



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

20
25
SSM TRAINING

TRAINING CALENDAR

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

TRAINING CALENDAR 2025

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

	Title	Duration	Fee (RM)		Venue/ Platform	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
			Standard Rate	Discounted Rate*													

A MALAYSIAN BUSINESS REPORTING SYSTEM (MBRS)

1	MBRS 2.0 – Annual Return	1/2 day	250	250	Virtual	07 20	13 25	04 19	08	20	23	22	05	09	23	04	02
2	MBRS 2.0 for Preparers – Financial Statements	2 days	800	800	Virtual	14-15 22-23	05-06 26-27	05-06 12-13 25-26 26-27	07-08 14-15 16-17 23-24 28-29 29-30	05-06 19-20 26-27 28-29	03-04 04-05 16-17 24-25 25-26	09-10 16-17	06-07 26-27	17-18 29-30	01-02 08-09	26-27 19-20	08-09 10-11
					Menara SSM @Sentral		26-27		09-10	05-06 14-15	11-12	23-24	11-12	10-11	28-29	05-06	03-04
					Johor Bahru				23-24								
					Kota Bahru				22-23								
					Kota Kinabalu					07-08							
					Kuching					19-20							
					Melaka				21-22								
					Penang		19-20				03-04						
					Kuala Terengganu									09-10			

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A MALAYSIAN BUSINESS REPORTING SYSTEM (MBRS)

3	Preparation and Lodgement of Financial Statements for Companies Regulated by Bank Negara Malaysia Using MBRS 2.0 NEW	1 day	500	400	Virtual		04	03	14								
					Menara SSM @Sentral		18										
4	Understanding Key Components of Financial Statements and Lodgement of Financial Statements in relation to MBRS for Company Secretaries NEW	1 day	500	400	Virtual	21			22		10		25			18	
					Menara SSM @Sentral										27		
5.	MBRS 2.0 For Preparers of Financial Statements for Single and Consolidated Entities Adopting MPERS Framework NEW	1 day	1000	800	Virtual												
					Menara SSM @Sentral								06-08		21-22		

B CORPORATE DIRECTORS TRAINING PROGRAMME (CDTP)

1	CDTP Fundamental 5.0	1 day	500	400	Virtual	09			10			08			02		
2	CDTP Fundamental 5.0 + Cyber Security Awareness	2 days	1000	800	Virtual					27-28							
3	CDTP Fundamental 5.0 + Financial Statements 101	2 days	1000	800	Virtual						17-18						03-04

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C COMPANY SECRETARIES TRAINING PROGRAMME (CSTP) ESSENTIAL 1.0

1	CSTP Essential 1.0 (Part A)	1 day/ part	500/ part	300/ part	Virtual				22		10		05			18	
					Menara SSM @Sentral		04							23			
2	CSTP Essential 1.0 (Part B)	1 day/ part	500/ part	300/ part	Virtual				23		11		06			19	
					Menara SSM @Sentral		05							24			
3	CSTP Essential 1.0 (Part C)	1 day/ part	500/ part	300/ part	Virtual				24		12		07			20	
					Menara SSM @Sentral		06							25			

D COMPANY SECRETARIES TRAINING PROGRAMME (CSTP) SIGNIFICANT 2.0

1	CSTP Significant 2.0 (Part A)	1 day/ part	500/ part	350/ part	Virtual		18							23		11	
2	CSTP Significant 2.0 (Part B)				Virtual		19							24		12	
3	CSTP Significant 2.0 (Part C)				Virtual		20							25		13	

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

1	Cessation of Companies	2 days	1000	800	Virtual										29-30		
2	Company Secretary and Getting Started with Companies	2 days	1000	800	Virtual		25-26										
3	Corporate Governance for Beginners	1 day	1000	800	Virtual												02
4	Directors, Member & Meetings	2 days	1000	800	Virtual						24-25						
5	Shares & Share Capital	2 days	1000	800	Virtual								27-28				
6	Constitution, Audit And Annual Return	2 days	500	400	Virtual				29-30								

