



KEMENTERIAN PERDAGANGAN DALAM NEGERI  
DAN KOS SARA HIDUP



SURUHANJAYA SYARIKAT MALAYSIA  
COMPANIES COMMISSION OF MALAYSIA

20  
23

SSM TRAINING

# SHARES AND CAPITAL MAINTENANCE

## COURSE INTRODUCTION

The doctrine of capital maintenance requires a company to obtain proper consideration for shares that it issues and that having received such capital it must not repay it to members except in certain circumstances. This is a fundamental principle of company law and a fundamental duty of the companies to keep the capital intact for the safety of the creditors. The Companies Act 2016 ("Act") has relaxed some of these rules and simplified procedures. 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.

# SHARES AND CAPITAL MAINTENANCE

## COURSE OBJECTIVES

This course will highlight the requirements of the Companies Act 2016 on the issuance of shares and the capital maintenance rule. Practical issues in relation to the issuance of shares will be discussed to give participants more insight on the usage of the different type of shares, the effect of the alteration of the share capital and differentiate the treatment of capital under the accounting standards.

## COURSE CONTENTS

- Types of shares – ordinary and preference
- Issuance of share capital – approving authority, pre-emptive rights, consideration – cash or otherwise.
- Alteration of share capital – consolidation, subdivision, conversion to stock and reduction of capital.
- Best practices for calls on shares, forfeiture
- Steps to be taken to effect transfer or transmission.
- Solvency test and solvency statement.
- Financial assistance to purchase shares of the company or holding company.
- Share certificates – issuance, cancellation and lost certificate.

## LEARNING OUTCOME

By attending this course, 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 HRD Corp and does regular training for the Companies Commission Malaysia Training Academy and other professional bodies. She is also co-author of “Company Meetings, Minutes and Resolutions in Malaysia” published in 2021 by the Malaysian Current Law Journal.



Online

## ADMINISTRATIVE DETAILS

<b>Date</b>	09 March 2023 08 August 2023
<b>Venue</b>	Virtual Platform
<b>Time</b>	9.00 am - 5.00 pm
<b>Training Methodology</b>	Lecture and case discussion
<b>Fee</b>	RM500.00      Standard RM400.00      Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak
<b>SSM CPE Points</b>	8 points

# SHARES AND CAPITAL MAINTENANCE

## HOW TO REGISTER?

STEP  
1

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

STEP  
2

### NEW USER (First Time Login)

- Click on **SIGN UP**
- Key in **REGISTRATION INFORMATION**
- Click on **REGISTER**
- Key in **USERNAME** and **PASSWORD**

### EXISTING USER of SSM EzBiz

- Key in **USERNAME** and **PASSWORD**
- Click on **SIGN IN**

STEP  
3

- Select training
- Check on Available Seat
- Click on Add Participant
- Key in participant's information
- Click on Submit
- Check participant's details
- Click on Submit Payment

**Note:** Please submit your application within 15 minutes. Otherwise the system will automatically cancel your transaction and you will lose your seat(s). Please re-apply if you wish to proceed. Full payment shall be made at the point of registration.

# SHARES AND CAPITAL MAINTENANCE

## TERMS & CONDITIONS FOR REGISTRATION OF TRAINING PROGRAMMES UNDER COMTRAC

### Payment Mode

- All training programmes registrations MUST be applied through e-COMTRAC. Upon submitting the registration application, participant is deemed to have read and accepted the terms and conditions herein.
- Payment by cash and cheque is not acceptable effective from January 2021.

### Webinar Access Link

- A notification e-mail with the webinar access link will be sent at least 24 hours before the commencement of the webinar.
- The access link is unique for registered participants and should not be forwarded or shared with others.

### Certificate of Attendance

- Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received.
- A participant is allowed to attend ONE programme per day to be eligible for certificate of attendance. Request for refund will not be entertained if you have registered for more than one programme per day.
- SSM will charge an administrative fee of RM30.00 per copy for any replacement of certificate due to errors in name or identification card number wrongly filled by participant / representative during registration or loss of certificate, etc.

### Cancellation / Absent

- No refund will be given for participant who failed to attend the programme.
- Replacing registered participant is not allowed.

### Transfer

Transfer of registration fee to another training programme is not allowed.

### Personal Data Protection Notice

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

### Human Resources Development Corporation

Suruhanjaya Syarikat Malaysia is registered as a training provider with HRD Corp under GOV1000117857. This training is claimable under SBL Scheme (employer needs to apply for grant at least one day before the commencement of training).

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All information contained in the brochure is correct and accurate at the time of publication.

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

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