

COMPANY SECRETARIES TRAINING PROGRAMME SIGNIFICANT 2.0



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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 needs 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 a 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.



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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 play 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.

LEARNING OUTCOMES

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

- Establish 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.



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WHO SHOULD ATTEND

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.



ABOUT THE TRAINERS

Panel trainers from SSM and Associate Trainers.

ADMINISTRATIVE DETAILS

Date	Part	Venue / Platform	
20 February 2024	Part A	Virtual platform	
21 February 2024	Part B	Virtual platform	
22 February 2024	Part C	Virtual platform	 Online
14 May 2024	Part A	Menara SSM@Sentral	
15 May 2024	Part B	Menara SSM@Sentral	
16 May 2024	Part C	Menara SSM@Sentral	 Classroom
10 September 2024	Part A	Virtual platform	
11 September 2024	Part B	Virtual platform	
12 September 2024	Part C	Virtual platform	 Online
12 November 2024	Part A	Kuching, Sarawak	
13 November 2024	Part B	Kuching, Sarawak	
14 November 2024	Part C	Kuching, Sarawak	 Classroom
Time	9.00AM – 5.00PM		
Training Methodology	Lecture and Case Studies		
Fee	RM500.00 per part	Standard	
	RM350.00 per part	Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.	
SSM CPE Points	8 points per part		



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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

- 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.



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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 to 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.

Human Resources Development Corporation

Suruhanjaya Syarikat Malaysia is registered as a training provider with HRD Corp under GOV1000117857. All trainings are claimable under SBL Scheme subject to HRD Corp approval. Participant's employer needs to apply for grant at least one day before the commencement of training.

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.

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Disclaimer

SSM reserves the right to cancel the programme, change date(s), venue(s), speaker(s) or any other changes due to any unforeseen circumstances that may arise without prior notice to participants. SSM also reserves the right to make alternative arrangements without prior notice. SSM accepts no responsibility for death, illness, injury, loss or damage of any property belonging to, or financial loss by any persons attending the programme, whatever the cause. SSM shall not be responsible for any costs, damages or losses incurred by participants due to the changes and / or cancellation. SSM is not responsible for the integrity of participants' computer or device, your internet signal bandwidth, or any other consideration outside of the control of SSM.

SSM shall not be responsible for any problems or technical malfunction, including, without limitation, the acts, omissions, problems or malfunctions of any telephone network or lines, computer online systems, servers, computer equipment, software, failure of e-mail, traffic congestion on the internet or at any web or combination thereof.

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

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

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