F SSM AML/CFT COMPLIANCE PROGRAMMES FOR COMPANY SECRETARIES SERIES

1	SSM X BNM : Company Secretaries as Reporting Institution under AMLA 2001	1/2 day	300	250	Virtual			11						22			
2	SSM X BNM : Roles and Responsibilities of Company Secretaries as Compliance Officers under AMLA 2001	1 day	500	400	Virtual	16			28		16	28			07	25	
3	The Beneficial Ownership Reporting Framework for Companies Under The Companies Act 2016	1 day	500	400	Virtual	21	13			06	10						02
4	Practical Beneficial Ownership Reporting NEW	1/2 day	300	250	Virtual			04	08				05		07		

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G ONBOARDING PROGRAMME FOR FIRST-TIME DIRECTORS SERIES

1	Boardroom Dynamics and Conflicts	1/2 day	300	250	Virtual					20						25	
2	Company and Key Players Explained	1/2 day	300	250	Virtual		25					22					
3	Corporate Governance Matters for the Board	1/2 day	300	250	Virtual			27						30			
4	Essentials of Company Meetings and Resolutions	1/2 day	300	250	Virtual				29						28		

H COMPANIES ACT 2016 SERIES

1	Advanced Minutes Writing Workshop	2 days	1000	800	Virtual		18-19								01-02		
2	AGM, Accounts & Annual Returns under Companies Act 2016	1 day	500	400	Menara SSM @Sentral											27	
					Virtual				16			03					
3	Auditors, Financial Statements and Directors Report	1 day	500	400	Virtual			11									
4	Capital Reduction by Solvency Statement	1 day	500	400	Virtual			20									
5	Cessation of Companies & Limited Liability Partnerships	1 day	500	400	Virtual		13			06						13	
6	Common Offences under Companies Act 2016	1 day	500	400	Virtual							24				25	
7	Companies Act 2016. Directors' Statutory Disclosures	1 day	500	400	Virtual				30								

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H COMPANIES ACT 2016 SERIES																	
8	Companies Act 2016. Practical Guide for Company Directors	1 day	500	400	Virtual			25									
9	Companies Act 2016. Practical Guide for Company Secretaries	1 day	500	400	Virtual	07											
10	Companies Act 2016. Rights and Liability of Members NEW	1 day	500	400	Virtual					15							
11	Companies Limited by Guarantee under the Companies Act 2016	1 day	500	400	Menara SSM @Sentral					21							
					Virtual											04	
12	Company Constitution in Malaysia	1 day	500	400	Virtual						24						
13	Corporate Governance for Company Directors and Company Secretaries	1 day	500	400	Virtual									03			
14	Directors : Appointment and Removal	1 day	500	400	Virtual							02					
15	Directors’ Conflict of Interests : How Company Secretary is to Advise	1 day	500	400	Virtual							15					
16	Dividends: When and How to Pay	1 day	500	400	Virtual		17										
17	Drafting Resolutions of Board and Members	1 day	500	400	Virtual									02			
18	Employee Share Scheme for PLCs NEW	1 day	500	400	Virtual									09			
19	Employee Share Scheme for Private Companies NEW	1 day	500	400	Virtual					19							

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H COMPANIES ACT 2016 SERIES																	
20	Guide for Secretary in Dealing with Debentures and Charges NEW	1/2 day	300	250	Virtual							24					
21	Key Provisions & Compliance Requirements under Companies Act 2016	1/2 day	300	250	Virtual			20									
22	Loan to Directors and Other Parties	1 day	500	400	Virtual										14		
23	Meetings of Shareholders NEW	1 day	500	400	Virtual				15								
24	Minutes Writing – Beginner Guide for Company Secretaries	1 day	500	400	Virtual	09						02					
25	Preference Shares : Steps to Issue, Redeem and Convert	1 day	500	400	Virtual											04	
26	Registration of Business (ROB), Company and Limited Liability Partnership (LLP) & Common Offences under ROB Act 1956, Companies Act 2016 and LLP Act 2012	1 day	500	400	Virtual				17					04			
27	Resolving Boardroom and Shareholders Disputes	1/2 day	300	250	Virtual			05				09				05	
28	Share Buy Back	1 day	500	400	Virtual											11	
29	Share Registration Practical Issues	1 day	500	400	Virtual						03						
30	Transaction with Related Party for PLCs	1 day	500	400	Virtual												09
31	Transaction with Third Party for PLCs	1 day	500	400	Virtual							10					

