM, SME Corp, MEF, MIHRM and many corporations, both local and foreign. Yoga is also a founding member of MAPS (Malaysian Association of Professional Speakers) and was President in 2008. In 2012 he was engaged by the Malaysian Government to brief all heads of department and top-ranking officers in various Ministries on the concept and impact of Accrual Accounting to the Government Accounts. What you can expect from Yoga in his programs are thorough, exciting, knowledge enhancing sessions filled with action learning divulged in a simple manner. His diverse background and experience coupled with a variety of delivery mechanisms enriches participants' knowledge and retention of this intricate subject.

| DATE | VENUE | EVENT CODE |
|--------------------------|---|--------------------------|
| 02 April 2020 | Menara SSM @ Sentral, Kuala Lumpur CANCELLED | CEP/KL/20/032 |
| 30 September 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/090 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | As stated above | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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

REPLACING THE M&A WITH A NEW CONSTITUTION

COURSE INTRODUCTION

Unlike the mandatory requirement to have a memorandum and articles of association (“M&A”) under the Companies Act, 1965 (repealed), a constitution is optional in the Companies Act 2016 (“Act”) for companies limited by shares. Where a company elects to forego a constitution, the company, each director and each member of the company shall have the rights, powers, duties and obligations as set out in the Act. However, where a company chooses to have a constitution, the rights, powers, duties and obligations of the directors and members will be as set out in the Act save insofar as they are modified (to the extent permitted under the Act) by the constitution.

The M&A of a company incorporated before implementation of the Act on 31 January 2017 and the provisions of Table A under the Fourth Schedule of the Companies Act 1965 (“Table A”) if adopted as all or part of the articles of association of a company at the commencement of Act, shall have effect as if made or adopted under the Act.

COURSE OBJECTIVES

The objectives of this course are to enable the participants to understand the legal provisions of the Act on constitution and its effect and how the company’s existing M&A has effect under the Act in relation to its powers and internal management. The course will also examine the regulations set out in Table A and other common articles and how it can still be effectively used or amended to be in line with the provisions of the Act.

Participants are required to bring their copy of the Companies Act 2016 to the seminar for reference purpose.

COURSE CONTENTS

Legal provisions on constitution.

- Unlimited capacity of company.
- Doctrine of constructive notice abolished.
- Provisions in the Act allowed to be modified by constitution.

Framework of a company’s constitution.

- Objects clause.
- Capacity, rights, powers or privileges of the company or restrictions.
- Inclusion of matters contemplated by the Act.
- Other matters as the company wishes to include in its constitution e.g. joint venture terms, bumiputra controlled clauses, governing director, etc.

Re-modelling Table A provisions to meet the Act’s provisions.

- Comparative of provisions of existing M&A and other common articles with the Act’s provision.
- Amendments needed to be in line with the provisions of the Act.
- Inclusion of provisions for use of electronic communication.

LEARNING OUTCOME

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

- Understand the gap of their existing M&A with the Act’s provisions.
- Amend the existing provisions in the M&A to be in line with the provisions of the Act.
- Prepare resolutions and minutes to incorporate changes to the M&A.
- Understand the factors to consider when drafting the new constitution.

WHO SHOULD ATTEND

Company secretaries, directors, corporate advisors, corporate professionals, lawyers, auditors and accounting professionals.

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.

| DATE | VENUE | EVENT CODE |
|----------------------|---|---------------|
| 11 August 2020 | Penang | CEP/PG/20/069 |
| 12 October 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/097 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | Lecture and Case Discussion | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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

SEMINAR ON INSOLVENCY

COURSE INTRODUCTION

When a company enters financial distress, it may signal the impending insolvency and winding up of a company. The company's secured lender may have a right to also appoint a receiver over the company due to the company's inability to pay its debts to the secured lender. A company will want to consider its options in attempting to restructure its debts and to revive its business. Under the Companies Act 2016, the law will now provide for additional options to try to rescue this company and to fend off the liquidation of the company.

COURSE OBJECTIVES

Participants will learn the improvements made to the insolvency-related laws as set out in the Companies Act 2016. The receivership provisions have been strengthened and will be relevant to secured lenders and to borrowers. The winding up provisions have been modified in certain aspects. A company can undertake a restructuring of its debts through the scheme of arrangement process and the new provisions adds clarity in this area. Finally, the Companies Act 2016 introduces two new corporate rescue mechanisms: corporate voluntary arrangement and judicial management. Participants will learn how these corporate rescue mechanisms will provide more options to financially distressed companies. The course will also cover case studies and practical examples.

COURSE CONTENTS

Changes to the Laws on Receivership.

- Appointment of the receiver/receiver & manager ("R&M") and its statutory agency status.
- The shift to the codification of the powers of the receiver and R&M.
- Changes in the personal liability of the receiver and R&M.
- Interplay between receivership and winding up.

Winding Up

- Increase in the minimum amount for the statutory demand.
- Void disposition, exempt disposition and the change to undue preference.
- Changes to the powers of the liquidator.
- Changes to the stay and termination of winding up.

Schemes of Arrangement

- Requirements for undergoing a scheme of arrangement.
- Additional safeguard of an independent assessment of the scheme.
- Changes to the law on the extension of a restraining order.

Corporate Voluntary Arrangement

- Overall introduction to the corporate rescue mechanisms.
- The new Corporate Voluntary Arrangement (CVA).
- Requirements for the CVA.
- Timelines for the meetings and the approval required.

Judicial Management

- The new judicial management scheme.
- Requirements to be met for a judicial management order.
- The effect of a moratorium.
- The powers of the judicial manager.
- Approval for the judicial manager's proposals.

Operational aspects

- Cash flow.
- Operations & balance sheet.
- Financial covenants – ratios and waterfall.
- Developing a rescue scheme.
- Managing stakeholders – creditors, lenders, shareholders.
- Insolvency administration – taking control.
- Duties of directors and officers during insolvency administration.
- Insolvent trading – personal liability.

Schemes of Arrangement

- Requirements for undergoing a scheme of arrangement.
- Additional safeguard of an independent assessment of the scheme.
- Changes to the law on the extension of a restraining order.

Corporate Voluntary Arrangement

- Overall introduction to the corporate rescue mechanisms.
- The new Corporate Voluntary Arrangement (CVA).
- Requirements for the CVA.
- The CVA moratorium.
- Timelines for the meetings and the approval required.

Judicial Management

- The new JM scheme.
- Requirements to be met for a JM order.
- The JM moratorium.
- Protection of the debenture holder's rights.
- The powers of the judicial manager.
- Approval for the judicial manager's proposals.
- Case study on JM after the decision of Leadmont

LEARNING OUTCOME

By attending this course, participants will be able to:

- Understand the changes to the laws of receivership and the options available.
- Understand the process of winding up and its impact on the company, creditors and liquidators.
- Learn of the scheme of arrangement process.
- Consider the advantages and benefits of the new corporate voluntary arrangement process.
- Prepare for the new judicial management process and the advantages it offers.
- Learn the operational aspects of corporate rescue and insolvency administration
- Learn of the scheme of arrangement process.
- Identify the changes of the scheme of arrangement and the restraining order.
- Consider the advantages and benefits of the new corporate voluntary arrangement process.
- Prepare for the new judicial management process and the advantages it offers.
- Understand the impact of judicial management on legal proceedings and any enforcement of legal rights.

WHO SHOULD ATTEND

Insolvency practitioners, company directors, company secretaries, finance managers, lawyers, accountants, bankers, regulators, government officers, business owners, corporate consultants who need the knowledge on insolvency law.

