



**TRAINING
ACADEMY &
KNOWLEDGE
MANAGEMENT**

TRAINING ACADEMY AND KNOWLEDGE MANAGEMENT

SSM NATIONAL CONFERENCE 2021

The 10th SSM National Conference with the theme 'Governing under New Normal' was held on 24 August 2021. The Conference was officially launched by YBhg. Datuk Seri Hj Hasnol Zam Zam Hj Ahmad, Secretary General of MDTCA cum Chairman of SSM.

For the first time, the SSM National Conference 2021 was hosted on a virtual conference platform that allowed delegates to participate in four (4) plenary sessions and utilise the networking lounge and exhibition booths. This conference was attended by a total of 2,049 delegates comprised of stakeholders from various background representing the public and private sectors. A total of 17 speakers, panelists and moderators deliberated the following topics at the Conference:

- (a) Governing Under New Normal;
- (b) Working with Remote Board;
- (c) Beneficial Ownership Reporting: Transitional Period and Future Obligations; and
- (d) SSM Talks.



YEAR 2021 - DIGITALISATION YEAR FOR TRAINING

This is the second year that SSM conducted its training programmes virtually to ensure its stakeholders, especially company directors and company secretaries continues training during the COVID-19 pandemic.

e-COMTRAC

The e-COMTRAC platform was introduced in January 2021 which is an online training registration system provided by SSM. All training registrations and payment must be made through the e-COMTRAC. Stakeholders and members of the public can access e-COMTRAC at <https://e-comtrac.ssm.com.my> for a fast, hassle free, 24/7 service to sign up for training and earn SSM Continuing Professional Education (CPE) points.

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The benefits of the e-COMTRAC are as follows:

(a) Improving the efficiency and effectiveness of SSM's service delivery system based on the concept of simple, fast and cost effective by optimising the use of information technology;

(b) A web-based access using the latest technology facilities such as smartphones, iPads and laptops with an internet connection;

(c) The service is easily accessible (24/7) and participants do not need to present at SSM service counters for the purpose of training registration and payment; and

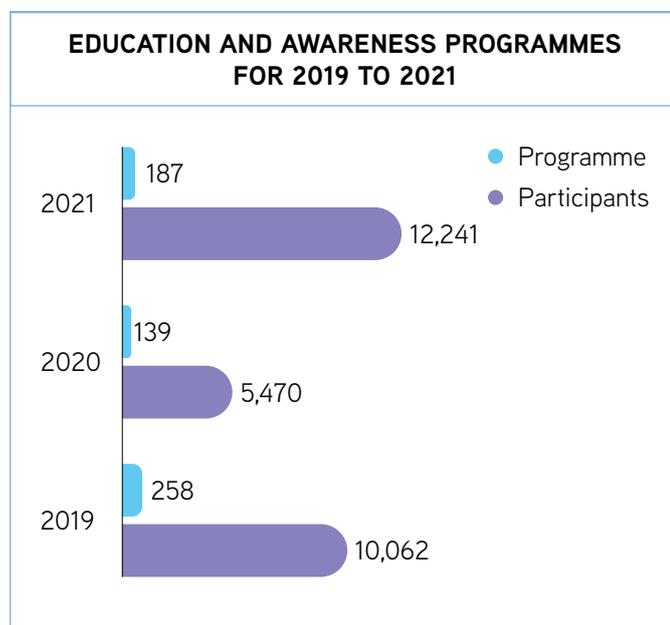
(d) Cashless environment and electronic payments.

In addition, training participants can download the e-Certificate via e-COMTRAC platform.

The e-COMTRAC has won the second place for the MDTC Innovative and Creative Award and the winner of the Best Documentation Award for 2021.

STAKEHOLDERS' EDUCATION AND AWARENESS

In 2021, SSM has conducted a total of 187 programmes (2020: 139) with 12,241 participants (2020: 5,470). All programmes were conducted online.