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FINANCE FOR NON-FINANCE SERIES

1	Business Finance for Entrepreneurs and New Business Startups	1 day	500	400	Virtual											18	
2	Cashflow Matters in Your Business	1 day	500	400	Virtual				22								
3	Read, Interpret and Analyze Financial Statements for Company Directors and Company Secretaries (Basic Level)	1 day	500	400	Virtual		04										
4	Read, Interpret and Analyze Financial Statements for Company Directors and Company Secretaries (Intermediate Level)	1 day	500	400	Menara SSM @Sentral							29					

J INTEREST SCHEME ACT 2016 SERIES

1	Interest Scheme Act 2016: Duties & Responsibilities of Trustees	1/2 day	300	250	Virtual					27							
2	Roadmap to Fund Raising via Interest Scheme Act 2016	1/2 day	300	250	Virtual								11				

K LIMITED LIABILITY PARTNERSHIPS ACT 2012 SERIES

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L ORGANISATIONAL ANTI-CORRUPTION PLAN/ NACP SERIES

1	Masterclass on Business Integrity, Corporate Liability and Establishing An Anti-Corruption Programme for Small Medium Enterprises	2 days	1000	800	Virtual										15-16		
2	SSM X IIM : Section 17A Malaysian Anti-Corruption Commission Act 2009 & Adequate Procedures	1/2 day	300	300	Virtual			12						18			
3	SSM X IIM : Seksyen 17A Akta Suruhanjaya Pencegahan Rasuah Malaysia 2009 & Tatacara Mencukupi	1/2 day	300	300	Virtual					15						11	

M CORPORATE TOPICS SERIES

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M CORPORATE TOPICS SERIES

8	Prevent Corruption and Promote Good Governance in Your Business	1/2 day	300	250	Virtual									09			
9	Remote Working - Security Challenges & Solutions	1 day	500	400	Virtual											13	
10	SSM X LHDNM : e-Invoice Implementation In Malaysia and Navigating The MyInvois Portal	1/2 day	250	250	Virtual		04		15	13	19			02	15	17	01
11	Submission of Return Forms 2024	1 day	500	400	Virtual			26									
12	Share Sale Agreements in M&A: Key Terms & Strategies	1/2 day	300	250	Virtual										09		
13	Employer Statutory Obligations In 2025: EPF, SOCSO , EIS, HRD CORP and income tax 1967 compliance NEW	1 day	500	400	Virtual										23		

N PERSONAL DEVELOPMENT SERIES

1	Mapping Critical Thinking for Company Secretaries	2 days	1000	800	Virtual							30-31					
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O COMTRAC MORNING TALK

1	SSM X LHDNM: e-Invoicing in Malaysia (For Corporate Service Providers)	2 hours	100	100	Virtual	17		14									
2	Introduction of the Movable Property Security Interest Bill for Malaysia & Review of the Registration of Businesses Act 1956 [Act 197]	2 hours	150	100	Virtual				25								
3	Interview for Company Secretary Licensing under The Companies Commission of Malaysia Act 2001	2 hours	150	150	Virtual	24	21			23		25		19		21	
4	Limited Liability Partnerships (Amendment) Act 2024	2 hours	150	100	Virtual	23						08					

Note: The contents of this Calendar is accurate as at the time of publish. Additional programmes will be published on our website at www.ssm.com.my. SSM reserves the right to cancel, make any amendments and / or changes to the programme without prior notice if warranted by circumstances beyond their control.

*Discounted Rate

With effect 1 January 2017, the registration fee for licensed secretary and member of prescribed bodies is the same. Members of prescribed bodies under Section 235(2)(a) Companies Act 2016 are Malaysian Institute of Chartered Secretaries and Administrators (MAICSA), Malaysian Institute of Accountants (MIA), Malaysian Bar, Malaysian Association of Company Secretaries (MACS), Malaysian Institute of Certified Public Accountants (MICPA), Sabah Law Association and Advocates Association of Sarawak.

TERMS & CONDITIONS

For Registration of Training Programmes under COMTRAC

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** (<http://www.ssm4u.com.my/ecomtrac>). 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 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.
- 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. 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 will incur a fee of RM30.00 for reissuance.

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 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.

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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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