ABOUT THE TRAINERS

Norhaslinda Salleh joined Companies Commission of Malaysia in January 2004. She is the Head of Insolvency in the Registration Services Division since June 2015. She is responsible to ensure and monitor the process of striking off names, winding up and management of the asset of dissolved companies and limited liability partnerships are in accordance with the related Acts and Guidelines. Prior to heading the Insolvency Section, she was the Head of Corporate Planning & Strategy in the Corporate Planning & Policy Division of SSM (2011-2015) where she was responsible for the strategic planning and project management of SSM and implementation of the Corporate Responsibility Agenda of SSM and also the Head of the Law Reform, Policy & International Affairs of the same Division (2004-2011) where she was largely involved in activities relating to the reform of the law and drafting amendments of the legislations administered by SSM, policy guidelines and practice notes. Norhaslinda obtained her LL.B (Honours) from University Technology Mara (UiTM), Malaysia in 1991. She was called to the Malaysian Bar and was admitted as an Advocate & Solicitor of the High Court of Malaya on 22 May 1992. Prior to joining SSM in January 2004, Norhaslinda Salleh was in private legal practice where she was largely responsible in handling civil and commercial litigation.

Jimmy Ng has more than 20 years of experience in corporate rescue and insolvency work. He is a retired partner of KPMG Malaysia, Singapore and Jakarta. Following his retirement from KPMG, he joined the law firm, Chooi & Company + Cheang & Ariff as a partner in September 2018. He is a chartered accountant registered with Malaysian Institute of Accountants (MIA) and an advocate and Solicitor of the High Court of Malaya. Jimmy regularly gives talks and seminars in the area of corporate rescue and insolvency at conferences organized by the SSM, MIA and INSOL International. Jimmy was a member of the Corporate Law Reform Committee from 2000 to 2005, a committee tasked with advising the Government of Malaysia on law reforms relating to restructuring and insolvency from 2000 to 2005. He is also key member in the founding, and setting up, of the Insolvency Practitioners Association of Malaysia (IPAM) and sat as a council member of IPAM from April 2013 to March 2015.

Lee Shih is a litigation and arbitration partner. He acts regularly in matters involving corporate litigation and shareholder disputes. He is listed in the Chambers Asia-Pacific, Legal 500 Asia-Pacific and Benchmark Litigation Asia-Pacific, where he has been described as “well regarded for his expertise in company law, as well as restructuring and insolvency cases”. He is the co-author of the textbook ‘Companies Act 2016: The New Dynamics of Company Law in Malaysia’, authored the chapter on ‘Companies and Securities’ in Bullen & Leake & Jacob’s Malaysian Precedents of Pleadings, and authored the chapter on ‘Cross-border insolvency’ in the Law and Practice of Corporate Insolvency in Malaysia. He graduated with a LLB (Hons) degree from the University of Bristol. He is a Barrister-at-Law (Gray’s Inn) and an Advocate and Solicitor of the High Court of Malaya. He regularly speaks at various conferences and seminars on the Companies Act 2016 and on company law in general. He has spoken at the SSM National Conference, the MIA International Accountants Conference and the MAICSA Annual Conference.

Khoo Poh Poh is a Senior Executive Director, Transaction Advisory Services at Ernst & Young PLT, Malaysia. She has over 25 years of extensive experience in all facets of formal insolvency and corporate rescue mechanism, including judicial management, receivership, liquidation and restructuring of companies in various industries, and specialises in Legal Entity Rationalisation and resolution of regulated entities. She is a member of the Chartered Institute of Management Accountants, Chartered Global Management Accountants, and Malaysian Institute of Accountants (MIA). She is an elected council member of the Insolvency Practitioners’ Association of Malaysia, an alternate member of the Insolvency Practitioners’ Sub-Committee under MIA, and an active contributing member of the Technical Working Group for Resolving Insolvency, under the Special Task Force to Facilitate Business (PEMUDAH).

| DATE | VENUE | EVENT CODE |
|----------------------|---|---------------|
| 26 & 27 October 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/107 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | Lecture and Case Discussion | |
| Fee | RM1,000.00 Standard RM800.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 16 | |

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

RESOLVING BOARDROOM AND SHAREHOLDERS DISPUTES

COURSE INTRODUCTION

The management powers of a company are often exclusively vested in the board of directors. The directors have to discharge these powers in a fiduciary capacity and to act in the best interest of the company. Nonetheless, the shareholders of a company will often want their views to also be considered and to be taken into account. In some cases, the minority shareholders' interests may be sidelined. The majority vote, whether at the board or the shareholder level, may overrule all other views. This course will cover the common areas of dispute and disagreement that may occur among directors, shareholders, and where the Companies Act 2016 provides remedies to resolve certain deadlock situations.

COURSE OBJECTIVES

Participants will learn from practical case studies and from reported court decisions on the common scenarios of disputes among directors and shareholders. There will be tips and lessons on how to avoid and resolve such disputes. If the disputes have to be litigated, it is then important to know the legal remedies offered under the Companies Act 2016.

COURSE CONTENTS

Directors: Lessons Learnt from Boardroom Disputes

- Directors' rights and responsibilities.
- Case studies of common scenarios of disputes among directors and shareholders.
- Deadlock at board level and disagreements.
- Removal or suspension of directors.

Decision-making Process: Division between Directors and Shareholders

- The Federal Court case of Petra Perdana and the lessons learnt.
- The shareholders' right of management review.
- When shareholders' approval is required.

Shareholder Remedies: The WMDs

- Winding up on the just and equitable ground when there is a breakdown in relationship.
- Minority oppression relief.
- Derivative action by the aggrieved shareholder.
- Other common legal remedies by shareholders.

The Role of Company Secretaries in These Disputes

- Case studies on the important role of company secretaries in such disputes.
- The importance of the Guidelines Relating to Practising Certificate for Secretaries.
- The duties and responsibilities of company secretaries.

LEARNING OUTCOME

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

- Understand the common scenarios where there may be disputes among directors and shareholders.
- Identify possible strategies to resolve such disputes and disagreements.
- Learn from case studies and court decisions on how the Court has interpreted the legal provisions.
- Recognise the different shareholder remedies and director remedies offered under the Companies Act 2016.
- Understand the different roles and responsibilities of directors, company secretaries and shareholders when a dispute arises.

WHO SHOULD ATTEND

Company directors, company secretaries, shareholders, institutional shareholders, business owners, lawyers, accountants, and corporate consultants.

ABOUT THE TRAINER

Lee Shih is a litigation and arbitration partner. He acts regularly in matters involving corporate litigation and shareholder disputes. He is listed in the Chambers Asia-Pacific, Legal 500 Asia-Pacific and Benchmark Litigation Asia-Pacific, where he has been described as "well regarded for his expertise in company law, as well as restructuring and insolvency cases".

He is the co-author of the textbook 'Companies Act 2016: The New Dynamics of Company Law in Malaysia', authored the chapter on 'Companies and Securities' in Bullen & Leake & Jacob's Malaysian Precedents of Pleadings, and authored the chapter on 'Cross-border insolvency' in the Law and Practice of Corporate Insolvency in Malaysia. He graduated with a LLB (Hons) degree from the University of Bristol. He is a Barrister-at-Law (Gray's Inn) and an Advocate and Solicitor of the High Court of Malaya. He regularly speaks at various conferences and seminars on the Companies Act 2016 and on company law in general. He has spoken at the SSM National Conference, the MIA International Accountants Conference and the MAICSA Annual Conference.

| DATE | VENUE | EVENT CODE |
|--------------------------|---|--------------------------|
| 07 April 2020 | Menara SSM @ Sentral, Kuala Lumpur CANCELLED | CEP/KL/20/034 |
| 25 November 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/118 |
| Time | 9.00 am – 1.00 pm | |
| Training Methodology | Lecture and Case Discussion | |
| Fee | RM300.00 Standard RM250.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 4 | |

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

SHARES AND CAPITAL MAINTENANCE

COURSE INTRODUCTION

The Companies Act 2016 (“Act”) introduces a new regime for share capital to be issued without a par or nominal value. Authorised capital, share premium and capital redemption reserve (CRR) have been dispensed with and the capital maintenance rules are revised. The Act also facilitates the management and restructuring of the company’s share composition by introducing alternative procedures for the reduction of capital and remove restrictions in relation to financial assistance.

COURSE OBJECTIVES

This course is to provide participants with an understanding of the regulator’s move to adopt the new non-par value regime and highlight the flexibilities of capital raising and maintenance under the new regime. It will provide a guide on the action to take in relation to the pre-emptive rights, transfer of shares and payment of dividends.