The total number of corporate programmes conducted throughout the year 2021 are as follows:

PROGRAMMES	SESSIONS	PARTICIPANTS
Corporate Directors Training Programme 3.0	7	247
Company Secretaries Training Programme Essential 1.0	21	1,686
Company Secretaries Training Programme Significant 2.0	12	774
Continuing Education Programmes	91	5,453
Malaysian Business Reporting Systems (MBRS)	40	1,474
In-house Training Programmes	15	558
SSM National Conference 2021	1	2,049
TOTAL	187	12,241

CORPORATE DIRECTORS TRAINING PROGRAMME (CDTP) 3.0

The Corporate Directors Training Programme Fundamental (CDTPF) 3.0 is specifically structured for company directors, company secretaries, chief executive officers, chief operating officers, chief financial officers, companies' top management, corporate employees, foreign investors, innovators, and entrepreneurs with the topics focusing on the roles and responsibilities of company directors and officers of the company.

Through participation in the CDTPF 3.0, participants are able to:

(a) Develop a good understanding of the concept, features and characteristics of a company;

(b) Outline the roles and responsibilities of a company director, company secretaries and auditors;

(c) Be equipped with the foundational knowledge of corporate governance and corporate responsibility;

(d) Develop an understanding on the ethical and integrity issues that business may be facing; and

(e) Be equipped with the essential knowledge on CA 2016.

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The CDTPF 3.0 + Cyber Security Awareness programme was formulated by fusing the modules from CDTPF 3.0 with training on cyber security and CDTPF 3.0 + Financial Statements 101 on the introduction of Financial Statements for directors. In 2021, a total of seven (7) CDTPF 3.0 (2020: 8) were organised and attended by 247 participants (2020: 272).



COMPANY SECRETARIES TRAINING PROGRAMME ESSENTIAL (CSTPE) 1.0

The CSTPE 1.0 is an updated programme from CSTPE. The CSTPE 1.0 is based on the new CA 2016. It is a mandatory training course under SSM Continuing Professional Education (CPE) points scheme for licensed company secretaries who have been issued with licenses by the Registrar of Companies under section 235(2)(b) of the CA 2016.

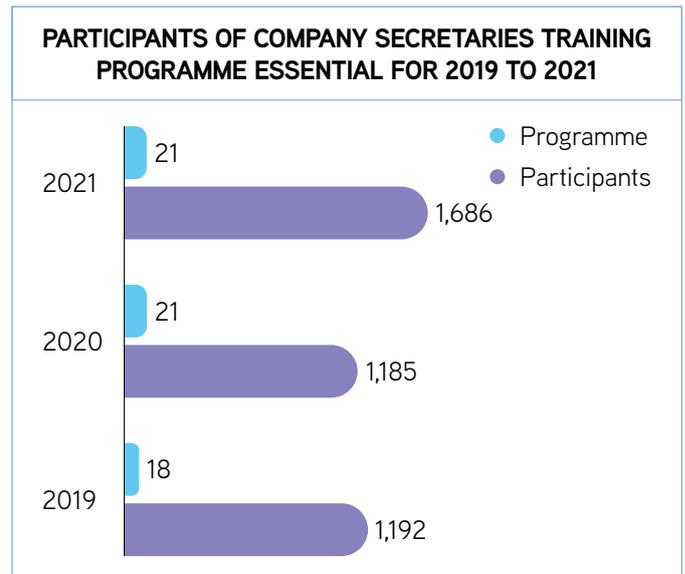
The CSTPE 1.0 is designed for existing and aspiring company secretaries and aims at enhancing their knowledge, skill and competencies required of their advisory role to the board of directors. Although CSTPE 1.0 is primarily targeted at licensed company secretaries, other corporate role-players

such as company secretaries of prescribed bodies, company directors, members of management and support staff can benefit from this programme and apply the skills acquired to manage their companies.

Participants of the CSTPE 1.0 modules will obtain the following benefits:

- Develop a good understanding of the concept and features of a company;
- State the role and responsibilities of company secretaries;
- Outline the roles and responsibilities of directors and auditors;
- Apply the knowledge acquired to manage statutory books and company meetings; and
- Identify key offences under the CA 2016.

In 2021, a total of 21 CSTPE 1.0 (2020: 21) were organised via webinars and attended by 1,686 (2020: 1,185) participants.



