



START YOUR OWN BUSINESS (SYOB) : Understanding Registration of Business & Incorporation of Company

INTRODUCTION

This is an introductory seminar for those interested in starting their own business and individual who has established their business and would like to learn on compliance issues and business/companies regulations in Malaysia. This seminar is designed to answer some basic questions for the budding entrepreneur, such as: Should I carry on a business as a sole proprietor or incorporate a company? What is the difference between a sole proprietor/partnership vs company in terms of capital and my liabilities? How do I register my business? What are the compliance issues that I must know when I start my business? Sign up for this seminar and learn from our experienced officers on these matters. It is important for the entrepreneurs and business owners to understand the requirements of law relating to the registering and running of businesses and companies.



COURSE CONTENTS

BUSINESS

- ❖ Types of business entities in Malaysia.-
- ❖ Business structure
- ❖ Definition of business
- ❖ Requirement to register business
- ❖ Why you must register your business?
- ❖ Implication of not registering business and enforcement of contracts
- ❖ Guidelines to register business
- ❖ Cessation of business
- ❖ Common offences committed under registration of business act 1956

COMPANIES

- ❖ Types of companies
- ❖ Private companies
- ❖ Public companies
- ❖ Limited liability companies
- ❖ Difference between business and companies
- ❖ Types of capital
- ❖ Shares and definition
- ❖ Shareholders rights
- ❖ Definition of directors
- ❖ Categories of directors
- ❖ Appointment of directors
- ❖ Company secretary
- ❖ Types of meetings
- ❖ Winding-up of companies

COURSE OBJECTIVES

This course will give an insight to the different types of businesses and companies in Malaysia. This course is designed to help business operators to understand the requirement of Registration of Businesses Act 1956 . It is also start –up guide on how to register a business, changing of business details and termination of a business.

Participants will also learn the different types of companies and other important aspects such as share capital and types of shares, shareholders and their rights, types of directors and their appointment will also be discussed.

RM200

(inclusive of seminar materials, certificate of attendance and refreshment)

COURSE FEE

PROGRAMME DETAILS

Date	: 7 April 2009, Tuesday
Time	: 9.00am – 1.00pm
Venue	: SURUHANJAYA SYARIKAT MALAYSIA Level 19, Putra Place 100 Jalan Putra Kuala Lumpur

Registration Form



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Use one form for each participant. Please print or type details clearly. This form can be downloaded from SSM's website at www.ssm.com.my. Kindly make copies if more forms are needed.

Yes, please register me for the above seminar on **7 April 2009, Tuesday**

Participant and Payment Details

Name :	Office Tel. No. :
I/C No. :	Fax No. : Mobile No. :
License Secretary No. :	Email Address :
Professional Body Name & Membership No. :	<input type="checkbox"/> I/We enclose Cheque/Bank Draft/Money Order/Postal Order for amount of RM _____ (non-refundable and made payable to 'SURUHANJAYA SYARIKAT MALAYSIA' [Please indicate participant and company's name and event code on the reverse of the cheque].
Designation :	Fax your registration form and send your payment to:
Company :	COMTRAC (Companies Commission of Malaysia Training Academy) Level 11, Putra Place, 100 Jalan Putra 50622 Kuala Lumpur
Address :	Tel : 03-40479681 (Farah) / 5009 (Zila) / 9658 (June) and 6018 (Zalina) Fax : 03-40476052/6334 Email: comtrac@ssm.com.my

ABOUT THE ORGANISER

COMTRAC (Companies Commission of Malaysia Training Academy) commenced operation in April 2007 to function as the education and training arm of Companies Commission of Malaysia (Suruhanjaya Syarikat Malaysia [SSM]). COMTRAC undertakes a crucial role in enhancing the skills and competencies of its employees and elevating and promoting ethical business and good corporate governance values to business and corporate community. Please visit www.ssm.com.my to find out more about COMTRAC and its training programmes.

TERMS AND CONDITIONS

Registration is on a first-come-first-served-basis. All registrations MUST be accompanied with the full payment. Admittance will not be permitted unless payment or a letter of guarantee is received. There is no refund policy for cancellation. A substitute participant is welcome. However extra charges will be imposed where there is a difference in fee for the substitute. If a participant fails to attend a programme, the registration fee will not be refunded nor allocated to another programme. Postponement/replacement is allowed if SSM is notified within three (3) working days prior to the programme. All postponements/replacements must be made in writing and acknowledged by SSM. Any replacement of certificate due to errors in name or identification card number wrongly filled by participant/representative during registration or loss of certificate will be charged RM30.00 per-copy for administration cost. SSM retains the right to postpone the date/place and cancel program due to any unforeseen circumstances that may arise. In cases of cancellation, full refund will be returned to participants. Please advise us if you need an invoice otherwise the registration form serves as our official invoice.