COURSE CONTENTS

- New steps to issuance of capital (ordinary and preference shares) and pre-emptive rights.
- Alteration of share capital – consolidation, subdivision, conversion to stock and reduction of capital.
- Best practices for calls on shares, forfeiture, transfer of shares and transmission.
- Solvency test and solvency statement.
- Financial assistance to purchase shares of the Company or holding company.
- Distribution out of profits and only if the company is solvent – what test to take?

LEARNING OUTCOME

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

- Understand the provisions of the Companies Act 2016 related to shares and capital maintenance.
- Distinguish the new legal requirements and practical procedures.
- Learn practical steps when dealing with the pre-emptive rights in the new issue of shares.
- Advise on the different solvency tests to take for the various type of corporate exercises.

WHO SHOULD ATTEND

Company secretaries, company secretarial assistants, company directors, lawyers, accountants, corporate consultants and all who are involved in issuance of shares and securities.

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.

| DATE | VENUE | EVENT CODE |
|-------------------------|---|--------------------------|
| 15 June 2020 | Menara SSM @ Sentral, Kuala Lumpur CANCELLED | CEP/KL/20/050 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | Lecture and Case Discussion | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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

WORKSHOP ON CORPORATE LIABILITY AND ESTABLISHING ADEQUATE PROCEDURES FOR SMALL MEDIUM ENTERPRISES

On 10 December 2018, The Prime Minister of Malaysia announced that the corporate liability amendments to the MACC (Amendment) Act 2018 will come into force on 1 June 2020. At the same time, the National Centre For Governance, Integrity and Anti-Corruption (GIACC) has issued the Guidelines on Adequate Procedures pursuant to section 17A(5) of the MACC Act.

What does this mean? Are you at risk?

From 1 June 2020, directors and top management of companies - of all sizes - will be held personally liable for any acts of corruption committed for the benefit of the business. Penalties include huge fines and jail sentences of up to 20 years for those in charge of the company, even if they had no personal involvement in the incident. The sole defence is that the company had established **“Adequate Procedures”** prior to the act: an anti-corruption programme as specified by the Government which proves that the company did all that was reasonably possible to prevent the incident from occurring in the first place.

How ready is your organisation to safeguard its directors, partners, top management and personnel against a corruption prosecution? Sign up for this workshop now!

WORKSHOP INTRODUCTION

This is a dynamic 2-day workshop for small enterprises (companies of less than 250 personnel), during which participants will be briefed on corporate liability as stated in the MACC (Amendment) Act 2018. They will develop their own in-house anti-corruption system using simple pre-prepared templates, which they can then implement at their company following the course.

COURSE OBJECTIVES

- Enable participants to understand how corruption may impact their company, what corporate liability for corruption offences means and what constitute the effective measures required by the Government.
- Equip small enterprises with a set of materials for their anti-corruption programme to help protect the organisation, managers and directors against corporate liability arising from a corruption incident.

LEARNING OUTCOMES

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

- Understand corporate liability for corruption offences as introduced by the MACC (Amendment) Act 2018.
- Comprehend the “Adequate Procedures” companies are required to establish as stated in the official Malaysian Government Guidelines.
- Develop materials based on the said Guidelines which can be taken back to the company for use in their anti-corruption programme.
- Understand how to implement the materials using a simple project plan.

COURSE CONTENTS

1. Introduction to National Anti-Corruption Plan of Malaysia.
2. Briefing on Corporate Liability: MACC Act 2009; 2018 Amendment; Adequate Procedures.
3. Project management for Adequate Procedures programme
4. Development of tailored materials for implementation in participants companies, using the Adequate Procedures framework:
 - T: Top Level Commitment
 - R: Risk Assessment for Bribery
 - U: Undertake Control Measures
 - S: Systematic Monitoring, Review and Enforcement
 - T: Training and Communication

COURSE DURATION

2 days from 9am to 5pm

COURSE METHODOLOGY

1. Interactive presentation with an internationally recognised expert on anti-corruption
2. Development of tailored materials using templates
3. On-hand industry expert(s) to answer questions and provide guidance as required.

Participants are required to bring their laptop.

WHO SHOULD ATTEND

- Company owners, CEOs, MDs, directors of small enterprises
- Managers in charge of risk, governance, anti-corruption or corporate affairs
- Company secretaries
- Integrity officers / managers
- Auditors (internal / external)

ABOUT THE TRAINER

Dr Mark Lovatt, Chief Executive Officer of Trident Integrity Solutions Sdn Bhd, is an internationally recognised expert in private sector corruption. Resident in Malaysia for over 10 years, he speaks regularly at conferences across the region, and has worked with governments, global agencies, multinationals, GLCs and anticorruption organisations to deliver effective measures to combat corruption. He holds a BA (Hons) and PhD from Nottingham University, United Kingdom.

| DATE | VENUE | EVENT CODE |
|-------------------------------|---|---------------------------|
| 25 - 26 February 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/017 |
| 18 - 19 March 2020 | Penang CANCELLED | CEP/PG/20/023 |
| 08 - 09 April 2020 | Menara SSM @ Sentral, Kuala Lumpur CANCELLED | CEP/KL/20/036 |
| 13 - 14 May 2020 | Melaka CANCELLED | CEP/MLK/20/042 |
| 23 - 24 June 2020 | Menara SSM @ Sentral, Kuala Lumpur CANCELLED | CEP/KL/20/055 |
| 02 - 03 September 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/079 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | Lecture and Case Discussion | |
| Fee | RM1,000.00 Standard RM800.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 16 | |

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

NOTE:

Participants are **required to bring** their **computer laptop**. The materials provided as part of the course are samples only and are not a guarantee against a corruption prosecution or the impact of corporate liability. The materials provided require expert guidance before implementation and must not be shared with companies not attending the workshop. Attendees share the materials provided entirely at their own risk.

BUSINESS MODEL INNOVATION FOR BUSINESS OWNER

INNOVATE BEYOND PRODUCT INNOVATION

COURSE INTRODUCTION

What are the signs that a business model is running out of gas?

The first clear stage is when your people have trouble thinking of new ways to enhance your offering, that's a sign. Second, you hear customers saying that new alternatives from your competitor are increasingly acceptable to them. And finally, the problem starts to show up in your financial numbers or other performance indicators.

COURSE OBJECTIVES

In this programme, you will have the opportunity to develop a unique skill set that has helped many leading entrepreneurs and enterprises. Business model innovation is at the centre of value creation and many leading companies and social ventures owe much of their success to business model innovation.

Participants will learn to apply Business Model Canvas elements as a business strategy tool. Participants will learn to innovate beyond products and design strategies or tactics in the face of worst case scenarios.

COURSE CONTENTS

1. Business Model Thinking - How organisations create and capture value?.
2. Ten types of innovation:
 - a. Profit Model.
 - b. Network.
 - c. Structure.
 - d. Process.
 - e. Product Performance.
 - f. Product System.
 - g. Service.
 - h. Channel.
 - i. Brand.
 - j. Customer Engagement.
3. Ten faces of innovation:
 - a. The learning personas.
 - b. The organising personas.
 - c. The building personas.
4. Map your existing state using Business Model Canvas.
5. Four (4) actions framework.
6. Map your future state using Business Model Canvas.

LEARNING OUTCOMES

By attending this programme, participants will be able to:

- Explain the importance of business models to value creation and new venture success in today's economy.
- Describe, compare, and critically examine different business model frameworks.

- Construct and present a business model for an innovative and viable new venture using ten types of innovation.
- Design and conduct tests for different business model building blocks, iterating based on simulation among participants.
- Propose a new and feasible business model for an existing company/start-up.

METHODOLOGY

- Lecture.
- Group discussion.
- Board game session.
- Simulation.

WHO SHOULD ATTEND

Entrepreneurs, company directors, business owners, start-ups and anyone who wants to learn to innovate their business.