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COMPANY SECRETARIES TRAINING PROGRAMME SIGNIFICANT (CSTPS) 2.0

CSTPS 2.0 is designed as a follow-up programme from the CSTP Essential 1.0 that was introduced in 2013.

On completion of the course, participants to the CSTPS 2.0 modules were able to:

(a) Establish good corporate integrity values and ethics;

(b) Identify the company secretary's role in combating money laundering and terrorism financing;

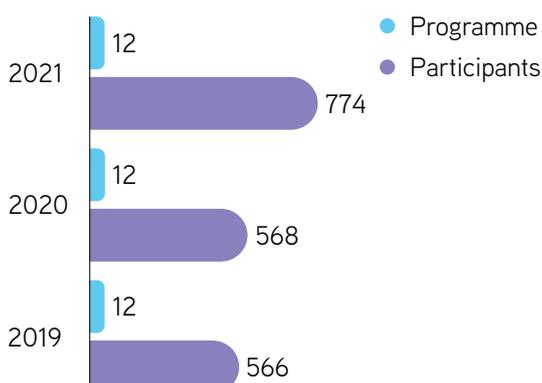
(c) Integrate corporate governance and corporate responsibility into company's operations;

(d) Identify the key challenges and issues affecting the company secretaries' daily functions;

(e) Know the cyber security risk management for the boardroom; and

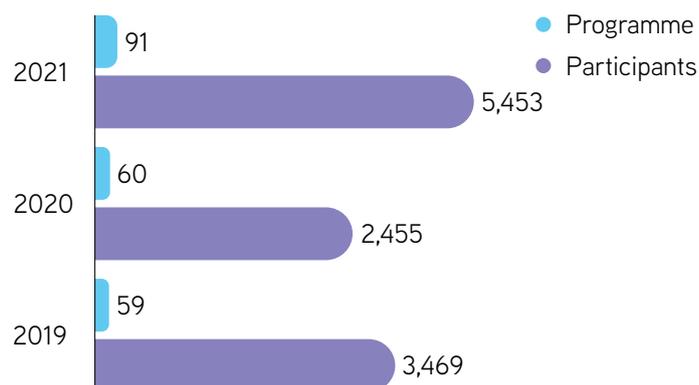
(f) Read and interpret Financial Statements.

There were 12 CSTPS 2.0 (2020: 12) programmes that were organised via webinars in 2021. These programmes were attended by 774 (2020: 568) participants.

PARTICIPANTS OF COMPANY SECRETARIES TRAINING PROGRAMME SIGNIFICANT FOR 2019 TO 2021**CONTINUING EDUCATION PROGRAMME (CEP)**

The CEP is designed to deliberate in detail on selected key strategic topics under the CA 2016 for corporate and key-economic role players. The target participants include board of directors, company secretaries, CEOs, COOs, CFOs, companies' top management, corporate professionals and entrepreneurs.

In 2021, a total of 91 CEPs programmes (2020: 60) were organised via webinars. The programmes were attended by 5,453 participants (2020: 2,455).

PARTICIPANTS OF CONTINUING EDUCATION PROGRAMMES FOR 2019 TO 2021**MALAYSIAN BUSINESS REPORTING SYSTEM (MBRS) TRAINING PROGRAMMES**

In 2021, the three (3) MBRS training programmes offered by SSM were:

(a) MBRS – Annual Return

This half-day course aims to provide participants with an in-depth understanding of MBRS platform and MBRS filing requirements to ensure smooth submission of annual returns to SSM.

(b) MBRS for Preparers – Financial Statements

This two (2) days course is specially designed to provide preparers with an in-depth understanding and knowledge in using the MBRS Preparation Tool (mTool) for submission of Financial Statements (FS) and Key Financial Indicators (KFI) to SSM.

(c) MBRS for Preparers – Financial Statements (Fast Track)

This 8-hours course over two (2) half days is a fast-track programme of MBRS for Preparers – Financial Statements. The hands-on course is designed for preparers with accounting/ financial backgrounds.

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A total of 12 seminars on MBRS – Annual Return, 19 seminars on MBRS for Preparers – Financial Statements and nine (9) seminars on MBRS for Preparers – Financial Statements (Fast Track) were conducted via webinars. These programmes were attended by 1,474 participants.

