



SURUHANJAYA SYARIKAT MALAYSIA  
COMPANIES COMMISSION OF MALAYSIA

KEMENTERIAN PERDAGANGAN DALAM NEGERI  
DAN KOS SARA HIDUP

20  
23

SSM TRAINING

# PATHWAY FOR BEGINNERS SERIES ON COMPANY LAW AND COMPANY SECRETARIAL PRACTICE

## COURSE INTRODUCTION

**Pathway for Beginners Series on Company Law and Company Secretarial Practice (CSP) programme** 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 the practical applications.**

The six topics under this programme for the year 2023 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.
5. Cessation of companies.
6. Corporate governance for beginners.

# PATHWAY FOR BEGINNERS SERIES ON COMPANY LAW AND COMPANY SECRETARIAL PRACTICE

## COURSE OBJECTIVES

This programme walks the beginners through the basics of company law and CSP in a simple and plain language. It aims to guide them in understanding key legal principles of company law and learn the practical aspects and functions of a company secretary. Participants will 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 and its applications. All participants arrive at a similar level and no prior knowledge is assumed.

## LEARNING OUTCOME

By attending this programme, 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 have a copy of Companies Act 2016 as reference at the programme.

## COURSE CONTENTS

### COMPANY LAW

- Introduction to business entities – Sole proprietorship, partnership, limited liability partnership, company.
- Basic concepts.
- Classification of companies.
- Company limited by shares.
- Company limited by guarantee.
- Unlimited company.
- Private vs public companies.
- Corporate personality.
- Lifting the veil of incorporation.
- Related companies – holding and subsidiary; ultimate holding; wholly owned subsidiary; related companies.
- Company secretary – qualification, disqualification.
- Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 (AMLA).
- Foreign companies.

### CSP

- Incorporation of private, public and CLBG.
- Step-by-step incorporation process.
- Conversion from private to public company.
- Conversion from public to private company.
- Exempt private companies.
- Company secretary - appointment, resignation, removal, roles and responsibilities, company secretary and corporate governance.
- Know your customer due diligence.
- Change of company's name.
- Common seal.
- Registration of foreign companies.

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## ABOUT THE TRAINER



**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.



**SAMANTHA TAI YIT CHAN** is a Fellow Member and Chartered Governance Professional of the Thought Leadership Committee, focussing to drive Corporate Governance initiatives, of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA). With over 20 years of extensive corporate secretarial and advisory work, Samantha is well-respected for her thought leadership and is a much sought-after trainer for in-house trainings and public seminars. She was awarded the Asia Pacific Entrepreneurship Award 2019 (Outstanding Category) for Professional & Business Service Industry. Samantha is a Chief Executive Officer of Boardroom Corporate Services Sdn. Bhd.

## ADMINISTRATIVE DETAILS

Online

|                             |                                 |  |
|-----------------------------|---------------------------------|--|
| <b>Date</b>                 | 30-31 January 2023              |  |
| <b>Venue</b>                | Virtual platform                |  |
| <b>Time</b>                 | 9.00 am - 5.00 pm               |  |
| <b>Training Methodology</b> | Lecture, Case Laws, Discussions |  |
| <b>Fee</b>                  | RM1,000.00                      | Standard   |
|                             | RM800.00                        | Licensed Secretary.<br>Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak. |
| <b>SSM CPE Points</b>       | 16 points                       |  |

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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 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.

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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 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.

### 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.

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

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