ABOUT THE TRAINER

Safura Atan is the Head of the Centre for Entrepreneur Development and Research (CEDAR), a Certified Coach and ICF Member. She has over 20 years of experience within the entrepreneurial development and entrepreneurship industry. As a Certified Professional Trainer and Facilitator, she has accumulated vast exposure and developed expertise in entrepreneurship training programmes over those years. She has completed her Certificate of Coaching and Mentoring Professional and a member of the International Coaching Federation (ICF). Currently, she is the only Certified FORTH Innovation Methodology Facilitator based in Malaysia and is one out of two in Southeast Asia. With an Accounting degree from UKM and MBA specializing in Entrepreneurship from UiTM, Safura has essentially combined exposure in both worlds; entrepreneurship and development of business, from a venture capital perspective to being a team member of a startup company. Hence, she understands and embraces every challenge faced by our SMEs in many aspects of the business.

Zusuff Kan Zainal Kan, CPIF is a Certified GrowthWheel Business Advisor and serves as a Business Coach with Centre for Entrepreneur Development and Research (CEDAR). He has experience the corporate world with the likes of NAZA Kia Academy, Petronas, RAM Ratings Services Berhad and KFH Research Limited. Later, he ventured into business as a co-founder of a group of companies venturing the education, trading and business consulting. He is a Business Counsellor with Institut Keusahawanan Negara, mentor with Malaysian Global Innovation and Creativity Centre (MaGIC) and have delivered entrepreneurial related training and seminars in Malaysia, Brunei and Singapore. He is Malaysia's first Certified Fascinate Advisor and a Professional Member of the Chartered Institute in Islamic Finance Professionals (CIIF). He co-authored 2 books on entrepreneurship (Startup 10 Ringgit: Startlah Menggunakan BMC) and leadership (Rocketeer: Leading from the Middle).

| DATE | VENUE | EVENT CODE |
|-------------------------|---|--------------------------|
| 30 June 2020 | Monara SSM @ Sentral, Kuala Lumpur CANCELLED | CEP/KL/20/056 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | As stated above | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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

ENGLISH LANGUAGE SKILLS FOR COMPANY SECRETARIES. HOW TO IMPROVE YOUR ENGLISH EVEN AS YOU WRITE?

COURSE INTRODUCTION

In today's technology-connected world, a huge part of our work involves writing. Every day we write to clients, colleagues and bosses. Yet many of us struggle to express ourselves in good, clear English. How then can we improve our English language so that we can write better minutes, reports or just day-to-day e-mails?

This course will help participants discover useful strategies and tools to raise the standard of their written English. They will learn how it is possible for them to improve their English even as they go about their daily writing.

COURSE OBJECTIVES

- Identify writing strategies that help them project a professional image.
- Choose sentence structures that are less prone to grammar errors.
- Identify common grammar problems and techniques to overcome them.
- Use essential writing tools to write better.

COURSE CONTENTS

Getting started

- Your grammar rating
- Importance of grammar in writing

Using writing strategies

- Effective sentence structures
- Two-pronged strategy: Grammar and vocabulary

Building vocabulary

- Power of vocabulary
- How to find a better word quickly
- Vocabulary building activities

Raising grammar levels

- What you must know about grammar building blocks
- Most common grammar errors

Improving your grammar every day

- Where to find writing tools for improving your grammar day by day, even as you write
- How to use writing tools to form grammatically correct sentences
- How to eliminate guessing when you are not sure of the grammar

Participants get: Quick reference guides on the grammar around verbs, nouns and prepositions

METHODOLOGY

This course uses competence-based experiential training methods including:

- individual assessment of grammar
- writing exercises
- facilitator-led feedback

WHO SHOULD ATTEND

This course is suitable for managers, executives and staff whose role requires them to write at a professionally acceptable standard of English.

ABOUT THE TRAINER

Lum Woon Foong holds a Masters Degree in Training and Human Resources Development from the University of Warwick, UK and is a Chartered Accountant, Malaysia. She also has two accreditations from South Australia - competency - based training and education (CBTE) Instructor, and CBTE Curriculum Designer and Developer.

As a practitioner, consultant and trainer for more than 15 years, she has wide experiences in designing training that has a strong link with real life business requirements. She has conducted training for a wide range of personnel, from clerks to managers to Board members. Her passion is in making subjects which are perceived as difficult to understand into something enjoyable and easy to learn.

She has served clients in a wide range of industries including agriculture, banking, business consulting, IT, insurance, manufacturing, retail and shipping. She has held senior management positions in finance, human resource management and training in organisations such as Malayan Cement Berhad, MCSB Systems, and Ernst & Young. Other organisations she had worked in include Coopers & Lybrand and Deloitte Kassim Chan.

| DATE | VENUE | EVENT CODE |
|----------------------|---|---------------|
| 25 - 26 August 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/076 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | Competence-based experiential training methods | |
| Fee | RM1,000.00 Standard RM800.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 16 | |

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

MAKING EFFECTIVE DECISIONS AND SOLVING PROBLEMS

COURSE INTRODUCTION

In the corporate environment, decisions need to be made and problems to be solved on a daily basis by people of all levels. Many a times, such action is made based on a person's gut feel or past experience without a systematic approach. This resulted in some success but sometimes errors or failures would happened when analysis was not done comprehensively and this could be costly to the organisation. This course will help participants uncover useful strategies and tools to implement a rational approach in attaining sound, clear and well-thought-out solutions.

COURSE OBJECTIVES

At the end of the course, participants will be able to:

- Learn the rational process of problem solving, decision making and implementing the solutions.
- Solve problems through root-cause analysis.
- Use a five-step process for making better decisions.
- Define the desired outcomes and evaluate multiple alternatives.
- Make the final decision and assess risks when you implement the action plan.

COURSE CONTENTS

Problems or Opportunities

- What is problem solving decision making and implementing plan?
- Assess the situations.

Root Cause Problem Analysis

- Solving the problem or eliminating the effects.
- Problem statements.
- Identify root cause.

Decision Making Process

- Understand the five steps process in decision making.
- Determine the desired outcome and objective of a decision.
- Develop selection criteria.
- Criteria: Must and want.

Generate Alternative Solutions

- Redefine the elements.
- Asking "what if" questions.
- Brainstorming technique.
- Comparing alternatives to criteria to find the best choice.

Implement Action

- Action planning worksheet: who to do what and how?
- Potential problem analysis: what are the risks?
- Testing and tracking.

METHODOLOGY

This course uses experiential training methods including exercises, group discussion, activities and group presentation.

WHO SHOULD ATTEND

This course is suitable for managers, executives and staff, of all levels in an organization.

ABOUT THE TRAINER

Joelynn Chong Lee Keng holds a Master of Business Administration from Edinburgh Business School, Heriot-Watt University, UK and a Graduate Diploma of Marketing from The Chartered Institute of Marketing, UK. She also has a Certificate in Talent, Competency & Succession Management, Pennsylvania State University, USA.

As a consultant and trainer for more than 17 years, she has wide experience in the area of human resources development. Her last held position was the Head of Capabilities Development in a JV of a Fortune Global 500 company and was in the HR team to implement an organization-wide management transformation. Before that she was the Chief Country Manager of a start-up training and consulting company in Shanghai where she lead a team, held bottom-line responsibility and built a successful business from scratch.

She has served a wide range of clients both in Malaysia and China, in industries including automobile, airline, banking, finance, manufacturing, fashion retail, power generation, property development, hospitality, shipping and fast food chain. She is a Certified Professional Trainer, UK, and is on the panel of trainers in conducting PSMB's TTT programme.

| DATE | VENUE | EVENT CODE |
|----------------------|---|---------------|
| 21 October 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/104 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | Lecture and Case Discussion | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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

MANAGING CHALLENGING COMMUNICATION

STRATEGIES TO MASTER DELICATE OR EMOTIONALLY-CHARGED COMMUNICATION IN CHALLENGING SITUATIONS

COURSE INTRODUCTION

The ability to deal with difficult conversations effectively and achieve desired communication outcomes while maintaining professional business relationships is an invaluable skill. Concerned if the other party might react defensively to what we have to say, we often dread handling difficult communication. Challenging situations often arise during delicate discussions, deadlock disagreements, press conferences, presentations or even handling a difficult staff. We constantly avoid conflicts or potentially stressful situations by putting off the communication and letting the situation fester. This often lead to feelings of frustration, guilt, anger, annoyance, non-closure, compromised self-esteem and ultimately, increased stress and anxiety. A planned difficult communication are better controlled with desired outcomes as we think and prepare appropriately about how others may react.