CUSTOMIZED EXTERNAL IN-HOUSE TRAINING PROGRAMMES FOR VARIOUS ORGANISATIONS

SSM continued to conduct in-house trainings for board of directors and officers of various organisations. A total of 15 (2020: 6) customised in-house training programmes were conducted for the following organisations with 558 (2020: 145) participations.

In-house trainings for various organisations that were conducted in 2021 are as follows:

PROGRAMMES	ORGANISATIONS	DATE
Registration of Business, Company & Limited Liability Partnership & Common Offences Under ROBA 1956, CA 2016 & LLPA 2012	Royal Malaysian Customs Department	11 February 2021
Duties and Responsibilities of Directors & Understanding Boardroom Dynamics	Ministry of Finance Malaysia	16 February 2021
Read, Interpret and Analyse Financial Statement for Company Directors (Basic)	Ministry of Finance Malaysia	17 February 2021
MBRS - Annual Return	Universiti Teknologi MARA	18 February 2021
MBRS for Preparers - Financial Statements	Universiti Teknologi MARA	22 – 23 February 2021
MBRS for Preparers - Financial Statements	Universiti Teknologi MARA	24 – 25 February 2021
CA 2016 (Essential)	Malaysian Anti-Corruption Commission	23 March 2021
Practical Guide to Capital Reduction by Solvency Statement	Tricor Corporate Services Sdn Bhd	14 July 2021
Adequate Procedures: Implementations and Practical Aspects	Malaysian Anti-Corruption Commission	9 August 2021
MBRS – Annual Return	Universiti Teknologi MARA	12 August 2021
MBRS for Preparers - Financial Statements	Universiti Teknologi MARA	16 – 17 August 2021
MBRS for Preparers - Financial Statements	Universiti Teknologi MARA	18 – 19 August 2021
Interview for Approved Liquidators from the Companies Commission of Malaysia's Perspective	Malaysian Institute of Accountants	9 September 2021
CA 2016: Practical Guide for Company Directors	International Islamic University Malaysia	27 October 2021
Cyber Security: How to Mitigate the Impact of Cyber Crime on Your Business	Pansar Company Sdn Bhd	15 November 2021

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CORPORATE TALK PROGRAMMES

In 2021, SSM has organised eight (8) Corporate Talk (CT) programmes to stakeholders such as company directors, company secretaries, managers and internal officers of companies, heads/ representatives of agencies and statutory bodies, members of professional bodies and other members of the public.

These programmes aim to provide exposure and awareness to stakeholders on the latest information and developments related to current corporate issues including latest compliance requirements which are crucial to assist them in rendering their duties according to the provisions of the CA 2016 and other related regulations.

SSM is a strong proponent to the philosophy of Enforcement By Education with the Balanced Enforcement approach. SSM believes that education complements the effectiveness of our enforcement initiatives in ensuring voluntary compliance.

Due to the COVID-19 pandemic in 2021, SSM continued to conduct CT programmes via online and through the SSM's official Facebook. Below are the CT programmes conducted in 2021:

PROGRAMMES	DATE	SPEAKERS	PARTICIPANTS
<i>Skim Pendaftaran Perniagaan Prihatin (SPPP) Dengan Kerjasama PERKESO Negeri WP Kuala Lumpur</i>	5 March 2021	Encik Thanak a/l Prak Hin, <i>Pengarah Negeri,</i> SSM Negeri Sembilan	125
HRDF – The Relevance & Significant of PSMB Act 2001	17 March 2021	Encik Md Sharizal Che Deris, HRDF	250
Disclosure Requirement: Who Is A Beneficial Owner?	16 April 2021	Cik Khairani M Yusof, <i>Bahagian Pembangunan & Perkhidmatan Perundangan SSM</i>	255
<i>Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	16 April 2021	Encik Mohammad Syafiq Hairom, <i>Bahagian Pemasaran & Pembangunan Perniagaan, SSM</i>	140
<i>Penerangan Terhadap Kerangka Kerja Skim Kepentingan di Bawah ASK 2016</i>	29 July 2021	Encik Nik Muhd Marwan Nik Mustapha, <i>Bahagian Perkhidmatan Pendaftaran, SSM</i>	103
Incorporation of Companies (Starting a Business in Malaysia)	14 September 2021	Encik Amirul Ihsan Sharif, <i>Bahagian Perkhidmatan Pendaftaran, SSM</i> Puan Norisa Ishat, <i>Bahagian Perkhidmatan Pendaftaran, SSM</i>	188
Business Review Reporting	21 October 2021	Encik David Yap Weng Seong, <i>Bahagian Pembangunan & Perkhidmatan Perundangan, SSM</i>	231
Incorporation of Companies (Starting a Business in Malaysia)	18 November 2021	Encik Amirul Ihsan Sharif, <i>Bahagian Perkhidmatan Pendaftaran, SSM</i> Puan Norisa Ishat, <i>Bahagian Perkhidmatan Pendaftaran, SSM</i>	241
TOTAL			1,533

