

STARTING YOUR OWN BUSINESS (SYOB): UNDERSTANDING REGISTRATION OF BUSINESS & INCORPORATION OF COMPANIES

COURSE OBJECTIVES

This course will provide insights 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 a start – up guides 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.

- Company secretary.
- Types of meetings.
- Winding-up of companies.

Trainers

Panel of speakers from SSM.

Target participants

Current and aspiring business owners, newly appointed company directors, entrepreneurs, company secretaries, legal administrators and business consultants.

LEARNING OUTCOME

Upon completion of this course, participants will:

- Know the difference between a business and a company.
- Know the legal compliance requirements on post registration of business and incorporation of companies.
- Be able to understand the cessation procedures of business and companies.
- Appreciate the duties and responsibilities of directors.
- Know the basic working of a companies and issues arising from it.

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.

Administrative Details

Date	Event Code
22 Jun 2011	BIZ/KL/11/088
01 Dec 2011	BIZ/KL/11/168
Time	9am - 1pm
Venue	Menara SSM @ Sentral, Kuala Lumpur
Fee	RM200
SSM CPE Points	4
PSMB Scheme	SBL

Fee inclusive of certificate of attendance, compact disc pre-loaded with seminar materials and refreshment.