COURSE CONTENTS

Day 1

- Understanding difficult people - Characteristics and behavior of difficult people oppressors, egoists, and dramatists.
- Communicate to connect - Understand people by the way they think expectations and relationship management.
- Creating favorable atmosphere - Identifying difficult communication situations and handling nerves and emotional temperatures.
- Strategies to handling difficult people - Expert tactics for dealing with difficult people and managing multi-generational operating systems.

Day 2

- Take interest to understand - Active listening and reflecting questioning skills and techniques.
- Expressing thoughts and feelings - Responses, feedbacks and clarification assertiveness and negotiation.
- Trust, Rapport and Relationship Building - Empathy, sympathy and compassion, tact, diplomacy and sensitivity.
- Moving Forward - Who's really the difficult one? Introspective reflection and self-control.

METHODOLOGY

- High impact, highly-participative, experiential learning with whole- mind, whole-body, whole-person experience.
- Speed and enhanced learning promoted through relevant games, exercises, sharing, case studies and simulations.

- Non-theoretical lectures interwoven into sessions give emphasis to energise, demechanise and rehumanise whole learning process while seeking to reform limiting beliefs and past conditioning.
- Ignite participants' full mental and psychological powers for thinking, problem solving, innovation and learning with whole organisational life in mind.

LEARNING OUTCOMES

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

- Understand what makes conversations difficult and prepare effectively for them.
- Initiate and conduct skilled conversations leading to behavioural change.
- Identify and alter unproductive conversational habits from reaction to response.
- Move from an adversarial to a collaborative approach in conflict resolution.
- Develop active listening-questioning skills and positive language techniques for engaging conversations.

WHO SHOULD ATTEND

Corporate professionals who want the skills to communicate in a positive and professional manner no matter what the situations.

ABOUT THE TRAINER

Lena Ghaz is Asia's award-winning thought catalyst in Creative Intelligence & Transformational Thinking and Innovation Leadership & Organisational Development. Founder-CEO of LENAGhaz Energetics Worldwide, her formative career portfolio encompasses 25 award-winning years in creative directorship and consultancy at local and international advertising outfits in Asia and the United Kingdom. Lena is a DC-Certified Trainer-Coach in Directive Communication™ Psychology at Directive Communication International (DCI) Asia. A certified professional member of the American Institute of Business Psychology (AIOBP) and a certified professional trainer of the Global Trainers Federation. Lena was conferred Asia's Extraordinary Trainer Award by Directive Communication International (DCI) Asia on her outstanding training performance for the Russian-Kazakh Heads and Administrators of the Government of Kazakhstan. Lena was also awarded Outstanding Trainer at Directive Communication International (DCI) Asia's Train-The-Trainer program in 2016. She is an author and a certified firewalker from the Tony Robbins Life and Wealth Mastery University.

| DATE | VENUE | EVENT CODE |
|----------------------|---|---------------|
| 2-3 November 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/108 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | As stated above | |
| Fee | RM1,000.00 Standard RM800.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 16 | |

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

MAPPING CRITICAL THINKING FOR COMPANY SECRETARIES

THINK WIDE, THINK DEEP VIA-RADIANT THINKING.

COURSE INTRODUCTION

Critical thinking presents a systematic approach to problem solving, inquisitiveness, even handedness and confidence in reasoning. Demands us to rigorously question ideas rather than accepting them at face value. Enables us to deploy structured problem-solving that provides clarity. Empowers us to choose best information from multiple possibilities. Striking the balance between a healthy dose of skepticism and an equal measure of good judgement. And as we grasp the power of pathological, manipulative and reflective thinking, making us better critics of ourselves. However, effective problem solvers must think both creatively and critically, generating options and focused thinking on a larger perspective. Mapping our critical thinking allows us to explore our critical findings on a level of big picture thinking that potentially opens us up to an endless world of probabilistic paths.

COURSE OBJECTIVES

This course is specially designed with company secretaries in mind. To challenge themselves to train their minds to think more critically. To enhance their ability to analyse details and make rational judgment in order to solve problems. This course also aims to guide company secretaries on the need to look at bigger picture when they are in at the position of a decision maker in the business context. This course is also suitable for company secretaries who aspire to be better leaders as this course will help build strong foundation for better decision-making capability.

COURSE CONTENTS

Day 1

- Breaking thought patterns - The heart of critical thinking mapping out big picture thinking.
- Generating probabilistic paths - Think wide, think deep, question the questions.
- Staying on track - Aims goals objectives.
- Factors and possibilities - Plus minus interesting consider all factors.

Day 2

- Prioritisation and probabilities - First important priorities alternatives possibilities choices.
- Perspectives and outcomes - Other people's views, consequence and sequel.
- Strategic thinking and planning - Benefit of foresight.
- Change your thinking, change your results - The thinker's attitude and barriers cultivating effective thinking teams.

METHODOLOGY

- High impact, highly-participative, experiential learning with whole- mind, whole-body, whole-person experience.
- Speed and enhanced learning promoted through relevant games, exercises, sharing, case studies and simulations.

- Non-theoretical lectures interwoven into sessions give emphasis to energise, demechanise and rehumanise whole learning process while seeking to reform limiting beliefs and past conditioning.
- Ignite participants' full mental and psychological powers for thinking, problem solving, innovation and learning with whole organisational life in mind.

LEARNING OUTCOMES

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

- Excel in brainstorm technique and contact sport for individuals and thinking teams.
- Map critical thinking to explore the versatility of big picture thinking, discover options and generate new probabilistic paths.
- Derive better foresight, conclusions, problem-solving and decision making with collaborative radiant, rational and structured thinking.
- Sharpen critical thinking via-Socratic cross-questioning to challenge inferences, assumptions, reasoned judgements and expand perceptions about situations for better clarity.
- Exercise intellectual empathy by appreciating other people's opinions and perspectives.

WHO SHOULD ATTEND

- Company secretaries who are tasked with making decisions.
- Company secretaries who want to enhance their thinking skills to make better decisions.
- Company secretaries who want the ability to think beyond the stereotype and discover their potentials.

ABOUT THE TRAINER

Lena Ghaz is Asia's award-winning thought catalyst in Creative Intelligence & Transformational Thinking and Innovation Leadership & Organisational Development. Founder-CEO of LENAghaz Energetics Worldwide, her formative career portfolio encompasses 25 award-winning years in creative directorship and consultancy at local and international advertising outfits in Asia and the United Kingdom. Lena is a DC-Certified Trainer-Coach in Directive Communication™ Psychology at Directive Communication International (DCI) Asia. A certified professional member of the American Institute of Business Psychology (AIOBP) and a certified professional trainer of the Global Trainers Federation. Lena was conferred Asia's Extraordinary Trainer Award by Directive Communication International (DCI) Asia on her outstanding training performance for the Russian-Kazakh Heads and Administrators of the Government of Kazakhstan. Lena was also awarded Outstanding Trainer at Directive Communication International (DCI) Asia's Train-The-Trainer program in 2016. She is an author and a certified firewalker from the Tony Robbins Life and Wealth Mastery University.

| DATE | VENUE | EVENT CODE |
|----------------------|--|---------------|
| 14-15 September 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/081 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | As stated above | |
| Fee | RM1000.00 Standard RM800.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 16 | |

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

PERSUASION AND INFLUENCING SKILLS

COURSE INTRODUCTION

How often have you needed to persuade others to do something? It is a situation that arises almost every day, whether to get your boss to agree with the dates of meeting or a colleague to do a task on your behalf. And sometimes, do you feel like this person is extremely difficult to deal with and you feel like giving up? However some people seem to be able to do it effortlessly, and almost without anyone noticing, whereas others fall back on the power of their position to enforce what they want. Persuasion and influencing skills can be learnt just like any others, and they are a key part of being able to influence others to achieve your goals and objectives.