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PROGRAMMES ORGANISED BY OTHER ORGANISATIONS AND STAKEHOLDERS

Apart from CT programmes, SSM officers were invited to talk on business registration under the ROBA 1956, company establishment under the CA 2016, registration of partnership under LLPA 2012 and SSM's products.

In 2021, SSM was invited to hold a talk in 76 programmes organised by other organisations and attended by 10,376 participants.

DATE & ORGANISER	PROGRAMMES	SPEAKERS	PARTICIPANTS
4 January 2021 Universiti Utara Malaysia	<i>Undang-undang Akta Syarikat & Pencegahan Pengubahan Wang Haram (AMLA)</i>	Encik Mohamed Sufyan Mohd Mokhtar	63
14 January 2021 Kelab Liga Malaysia (MFL)	<i>Pendaftaran Syarikat – Sdn. Bhd.</i>	Puan Norisa Ishat	34
13 February 2021 Kolej Universiti Poly-Tech MARA Kuala Lumpur	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Encik Mohammad Syafiq Hairom	207
17 February 2021 Universiti Teknologi PETRONAS	<i>Prosedur Pendaftaran Perniagaan</i>	Encik N.Vijayasegaran a/l Nadeson	132
3 March 2021 Jabatan Laut Malaysia	<i>AS 2016, Perkongsian Liabiliti Terhadap, Produk & Perkhidmatan SSM</i>	Puan Norisa Ishat, Puan Rosniwati Hussin	25
8 March 2021 HELP University	<i>Prosedur Pendaftaran Perniagaan</i>	Puan Sharmila a/p Avaniappan	60
9-10 March 2021 Penang Bar Committee	<i>Garis Panduan SSM untuk Pendaftar SSM Bertindak sebagai Wakil bagi syarikat yang telah dibubarkan</i>	Puan Norhaslinda Salleh	63
10 March 2021 Universiti Pertahanan Nasional Malaysia	<i>Pendaftaran Perniagaan di bawah APP 1956</i>	Puan Maziah Muhammad	41
16 March 2021 Polis Diraja Malaysia	<i>Kesalahan di bawah Akta Syarikat dan Bidang Kuasa Penyasatan SSM & PDRM</i>	Encik Sazuree Shuib	30
16 March 2021 Mont Royale College	<i>Prosedur Pendaftaran Perniagaan, Produk & Perkhidmatan SSM</i>	Encik Meor Ahmad Shafiq Bin Shaidi	80
17 March 2021 UNIKL MIMET	<i>Prosedur Pendaftaran Perniagaan</i>	Encik N.Vijayasegaran a/l Nadeson	189
25 March 2021 Top Performers Learning & Consulting Sdn. Bhd.	<i>Prosedur Pendaftaran Perniagaan</i>	Puan Sharmila a/p Avaniappan	25
29 March 2021 Perbadanan Kemajuan Pertanian Negeri Pahang	<i>Fungsi & Tanggungjawab Ahli Lembaga Pengarah, Setiausaha Syarikat dan Juruaudit di bawah AS 2016</i>	Puan Zaidah Mohamed Zainun	30

