



KEY PROVISIONS AND COMPLIANCE REQUIREMENTS UNDER COMPANIES ACT 2016

COURSE INTRODUCTION

The modern legal framework in the Companies Act 2016 came into force on 31 January 2017. It consists of five (5) parts, 620 sections and 13 schedules as compared to the Companies Act 1965 which was made up of 12 parts, 374 sections and 10 schedules. The provisions in the Companies Act 2016 have introduced many key changes to the principal legislation that governs the formation, operation, termination, regulation and compliance of companies in Malaysia.

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COURSE OBJECTIVES



- Provide overview and underlying policies of the Companies Act 2016.
- Raise the level of understanding on the new provisions in the Companies Act 2016.
- Change mindset on how business will be conducted under the Companies Act 2016.
- Identify specific actions required under the new compliance and disclosure requirements.

COURSE CONTENTS



Companies Act 2016 (Act 777)

- Starting business in Malaysia.
- Directors, company secretary, auditor and shareholder.
- Share capital, audit and financial reporting.
- Company meetings.
- Corporate insolvency framework.
- Compliance requirements under Companies Act 2016.

LEARNING OUTCOMES

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



- Learn the overview of the legal framework of the Companies Act 2016.
- Understand the flexibility in administrating companies under the Companies Act 2016.
- Understand how business will be conducted under the Companies Act 2016.
- Get update on the implementation of Companies Act 2016.

WHO SHOULD ATTEND

Company secretaries, company directors, CEOs, shareholders, investors, accountants, lawyers, corporate advisors and anyone who wants to learn more about Companies Act 2016.

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ABOUT THE TRAINER

Ravinderjit Kaur is currently the Manager at Regulatory Development & Services Division, Suruhanjaya Syarikat Malaysia (SSM). She develops and formulate policies pertaining Companies Act 2016 and all other statutes administered by SSM. She has also served as Head of Unit of Companies Commission of Malaysia Training Academy (COMTRAC), the training arm of SSM. She joined SSM in 2008 as the Head of Unit (Surveillance) in the Compliance Division of SSM. She has served various units and divisions in SSM such Senior Investigating Officer in Investigation Division, investigating serious fraud and breaches of corporate governance cases. Before joining Investigation Division, she was a Senior Legal Officer in Legal Services Division heading a dedicated Anti-Money Laundering/ Counter Financing of Terrorism unit. She was delegated with the secretariat task for the Sub-Committee on Non-Profit Organizations in Malaysia. She has been actively involved in numerous projects on counter financing of terrorism organized by United Nations Terrorism Executive Directorate.

She graduated with Bachelor of Law (Hons) from University of London in 1995 and she obtained her Certificate of Legal Practice Certificate in 1998. She had been admitted as an Advocates & Solicitor of the High Court of Malaya in 1999. She has practiced as Advocate & Solicitor for 8 years as a litigator and corporate lawyer.

She is a speaker for COMTRAC and trains on topics such as directors and company secretaries roles and responsibilities, common offences committed under Companies Act 1965, roles and responsibilities of Designated Non-Financial Businesses and Professions in Combating Money Laundering and Financing of Terrorism, corporate governance, statutory books under Companies Act.

She is also a trainer registered with Pembangunan Sumber Manusia Berhad and also a Certified Trainer for Certificate IV in Training and Assessment by Australia.

ADMINISTRATIVE DETAILS

Date	20 March 2025
Platform	Virtual platform
Time	9.00 am - 1.00 pm
Training Methodology	Lecture and case discussion
Fee	RM300.00 Standard
	RM250.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	4 points

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HOW TO REGISTER?

STEP 01

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

STEP 02

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 03

- 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

PROGRAMME FEE

- Fee is payable to SURUHANJAYA SYARIKAT MALAYSIA.
- Admittance to training programme shall be granted only upon registration and full payment is received.

PAYMENT MODE

- Registrations and payment for training programmes MUST be made through online at e-COMTRAC (<https://e-comtrac.ssm.com.my>). Upon submitting the registration application, participants are deemed to have read and accepted the terms and conditions herein.
- Payment by cash and cheque is not acceptable effective from January 2021.

CLASSROOM TRAINING

- For classroom-based training, a confirmation e-mail will be sent to participants at least 1 working day prior to the programme.
- Participants are required to present Malaysia's identification card (MyKAD/NRIC) and foreign participants are required to present passport at the registration counter for verification and admission to training programme.
- Admittance may be denied upon failure to present identification card / passport.

WEBINAR ACCESS LINK

- A notification e-mail with the webinar access link will be sent to participants at least 1 working day prior to the webinar.
- The access link is unique for registered participants and should not be forwarded or shared with others.

CERTIFICATE OF ATTENDANCE

- Upon full attendance of the programme and payment is received, participants will be issued an e-Certificate of Attendance. For this purpose, it is imperative to fill in the email address correctly.
- Participants can download the e-Certificate of Attendance from e-COMTRAC platform in three (3) working days after the programme. Please take note that the certificate is available for download up to 30 days from the conclusion of the programme. An administrative fee of RM30.00 per copy is chargeable for downloading the certificate after the 30th day and 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 participants 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

SSM is registered as a training provider with HRD Corp under GOV100017857. 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.

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EXCLUSION OF LIABILITY

The speaker(s) or trainer(s) is independent and shall not represent SSM, act as its agent or otherwise represent that their personal views are endorsed by SSM. The assessments and views expressed during the programme are entirely the speakers'/trainers' own. SSM shall not be liable for whatever circumstances arising from any engagement between the speaker(s) or trainer(s) and the participant(s).

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.

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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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