COURSE OBJECTIVES

At the end of the course, participants will be able to:

- Learn the principles of persuasion and influence: getting others to do what you want them to do, no matter how difficult they seem.
- Understand the four personality styles and our own innate nature and how this affects the way we persuade and influence people.
- Analyse the differences among people and respond to the diverse personality styles using a variety of communication styles.
- Give and receive construction feedback.
- Handle difficult interaction and attain successful outcome.

COURSE CONTENTS

Influencing Without Authority

- Understanding the principles of persuasion and influencing.
- What make people difficult?
- How to get people to do what you want them to do: the power of persuasion and influencing.

Understanding Personality Styles

- Understanding the four 'Personality Styles': Dominance, Influencing, Steadiness & Compliance and associated behaviours.
- Knowing who are you and how others perceive you.
- Strengths and weaknesses of each style.

Working with Each Other

- Interpersonal needs of each style.
- Understand the preferences and expectation of each style.
- Ways to communicate effectively.
- Using interpersonal flexibility to establish trusting relationship.

Giving and Receiving Constructive Feedback

- The principles of giving feedback.
- Positive feedback and constructive feedback for improvement.
- Steps in giving effective feedback.

Handling Difficult Conversations

- Causes of difficult interaction: understanding differences.
- Identifying and deal with the emotions in interaction.
- Finding a mutual purpose to create a successful conversation.
- Ways to speak up persuasively to gain support.

METHODOLOGY

This course uses experiential training methods including exercises, group discussion and role play.

WHO SHOULD ATTEND

This course is suitable for managers, executives and staff of all levels in an organization.

ABOUT THE TRAINER

Joelynn Chong Lee Keng holds a Master of Business Administration from Edinburgh Business School, Heriot-Watt University, UK and a Graduate Diploma of Marketing from The Chartered Institute of Marketing, UK. She also has a Certificate in Talent, Competency & Succession Management, Pennsylvania State University, USA.

As a consultant and trainer for more than 17 years, she has wide experience in the area of human resources development. Her last held position was the Head of Capabilities Development in a JV of a Fortune Global 500 company and was in the HR team to implement an organization-wide management transformation. Before that she was the Chief Country Manager of a start-up training and consulting company in Shanghai where she lead a team, held bottom-line responsibility and built a successful business from scratch.

She has served a wide range of clients both in Malaysia and China, in industries including automobile, airline, banking, finance, manufacturing, fashion retail, power generation, property development, hospitality, shipping and fast food chain. She is a Certified Professional Trainer, UK, and is on the panel of trainers in conducting PSMB's TTT programme.

| DATE | VENUE | EVENT CODE |
|----------------------|---|---------------|
| 04 August 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/063 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | Lecture and Case Discussion | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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

PUBLIC SPEAKING FOR COMPANY SECRETARIES

COURSE INTRODUCTION

As company secretaries, you may often find yourself in situations where you have to speak impromptu or convey your opinions in high-level meetings. Speaking clearly and convincingly in such public situations need confidence as well as skills. Both of these can be developed through guidance and practice.

The aim of this course is to help participants acquire basic public speaking skills for conveying ideas confidently and effectively in business meetings.

COURSE OBJECTIVES

- Identify situations where effective public speaking is important in their work role as company secretaries.
- Use simple strategies to plan and prepare for situations where they have to speak to an audience.
- Practise using basic techniques for effective presentation of ideas to an audience.

COURSE CONTENTS

- Planning your message
 - Know your audience.
 - Clarify your objectives.
 - Select your main points.
 - Organise your ideas.
- Delivering your message
 - Create a positive first impression.
 - Use effective delivery techniques.
 - choice of words.
 - transitions between ideas.
 - vocal variety.
 - body language.
- Handling questions.

METHODOLOGY

This course uses competence-based experiential training methodologies that ensures learning is effective and yet fun. Methods used include:

- presentations by participants
- self-assessment
- peer and tutor feedback
- group activities

WHO SHOULD ATTEND

Company secretaries who need to speak before small groups and formal audiences such as board meetings.

ABOUT THE TRAINER

Lum Woon Foong holds a Masters Degree in Training and Human Resources Development from the University of Warwick, UK. She also has two accreditations from South Australia - competency-based training and education (CBTE) Instructor, and CBTE Curriculum Designer and Developer.

As a consultant and trainer for more than 15 years, she has wide experience in designing training that has a strong link with business and the workplace. Her participants range from executives and managers to company directors. Woon Foong enjoys turning subjects which are often perceived as difficult into something pleasant and easy to learn.

Woon Foong has provided training to organisations in a wide range of industries including finance, manufacturing, hospitality and professional services. These organisations include Companies Commission of Malaysia, CPA Australia, Deloitte, Malaysian Institute of Accountants, Sime Darby and Sarawak Development Bank. She brings this variety of experience into her training engagements. Woon Foong has held senior management positions in organisations such as Malayan Cement and Ernst & Young. Other organisations she had been with include Coopers & Lybrand and Deloitte Kassim Chan.

| DATE | VENUE | EVENT CODE |
|----------------------|---|---------------|
| 05 October 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/091 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | As stated above | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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

THE COLORED BRAIN: INNOVATION LEADERSHIP 4.0

EMPATHISE, SET OTHERS FOR SUCCESS AND LEAD BY THE WAY PEOPLE THINK.

COURSE INTRODUCTION

Developing talents and teams go beyond managing day-to-day operations and strategies-crafting. The innovation leadership style focuses on unleashing talent potentials, setting them up for success and collaboration of employees at different levels of an organisation to accomplish greater heights of engagement and change. Possess exceptional foresight and skills of understanding people by the way they think. People-centric leaders who are relationship builders, creative, optimistic, value-based, inspirational, and exemplary walk-the-talk mentors. They demonstrate genuine empathy for the needs and feelings of followers. Set goals and incentives to push teams to higher performance levels. Polar opposites to traditional leadership strategies more concerned with maintaining the flow of operations using disciplinary or authoritarian power.

COURSE CONTENTS

Day 1

- Diagnosing leadership dysfunctions - Common signs of leadership setbacks and problems leadership excuses that prevent learning and change.
- Leadership expectations - Task leadership vs social leadership. The physical, mental, emotional and spiritual link.
- Directive communication psychology - Identify your colored brain attributes and understand people by the way they think.
- Leadership psychology of being right - Managing RAS and the four insanities. Encoded assumptions and rules of engagement.

Day 2

- Reforming culture dynamics - Organisational development workforce enhancement creating productive and fulfilling work environments.
- Rejuvenating the engagement process - Pyramid of commitment. Pillars of transformation.
- The whole person paradigm - Empathy and performance, the connection and managing multi-generational operating systems.
- Getting results is all about you - Your role as a leader : hero or villain? The new face talent development plan.

METHODOLOGY

- High impact, highly-participative, experiential learning with whole- mind, whole-body, whole-person experience.
- Speed and enhanced learning promoted through relevant games, exercises, sharing, case studies and simulations.
- Non-theoretical lectures interwoven into sessions give emphasis to energise, demechanise and rehumanise whole learning process while seeking to reform limiting beliefs and past conditioning.

- Ignite participants' full mental and psychological powers for thinking, problem solving, innovation and learning with whole organisational life in mind.

LEARNING OUTCOMES

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

- People are wired differently, hence appreciate and set them for success by understanding the way they think.
- Understand people are desirous to learn, seek recognition, a place in the organisational vision and mission.
- Learn how thinking, communication, interpersonal skills and empathy affect buy-ins.
- Learn to deal with hidden vulnerabilities of leadership and emotional quotient issues.
- Emphasise intrinsic motivation and positive development beyond self-interests for the common good.

WHO SHOULD ATTEND

C-suites, D-level executives, employers and team leads. Also open to anyone who wants to learn that people has different colored brains and how to maximize their capacity to act intelligently, understand others at a deeper level, resolve misunderstanding, miscommunication, conflicts etc at work and home.

