



KEMENTERIAN PERDAGANGAN DALAM NEGERI
DAN KOS SARA HIDUP



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

CUSTOMISED TRAINING PROGRAMMES

BY
THE COMPANIES COMMISSION OF
MALAYSIA TRAINING ACADEMY
(COMTRAC)

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CUSTOMISED TRAINING PROGRAMMES

Mission: To train and educate directors, company secretaries, management and employees of companies, auditors and entrepreneurs in ensuring that all corporate and business activities are conducted in accordance to the established norms of good corporate governance.

- ➔ COMTRAC can cater to the specific training and corporate development needs of your organisation.
- ➔ Our existing training programmes and modules can be modified to suit your organisation's training needs.
- ➔ Our consultants will work closely with your organisation to identify the training needs, design and develop the contents and training methodology.
- ➔ All training programmes by COMTRAC carry SSM's CPE points

TRAINING PLATFORMS



Face-to-Face



Virtual/Webinar

- Microsoft Teams
- Zoom

TRAINING METHODOLOGIES



Lecture



Interactive Learning



Hands-On
Workshop



Class
Discussion



Case Studies



Role Playing



Suruhanjaya Syarikat Malaysia is registered as a training provider with HRD Corp under GOV1000117857 and all trainings are **claimable under SBL Scheme.**

TRAINING PROGRAMMES



- 1 CORPORATE DIRECTORS TRAINING PROGRAMME (CDTP)
- 2 COMPANY SECRETARIES TRAINING PROGRAMME ESSENTIAL (CSTPE)
- 3 COMPANY SECRETARIES TRAINING PROGRAMME SIGNIFICANT (CSTPS)
- 4 MALAYSIAN BUSINESS REPORTING SYSTEM (MBRS)
- 5 PATHWAY FOR BEGINNERS: COMPANY LAW & COMPANY SECRETARIAL PRACTICE
- 6 SSM AML/CFT COMPLIANCE PROGRAMMES FOR COMPANY SECRETARIES
- 7 COMPANIES ACT 2016
- 8 ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG)
- 9 FINANCE FOR NON-FINANCE
- 10 INTEREST SCHEME ACT 2016
- 11 LIMITED LIABILITY PARTNERSHIP ACT 2012
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CUSTOMISABLE TRAINING PROGRAMMES



1

Corporate Directors Training Programme (CDTP)

- Corporate Directors Training Programme Fundamental 4.0
- Corporate Directors Training Programme Fundamental 4.0 + Cyber Security Awareness
- Corporate Directors Training Programme Fundamental 4.0 + Financial Statements 101

2

Company Secretaries Training Programme (CSTP)

- Company Secretaries Training Programme Essential 1.0
- Company Secretaries Training Programme Significant 2.0

3

Malaysian Business Reporting System (MBRS)

- MBRS – Annual Return
- MBRS for Preparers – Financial Statements
- MBRS for Preparers – Financial Statements (Fast Track)

4

Pathway For Beginners Series: Company Law And Company Secretarial Practice

- Company Secretary & Getting Started With Companies
- Constitution, Audit and Annual Return
- Directors, Members and Meetings
- Shares and Share Capital
- Cessation of Companies
- Corporate Governance

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SSM AML/CFT Compliance Programmes For Company Secretaries

- Company Secretaries as Reporting Institution under AMLA 2001
- Compliance with Guidelines for the Reporting Framework for the Beneficial Ownership of Legal Persons
- Companies Limited by Guarantee under the Companies Act 2016
- Roles and Responsibilities of Company Secretaries as Compliance Officers under AMLA 2001



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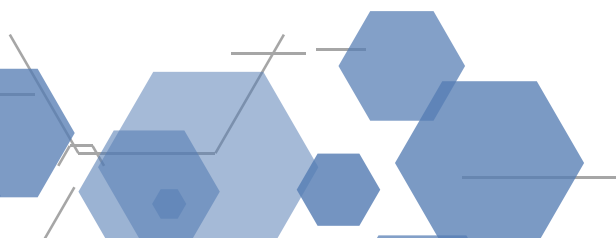
Companies Act 2016

