

LICENSED SECRETARIES TRAINING PROGRAMME



The introduction of 24 new clauses in the Companies (Amendment) 2007 means that company secretaries need to be equipped with the knowledge of the latest corporate law and best practice to advise the board of directors whose conduct will significantly affect how companies are run.

This is a mandatory course for licensed company secretaries who have been issued with licenses by the Registrar of Companies under S.139A(b) of the Companies Act 1965.

COURSE INTRODUCTION

This Licensed Secretaries Training Programme (LSTP) aims to enhance the knowledge, skill and competencies of company secretaries in their role as advisor to the board of directors.

This programme which has been specially designed for company secretary, secretarial practitioners and support staff, offers a thorough overview of the company secretarial practice which incorporates the latest compliance requirements as per the Companies Act and its related regulations and best practices at boardroom. Attend this programme to learn among other the new provisions on duty of care, skills and diligence, electronic meeting, statutory derivative action.



COURSE OBJECTIVES

The main objective of this programme is to instill pertinent knowledge in participants in all aspects of company secretarial practice (CSP). Upon completion of ALL three levels of the LSTP, participants will:

- Acquire in-depth understanding on the roles, responsibilities and duties of a company secretary;
- Appreciate skills that a good company secretary must have;
- Understand the fundamental law governing incorporation of companies;
- Understand the law of meetings;
- Understand the duties and responsibilities of directors and disclosure requirements under S135 of CA1965; and
- Take cognizance of common offences committed by company secretaries.

COURSE CONTENTS

The LSTP consists of three levels comprising of two modules for each level. Participants are deemed to complete the programme upon attending all three levels of the LSTP.

LEVEL 1

Module 1 - The Changing Roles and Responsibilities of Company Secretary

Module 2 - What Do You Need to Know About Companies?

LEVEL 2

Module 3 - Directors, Company Officers and Auditors

Module 4 - What Do You Need to Know About Registered Office, Statutory Books, Statutory Returns & Other Documents

LEVEL 3

Module 5 - Dealing With Company Meetings

Module 6 - Common Offences Committed By Company Secretaries Under Companies Act 1965

Organized By :

2011 LICENSED SECRETARI

Date	Level	Venue	Fee	Event Code
05-Jan-11	Level 1	Sabah Hotel, Sandakan, Sabah	RM200	LSTP/SDKN/11/001
06-Jan-11	Level 2	Sabah Hotel, Sandakan, Sabah	RM200	LSTP/SDKN/11/002
07-Jan-11	Level 3	Sabah Hotel, Sandakan, Sabah	RM200	LSTP/SDKN/11/003
11-Jan-11	Level 1	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/008
12-Jan-11	Level 2	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/009
13-Jan-11	Level 3	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/010
17-Jan-11	Level 1	Imperial Hotel, Miri, Sarawak	RM200	LSTP/MR/11/004
18-Jan-11	Level 2	Imperial Hotel, Miri, Sarawak	RM200	LSTP/MR/11/005
19-Jan-11	Level 3	Imperial Hotel, Miri, Sarawak	RM200	LSTP/MR/11/006
22-Feb-11	Level 1	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/018
23-Feb-11	Level 2	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/019
24-Feb-11	Level 3	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/020
08-Mar-11	Level 1	RH Hotel, Sibu, Sarawak	RM200	LSTP/SB/11/029
09-Mar-11	Level 2	RH Hotel, Sibu, Sarawak	RM200	LSTP/SB/11/030
10-Mar-11	Level 3	RH Hotel, Sibu, Sarawak	RM200	LSTP/SB/11/031
22-Mar-11	Level 1	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/037
23-Mar-11	Level 2	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/038
24-Mar-11	Level 3	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/041
12-Apr-11	Level 1	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/052
13-Apr-11	Level 2	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/053
14-Apr-11	Level 3	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/055
26-Apr-11	Level 1	Traders Hotel, Penang	RM200	LSTP/PG/11/063
27-Apr-11	Level 2	Traders Hotel, Penang	RM200	LSTP/PG/11/064
28-Apr-11	Level 3	Traders Hotel, Penang	RM200	LSTP/PG/11/065
10-May-11	Level 1	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/070
11-May-11	Level 2	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/071
12-May-11	Level 3	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/072
24-May-11	Level 1	Promenade Hotel, Kota Kinabalu	RM200	LSTP/KK/11/075
25-May-11	Level 2	Promenade Hotel, Kota Kinabalu	RM200	LSTP/KK/11/077
26-May-11	Level 3	Promenade Hotel, Kota Kinabalu	RM200	LSTP/KK/11/078

ES TRAINING PROGRAMME

Date	Level	Venue	Fee	Event Code
27-Jun-11	Level 1	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/089
28-Jun-11	Level 2	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/090
29-Jun-11	Level 3	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/092
5-Jul-11	Level 1	Riverside Majestic Hotel, Kuching, Sarawak	RM200	LSTP/SW/11/095
6-Jul-11	Level 2	Riverside Majestic Hotel, Kuching, Sarawak	RM200	LSTP/SW/11/096
7-Jul-11	Level 3	Riverside Majestic Hotel, Kuching, Sarawak	RM200	LSTP/SW/11/097
19-Jul-11	Level 1	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/102
20-Jul-11	Level 2	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/103
21-Jul-11	Level 3	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/104
9-Aug-11	Level 1	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/111
10-Aug-11	Level 2	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/112
11-Aug-11	Level 3	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/113
20-Sept-11	Level 1	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/123
21-Sept-11	Level 2	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/124
22-Sept-11	Level 3	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/125
04-Oct-11	Level 1	Puteri Pacific Hotel, Johor Bahru	RM200	LSTP/JB/11/134
05-Oct-11	Level 2	Puteri Pacific Hotel, Johor Bahru	RM200	LSTP/JB/11/135
06-Oct-11	Level 3	Puteri Pacific Hotel, Johor Bahru	RM200	LSTP/JB/11/138
11-Oct-11	Level 1	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/142
12-Oct-11	Level 2	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/143
13-Oct-11	Level 3	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/144
14-Nov-11	Level 1	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/157
15-Nov-11	Level 2	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/159
16-Nov-11	Level 3	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/160
6-Dec-11	Level 1	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/172
7-Dec-11	Level 2	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/173
8-Dec-11	Level 3	Menara SSM@Sentral, KL	RM200	LSTP/KL/11/174

COURSE DURATION

Time: 9.00 a.m. – 5.00 p.m. each day

COURSE FEE

RM200 per participant

(inclusive of Certificate of Attendance, Compact Disc pre-loaded with seminar materials, refreshment & lunch)



REGISTRATION FORM 2011

LICENSED SECRETARIES TRAINING PROGRAMME

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.

<input checked="" type="checkbox"/>	LEVEL	DAY - MONTH - YEAR	VENUE	FEE
<input type="checkbox"/>	LEVEL 1			RM 200
<input type="checkbox"/>	LEVEL 2			RM 200
<input type="checkbox"/>	LEVEL 3			RM 200



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. : _____

Designation : _____

Company : _____

Address : _____

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].

Fax your registration form and send your payment to:

COMTRAC
 (COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY)
Level 12 , Menara SSM @ Sentral
No 7 Jalan Stesen Sentral 5,
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2299 4441 (Zila) / 4440 (Farah) /
4448 (Noor) / 4435 (Zalina)
Fax : 03-2299 4451 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 program.

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.

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