ABOUT THE TRAINER

Lena Ghaz is Asia's award-winning thought catalyst in Creative Intelligence & Transformational Thinking and Innovation Leadership & Organisational Development. Founder-CEO of LENAghaz Energetics Worldwide, her formative career portfolio encompasses 25 award-winning years in creative directorship and consultancy at local and international advertising outfits in Asia and the United Kingdom. Lena is a DC-Certified Trainer-Coach in Directive Communication™ Psychology at Directive Communication International (DCI) Asia. A certified professional member of the American Institute of Business Psychology (AIOBP) and a certified professional trainer of the Global Trainers Federation. Lena was conferred Asia's Extraordinary Trainer Award by Directive Communication International (DCI) Asia on her outstanding training performance for the Russian-Kazakh Heads and Administrators of the Government of Kazakhstan. Lena was also awarded Outstanding Trainer at Directive Communication International (DCI) Asia's Train-The-Trainer program in 2016. She is an author and a certified firewalker from the Tony Robbins Life and Wealth Mastery University.

| DATE | VENUE | EVENT CODE |
|----------------------|---|---------------|
| 23-24 November 2020 | Menara SSM @ Sentral, Kuala Lumpur | CEP/KL/20/117 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | As stated above | |
| Fee | RM1,100.00 Standard RM900.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 16 | |

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

Note: This fee includes coloured brain communication inventory assessment which is a psychometric profiling assessment tool.

VALUE ADD AS A COMPANY SECRETARY USING THE BUSINESS MODEL CANVAS

COURSE INTRODUCTION

As the role of governance changes and progresses, so does the role of the company secretary. The board relies on the company secretary to advise them not only on directors' statutory duties under the law, disclosure and compliance obligations but also in respect of corporate governance requirements and practices and effective board processes.

With this evolution of role, as a company secretary, has you asked yourself how you can add value to the organisations in which you work? As a professional service provider, how can you add value to your business and to your clients?

What are the value-adds? Is the biggest value-add about accuracy of the completed job? Is it about proactively facilitating the effective functioning of the Board? Is the value-add about being 'commercially minded' so that you can advise the Board so that Board can make good practical decisions? How can I stay relevant?

Attend this programme to find out the missing puzzles.

COURSE OBJECTIVES

Introducing Business Model Canvas (BMC), a practical tool that provides a powerful, simple, and tested tool for understanding, designing, reworking, and implementing business models.

The course aims to empower company secretaries in finding their added value and offerings thus unlocking personal potentials and finding and testing potential new revenue streams. Participants will also be guided to apply BMC elements as a business strategy and tactical tool to enhance business process and outcomes.

COURSE CONTENTS

1. Overview of Business Model Canvas.
2. Customer profile and journey map.
3. Value proposition pyramid.
4. Map your existing state using BMC.
5. Map your future state using BMC.

LEARNING OUTCOMES

By attending this programme, company secretary will be able to:

1. Design your future career model as an upgraded version compared to the existing model.
2. Rewrite your value propositions as a company secretary.

Company secretary service provider will be able to:

1. Rewrite your business value propositions.
2. Illustrate customer profile for their business.
3. Construct customer journey map based on customer profile.

METHODOLOGY

- Lecture.
- Group discussion.
- Board game session.
- Simulation.

WHO SHOULD ATTEND

Company Secretaries.

ABOUT THE TRAINER

Safura Atan is the Head of the Centre for Entrepreneur Development and Research (CEDAR), a Certified Coach and ICF Member. She has over 20 years of experience within the entrepreneurial development and entrepreneurship industry. As a Certified Professional Trainer and Facilitator, she has accumulated vast exposure and developed expertise in entrepreneurship training programmes over those years. She has completed her Certificate of Coaching and Mentoring Professional and a member of the International Coaching Federation (ICF). Currently, she is the only Certified FORTH Innovation Methodology Facilitator based in Malaysia and is one out of two in Southeast Asia. With an Accounting degree from UKM and MBA specializing in Entrepreneurship from UiTM, Safura has essentially combined exposure in both worlds; entrepreneurship and development of business, from a venture capital perspective to being a team member of a startup company. Hence, she understands and embraces every challenge faced by our SMEs in many aspects of the business.

Zusuff Kan Zainal Kan, CPIF is a Certified GrowthWheel Business Advisor and serves as a Business Coach with Centre for Entrepreneur Development and Research (CEDAR). He has experience the corporate world with the likes of NAZA Kia Academy, Petronas, RAM Ratings Services Berhad and KFH Research Limited. Later, he ventured into business as a co-founder of a group of companies venturing the education, trading and business consulting. He is a Business Counsellor with Institut Keusahawanan Negara, mentor with Malaysian Global Innovation and Creativity Centre (MaGIC) and have delivered entrepreneurial related training and seminars in Malaysia, Brunei and Singapore. He is Malaysia's first Certified Fascinate Advisor and a Professional Member of the Chartered Institute in Islamic Finance Professionals (CIIF). He co-authored 2 books on entrepreneurship (Startup 10 Ringgit: Startlah Menggunakan BMC) and leadership (Rocketeer: Leading from the Middle).

| DATE | VENUE | EVENT CODE |
|--------------------------|---|--------------------------|
| 16 April 2020 | Menara SSM @ Sentral, Kuala Lumpur CANCELLED | CEP/KL/20/040 |
| Time | 9.00 am – 5.00 pm | |
| Training Methodology | As stated above | |
| Fee | RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak. | |
| SSM CPE Points | 8 | |

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



2020

CALENDAR

JANUARY 2020

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

FEBRUARY 2020

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

MARCH 2020

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 24 | 25 | 26 | 27 | 28 | 29 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |

APRIL 2020

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

MAY 2020

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

JUNE 2020

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |

JULY 2020

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

AUGUST 2020

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

SEPTEMBER 2020

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |

OCTOBER 2020

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

NOVEMBER 2020

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |

DECEMBER 2020

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Group A

Schools in Kedah, Johor, Kelantan and Terengganu

School Holiday

| | Start | End |
|--------------------|------------|------------|
| Mid-term Holiday 1 | 13.03.2020 | 21.03.2020 |
| Mid-year Holiday | 22.05.2020 | 06.06.2020 |
| Mid-term Holiday 2 | 24.07.2020 | 01.08.2020 |
| Year-end Holiday | 20.11.2020 | 31.12.2020 |