- Advanced Minutes Writing Workshop
- AGM, Accounts, Annual Returns under Companies Act 2016
- Auditors, Financial Statements and Directors Report
- Cessation of Companies of Companies & Limited Liability Partnerships
- Companies Act 2016. Directors' Statutory Disclosures
- Companies Act 2016. Practical Guide for Company Secretaries
- Companies Act 2016. Practical Guide for Company Directors
- Companies Act 2016: Dealing with Common Issues
- Corporate Governance for Company Directors and Company Secretaries
- Directors - Appointment and Removal
- Directors' Conflict of Interests: How Company Secretary Is to Advise
- Dividends - When and How to Pay
- Key Provisions and Compliance Requirements under Companies Act 2016
- Onboarding Programme for First-Time Directors. Statutory Roles and Governance Matters
- Practical Guide to Capital Reduction by Solvency Statement
- Preference Shares. Steps to Issue, Redeem and Convert
- Registration of Business (ROB), Companies and Limited Liability Partnership (LLP) & Common Offences under ROB Act 1956, Companies Act 2016 and LLP Act 2012
- Resolving Boardroom and Shareholders Disputes
- Retrenchment – Solutions & Pitfalls
- Share Registration Practical Issues
- Transfer or Transmission of Shares

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Environmental, Social and Governance

- Building Business Resilience Through Prioritised Sustainable Development Goals
- Future Proof Sustainable Enterprise: Scenario Planning Around the Megatrends
- Sustainability Reporting





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Finance for Non-Finance

- Cashflow Matters in Your Business
- Business Finance for Entrepreneurs and New Business Startups
- Read, Interpret and Analyze Financial Statements for Company Directors and Company Secretaries (Basic Level)
- Read, Interpret and Analyze Financial Statements for Company Directors and Company Secretaries (Intermediate Level)
- Read, Interpret and Analyze Financial Statements for Company Directors and Company Secretaries (Advanced Level)
- Bengkel dan Perundingan Perakaunan Komprehensif Untuk Pemilik-Urus Perusahaan Mikro Kecil dan Sederhana (PKMS)

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Interest Scheme Act 2016

- Interest Scheme 2016: Duties & Responsibilities of Trustees
- Roadmap to Fund Raising via Interest Scheme Act 2016

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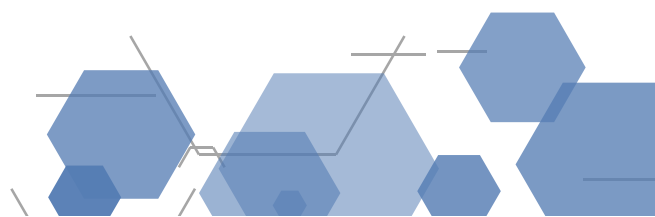
Limited Liability Partnership Act 2012

- Limited Liability Partnerships Act 2012 & Walkthrough MyLLP (for LLP Compliance Officers)

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Organisational Anti-Corruption Plan/NACP

- Corporate Liability and Establishing Adequate Procedures for Small Medium Enterprises
- Corporate Liability for Corruption Offences: MACC Act Section 17A, Adequate Procedures & ISO 37001 Anti-Bribery Management Systems
- How to Set Up an Effective Whistleblowing System?
- Section 17A Malaysian Anti-Corruption Commission Act 2009 & Adequate Procedures
- Seksyen 17A Akta Suruhanjaya Pencegahan Rasuah Malaysia 2009 & Tatacara Mencukupi





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Corporate Topics

- Contract Basics for Non-Lawyers
- Cyber Security. A Boardroom Agenda
- Employer Statutory Obligations
- Online Meetings: Security Challenges & Solutions
- Intellectual Property Strategies for the Modern - Day Business Owner: Start, Grow, Expand

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Personal Development

- Business Model Canvas: From Ideas to Successful Business Ventures
- Business Etiquettes for Corporate Professionals
- Critical Thinking for Executives
- Coaching using G.R.O.W.T.H. (Goal, Reality, Options, Will, Tactics, Habit)
- Emotional Quotient
- Finding Your Value Add as A Company Secretary Using the Business Model Canvas Tool
- Interpersonal Communication
- Making Effective Decisions and Solving Problems
- Managing Challenging Communication
- Managing Conflicts
- Mapping Critical Thinking for Company Secretaries
- Online Image and Influence

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Friday Morning With COMTRAC (FMC)

- Movable Property Securities Interest Bill & Proposed Amendments to the Trust Companies Act 1949

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