

COMPANY SECRETARIES TRAINING PROGRAMME SIGNIFICANT 3.0



 Forest City, Johor

COURSE INTRODUCTION

The Company Secretaries Training Programme (CSTP) Significant 3.0 is designed as a follow-up programme to the Company Secretaries Training Programme (CSTP) Essential 1.0. Relevant modules in CSTP Significant 3.0 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 their competency and equip them for their challenging roles of today. CSTP Significant 3.0 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.

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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.

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 OF COMPANY SECRETARIES FROM AN ESG GOVERNANCE PERSPECTIVE **NEW**

This module introduces participants to the key fundamentals of sustainability and Environmental, Social and Governance (ESG). It highlights key trends and developments in Malaysia, including emerging reporting frameworks and evolving stakeholder expectations. Participants will gain insights into climate-related and broader ESG risks, the increasing importance of supply chain transparency, and how these factors are shaping modern business practices.

The module also emphasises the critical role of the Board, Management, and particularly Company Secretaries in embedding good governance, strengthening ESG oversight, and ensuring organisations meet both regulatory and sustainability-driven obligations.

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.

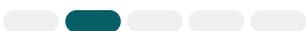
PART C

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.



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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 3.0** 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.

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.



ADMINISTRATIVE DETAILS

Date & Platform	10 February 2026 (Part A)	Virtual platform
	11 February 2026 (Part B)	Virtual platform
	12 February 2026 (Part C)	Virtual platform
	06 October 2026 (Part A)	Virtual platform
	07 October 2026 (Part B)	Virtual platform
	08 October 2026 (Part C)	Virtual platform
Time	09.00 am – 05.00 pm	
Training Methodology	Lecture and Case Studies	
Fee	RM550.00	Standard
	per part	
	RM400.00	Licensed Secretary.
	per part	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 www.ssm4u.com.my/ecomtrac

STEP 2

NEW USER (First Time Login)

- Click on **SIGN UP**
- Key in **REGISTRATION INFORMATION**
- Click on **REGISTER**
- Key in **USERNAME** and **PASSWORD**

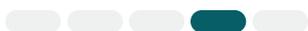
EXISTING USER

- 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 TRAINING PROGRAMMES

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 (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.

LIVE WEBINAR TRAINING

- 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.

E-LEARNING TRAINING

- Upon successful registration, an email will be sent containing the access link to the pre-recorded webinar and accompanying material will be sent on the start date of the programme.
- Access will be available for a fixed duration of seven (7) days starting from the session's commencement date. After this period, the link will expire, and access to the webinar and materials will no longer be available.

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 or in seven (7) working days for conference / symposium. 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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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 dues 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.

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