Group B

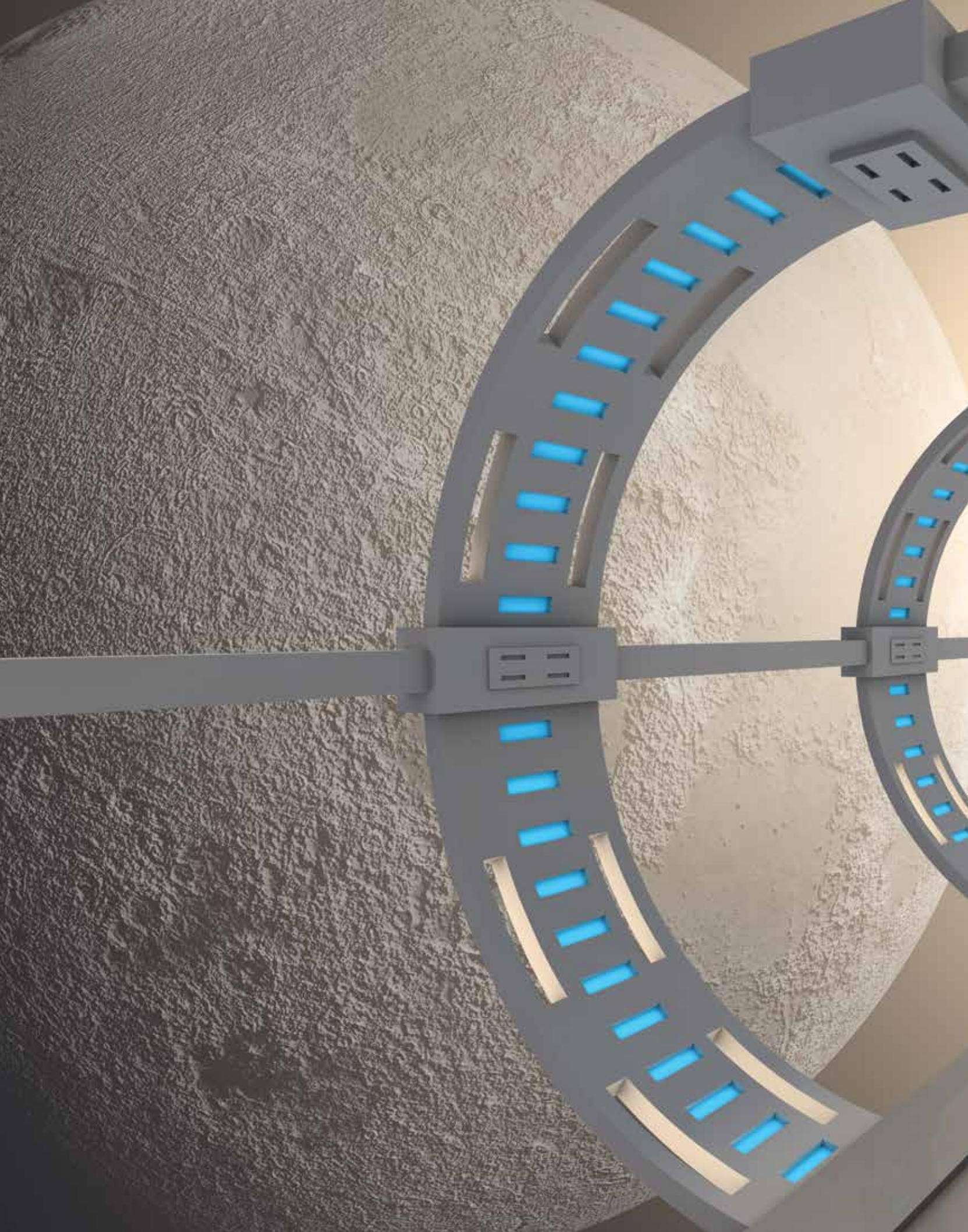
Schools in Perlis, Pulau Pinang, Perak, Selangor, Negeri Sembilan, Melaka, Pahang, Sabah, Sarawak, Wilayah Persekutuan Kuala Lumpur, Labuan and Putrajaya

School Holiday

| | Start | End |
|--------------------|------------|------------|
| Mid-term Holiday 1 | 14.03.2020 | 22.03.2020 |
| Mid-year Holiday | 23.05.2020 | 07.06.2020 |
| Mid-term Holiday 2 | 25.07.2020 | 02.08.2020 |
| Year-end Holiday | 21.11.2020 | 31.12.2020 |

PUBLIC HOLIDAYS 2020

| DATE | DAY | HOLIDAY | APPLICABLE TO |
|--------|-----------|---|---|
| Jan 1 | Wednesday | New Year's Day | All except Johor, Kedah, Kelantan, Perlis & Terengganu |
| Jan 14 | Tuesday | Yang di-Pertuan Besar Negeri Sembilan's Birthday | Negeri Sembilan |
| Jan 19 | Sunday | Sultan of Kedah's Birthday | Kedah |
| Jan 25 | Saturday | Chinese New Year | National |
| Jan 26 | Sunday | Chinese New Year (2nd Day) | National |
| Jan 27 | Monday | Chinese New Year Holiday | National |
| Feb 1 | Saturday | Federal Territory Day | Kuala Lumpur, Labuan & Putrajaya |
| Feb 8 | Saturday | Thaipusam | Kuala Lumpur, Putrajaya, Johor, Negeri Sembilan, Perak, Penang & Selangor |
| Mar 4 | Wednesday | Anniversary of Installation of Sultan of Terengganu | Terengganu |
| Mar 22 | Sunday | Israk & Mikraj | Kedah, Negeri Sembilan & Perlis |
| Mar 23 | Monday | Sultan of Johor's Birthday | Johor |
| Mar 23 | Monday | Israk & Mikraj Holiday | Negeri Sembilan & Perlis |
| Apr 10 | Friday | Good Friday | Sabah & Sarawak |
| Apr 15 | Wednesday | Declaration of Melaka as a Historical City | Melaka |
| Apr 24 | Friday | Awal Ramadan | Johor, Kedah & Melaka |
| Apr 26 | Sunday | Sultan of Terengganu's Birthday | Terengganu |
| Apr 26 | Sunday | Awal Ramadan Holiday | Johor & Kedah |
| May 1 | Friday | Labour Day | National |
| May 3 | Sunday | Labour Day Holiday | Johor & Kedah |
| May 7 | Thursday | Hari Hol Almarhum of Pahang | Pahang |
| May 7 | Thursday | Wesak Day (Vesak Day) | National |
| May 10 | Sunday | Nuzul Al-Quran | All except Johor, Kedah, Melaka, Negeri Sembilan, Sabah & Sarawak |
| May 11 | Monday | Nuzul Al-Quran Holiday | Kuala Lumpur, Labuan, Pahang, Penang, Perak, Perlis, Putrajaya & Selangor |
| May 24 | Sunday | Hari Raya Aidilfitri | National |
| May 25 | Monday | Hari Raya Aidilfitri (2nd Day) | National |
| May 26 | Tuesday | Hari Raya Aidilfitri Holiday | National except Johor, Kedah, Kelantan & Terengganu |
| May 30 | Saturday | Harvest Festival | Labuan and Sabah |
| May 31 | Sunday | Harvest Festival | Labuan and Sabah |
| Jun 1 | Monday | Harvest Festival Holiday | Labuan and Sabah |
| Jun 1 | Monday | Hari Gawai | Sarawak |
| Jun 2 | Tuesday | Hari Gawai (2nd Day) | Sarawak |
| Jun 6 | Saturday | Agong's Birthday | National |
| Jun 7 | Sunday | Agong's Birthday Holiday | Kelantan & Terengganu |
| Jul 7 | Tuesday | Georgetown World Heritage City Day | Penang |
| Jul 11 | Saturday | Penang Governor's Birthday | Penang |
| Jul 17 | Friday | Raja Perlis' Birthday | Perlis |
| Jul 22 | Wednesday | Sarawak Day | Sarawak |
| Jul 30 | Thursday | Birthday of the Sultan of Pahang | Pahang |
| Jul 30 | Thursday | Arafat Day | Terengganu |
| Jul 31 | Friday | Hari Raya Haji | National |
| Aug 1 | Saturday | Hari Raya Haji Holiday | Kedah, Kelantan, Perlis & Terengganu |
| Aug 2 | Sunday | Hari Raya Haji Holiday | Kelantan & Terengganu |
| Aug 20 | Thursday | Awal Muharram | National |
| Aug 31 | Monday | Merdeka Day | National. Malaysia 63th National Independence Day |
| Sep 16 | Wednesday | Malaysia Day | National |
| Sep 24 | Thursday | Hari Hol Almarhum Sultan Iskandar | Johor |
| Oct 3 | Saturday | Sabah Governor's Birthday | Sabah |
| Oct 9 | Friday | Melaka Governors Birthday | Melaka |
| Oct 10 | Saturday | Sarawak Governor's Birthday | Sarawak |
| Oct 29 | Thursday | Prophet Muhammad's Birthday | National |
| Nov 6 | Friday | Sultan of Perak's Birthday | Perak |
| Nov 11 | Wednesday | Sultan of Kelantan's Birthday | Kelantan |
| Nov 12 | Thursday | Sultan of Kelantan's Birthday Holiday | Kelantan |
| Nov 14 | Saturday | Deepavali | National except Sarawak |
| Nov 15 | Sunday | Deepavali Holiday | Kelantan & Terengganu |
| Dec 11 | Friday | Sultan of Selangor's Birthday | Selangor |
| Dec 25 | Friday | Christmas Day | National |
| Dec 27 | Sunday | Christmas Day Holiday | Johor & Kedah |



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