



mbrs



cdtp



cstp



pathway



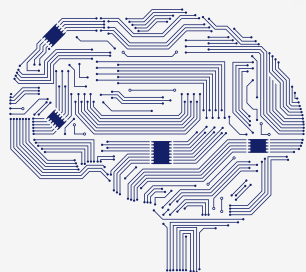
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SURUHANJAYA SYARIKAT MALAYSIA  
COMPANIES COMMISSION OF MALAYSIA  
(Agensi di bawah KPDNHEP)

# 2021 CALENDAR

LEARN • INTERACT • CHANGE



# TRAINING CALENDAR

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY

## A MALAYSIAN BUSINESS REPORTING SYSTEM (MBRS)

## B CORPORATE DIRECTORS TRAINING PROGRAMME (CDTP)

C COMPANY SECRETARIES TRAINING PROGRAMME ESSENTIAL 1.0D COMPANY SECRETARIES TRAINING PROGRAMME SIGNIFICANT 2.0[illegible]

# TRAINING CALENDAR

## COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY

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

### F CONTINUING EDUCATION PROGRAMMES

1	Advanced Minutes Writing	2 days	1000	800			29-30					18-19				
2	AGM, Accounts, Annual Returns under Companies Act 2016	1 day	500	400	7			1			29					
3	Borrowing powers of Companies <b>NEW</b>	1 day	500	400						30						
4	Cashflow matters in your business <b>NEW</b>	1 day	500	400								30				
5	Cessation of Companies & Limited Liability Partnerships	1 day	500	400			18								8	
6	Companies Act 2016: Dealing with Common Issues	1 day	500	400			30				6					
7	Companies Act 2016: Directors Statutory Disclosures	1 day	500	400				13								
8	Companies Act 2016: Practical Guide for Company Directors	1 day	500	400				19								
9	Companies Act 2016. Practical Guide for Company Secretaries	1 day	500	400				1		22					23	
10	Companies Act 2016 & Limited Liability Partnerships Act 2012	1 day	500	400		25					1					
11	Companies Limited by Guarantee under the Companies Act 2016	1 day	500	400			16		25							
12	Contract Basics for Non-Lawyers	1 day	500	400						17					17	
13	Corporate Liability for Corruption Offences: MACC Act Section 17A, Adequate Procedures and ISO 37001 Anti-Bribery Management Systems	1/2 day	300	250		4	11		19				8			
14	Corporate Liability and Establishing Adequate Procedures for Small Medium Enterprises	2 days	1000	800	19-20				5-6	9-10				4-5		
15	Cyber Security. A Boardroom Agenda <b>NEW</b>	1/2 day	300	250	19								22			
16	Cyber Security: How to Mitigate the Impact of Cyber Crime on Your Business	1 day	500	400			4							27		
17	Directors Conflict of Interests - How Company Secretary Is To Advise	1 day	500	400			25									
18	Guidelines for Reporting Framework for Beneficial Ownership of Legal Person In Malaysia	1/2 day	300	250	5	3	2		4	15	6	3	2 21	4	2 16	1 7

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### F CONTINUING EDUCATION PROGRAMMES

19	Intellectual Property Strategies for the Modern-Day Business Owner: Start, Grow, Expand <b>NEW</b>	1/2 day	300	250						7					
20	Interest Schemes Act 2016 : Duties & Responsibilities of Trustees <b>NEW</b>	1/2 day	300	250								28			
21	Practical Guide to Capital Reduction by Solvency Statement	1/2 day	300	250	26										
22	Preference Shares. Steps to issue, redeem and convert <b>NEW</b>	1 day	500	400					8				21		
23	Protecting your Intellectual Property Rights the Smart Way: Ideas, Technologies, Trends in the Era of Industry 4.0 <b>NEW</b>	1/2 day	300	250									6		
24	Read, Interpret and Analyze Financial Statements For Company Directors and Company Secretaries (Basic Level) <b>NEW</b>	1 day	500	400			8						5		
25	Read, Interpret and Analyze Financial Statements For Company Directors and Company Secretaries (Intermediate Level)	1 day	500	400			9						6		
26	Read, Interpret and Analyze Financial Statements For Company Directors and Company Secretaries (Advanced Level)	1 day	500	400									7		
27	Resolving Boardroom and Shareholders Disputes	1/2 day	300	250		10			20				11		
28	Retrenchment – Solutions & Pitfalls <b>NEW</b>	1 day	500	400								29			
29	Roadmap to Fund Raising via Interest Schemes Act 2016 <b>NEW</b>	1/2 day	300	250								1			
30	Seminar on Insolvency	2 days	1000	800					28-29						
31	Shares and Capital Maintenance	1 day	500	400						27			12		
32	Share Registration Practical Issues <b>NEW</b>	1 day	500	400				24				14			
33	Vacation & Removal of Directors <b>NEW</b>	1/2 day	300	250			16								

# TRAINING CALENDAR

## COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY

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

### G CONTINUING EDUCATION PROGRAMMES - PERSONAL DEVELOPMENT

1	Business Etiquette for Executives <b>NEW</b>	1 day	500	400				19							
2	Critical Thinking for Executives <b>NEW</b>	1 day	500	400										16	
3	Effective Negotiation: Acuity & Influence <b>NEW</b>	2 days	1000	800										17-18	
4	Emotional Quotient <b>NEW</b>	2 days	1000	800			6-7								
5	Interpersonal Communication <b>NEW</b>	2 days	1000	800							16-17				
6	Making Effective Decisions and Solving Problems	1 day	500	400							11				
7	Managing Challenging Communication	2 days	1000	800											8-9
8	Mapping Critical Thinking for Company Secretaries	2 days	1000	800								8-9			
9	Online Image and Influence <b>NEW</b>	1/2 day	300	250			4		16						
10	Persuasion and Influencing Skills	1 day	500	400									26		
11	Selling Ideas. Influencing Decisions <b>NEW</b>	2 days	1000	800									13-14		
12	Finding your Value Add as a Company Secretary Using the Business Model Canvas Tool	1 day	500	400								23			

The contents of this Calendar is accurate as at the time of print. Additional programmes will be published on our website at **www.ssm.com.my**. SSM reserves the right to cancel, make any amendments and / or changes to the programme without prior notice if warranted by circumstances beyond their control.

#### \*Note: Discounted Rate

With effect 1 January 2017, the registration fee for licensed secretary and member of prescribed bodies is the same. Members of prescribed bodies under Section 235(2)(a) Companies Act 2016 are Malaysian Institute of Chartered Secretaries and Administrators (MAICSA), Malaysian Institute of Accountants (MIA), Malaysian Bar, Malaysian Association of Company Secretaries (MACS), Malaysian Institute of Certified Public Accountants (MICPA), Sabah Law Association and Advocates Association of Sarawak.

#### PERSONAL DATA PROTECTION NOTICE

Your personal data and other information provided in this application and including any additional information you may subsequently provide, may be used and processed by COMTRAC / SSM as a reference in future to communicate with you on our training programmes / events. In line with the Personal Data Protection Act 2010, we wish to obtain your agreement and consent for using your personal data. If you do not consent to the processing and disclosure of your personal data, you should send an e-mail to us at **comtrac@ssm.com.my**



All programmes will be conducted via the **Webinar @ Microsoft Team** platform.

# TRAINING CALENDAR

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY

Name:

NO	TRAINING TOPIC	DATE	CPE POINTS
TOTAL			

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**[www.ssm.com.my](http://www.ssm.com.my)**

**COMPANIES COMMISSION OF MALAYSIA  
TRAINING ACADEMY & KNOWLEDGE  
MANAGEMENT DIVISION**

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