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DATE & ORGANISER	PROGRAMMES	SPEAKERS	PARTICIPANTS
2 April 2021 Universiti Kebangsaan Malaysia	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Puan Sharmila a/p Avaniappan	173
2 April 2021 Universiti Islam Antarabangsa Malaysia	<i>Forum 1: Bagaimana Merebut Peluang Perniagaan Pasca COVID-19</i>	Puan Azurah Nor Sarif	34
3 April 2021 Universiti Sains Islam Malaysia	<i>AS 2016, Pendaftaran Perniagaan, Perkongsian Liabiliti Terhadap</i>	Puan Azurah Nor Sarif	294
3 April 2021 Universiti Malaysia Pahang	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Cik Ku Aziruwaida Binti Ku Aziz	31
6 April 2021 Jabatan Pendaftaran Pertubuhan Malaysia WPKL	<i>Prosedur Pendaftaran Perniagaan, Produk & Perkhidmatan SSM</i>	Encik Ezarul Ezwan Yusoff	87
9 April 2021 Pusat Internet Komuniti Gerik	<i>Taklimat dan Tutorial Pendaftaran Perniagaan EzBiz</i>	Encik N.Vijayasegaran a/l Nadeson, Puan Nuraisida Binti Shaharom	8
10 April 2021 EMPOWERNCER	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Puan Nuraisida Binti Shaharom	20
27 April 2021 MyIPO	<i>Mengoptimumkan Harta Alih Bukan Ahli sebagai Kolateral/ Sandaran untuk Pembiayaan Perniagaan</i>	Cik Khairon Niza Md. Akhir, Puan Raja Farahdatul Husna Raja Amiruddin	1,000
3 May 2021 Perbadanan Hal Ehwal Bekas Angkatan Tentera (PERHEBAT)	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Encik N.Vijayasegaran a/l Nedason	30
19 May 2021 Monash University	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Puan Sharmila a/p Avaniappan	31
21 May 2021 Universiti Putra Malaysia	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Puan Sharmila a/p Avaniappan	208
27-28 May 2021 Universiti Malaya	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Puan Murnilawati Mustapha, Puan Sharmila a/p Avaniappan	250
2 June 2021 Universiti Pendidikan Sultan Idris	<i>Proses Pendaftaran Syarikat dan Perniagaan</i>	Encik N.Vijayasegaran a/l Nedason	665
5 June 2021 Universiti Kebangsaan Malaysia	<i>Semak 6M, Anda Tidak Mudah Tertipu</i>	Encik Premeelan a/l Sundararajoo	758

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DATE & ORGANISER	PROGRAMMES	SPEAKERS	PARTICIPANTS
9 June 2021 Perbadanan Usahawan Nasional Berhad	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP), Produk SSM</i>	Puan Murnilawati Mustapha	163
15 June 2021 Kolej Komuniti Hulu Langat	<i>Tatacara Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Encik Ezarul Ezwan Yusoff	52
16 June 2021 Jabatan Pembangunan Usahawan FELDA (JPU)	<i>Prosedur Pendaftaran Perniagaan, Penubuhan Syarikat</i>	Encik Mohammad Syafiq Hairom, Puan Mardiyana Ibrahim	26
22 June 2021 Institut Latihan Kehakiman dan Perundangan (ILKAP)	Company Limited by Guarantee, CA 2016	Puan Ravinderjit Kaur Savinder Singh	40
24 June 2021 Pejabat Perhubungan Sarawak Kuala Lumpur	<i>Pentingnya Pendaftaran SSM (Pemerbadanan Syarikat)</i>	Puan Mardiyana Ibrahim	35
1 July 2021 Jabatan Pembangunan Usahawan FELDA (JPU)	<i>Prosedur Pendaftaran Perniagaan, Penubuhan Syarikat</i>	Puan Nur Dyana Aina Mohamad Kamil, Puan Norisa Ishat	54
3 July 2021 Surau Baiturraudhah, Amoda Saujana Rawang	<i>Prosedur Pendaftaran Perniagaan</i>	Encik Mohammad Syafiq Hairom	30
5 July 2021 Jabatan Pembangunan Usahawan FELDA (JPU)	<i>Prosedur Pendaftaran Perniagaan, Penubuhan Syarikat</i>	Encik Arman Hamzah, Puan Rahmawati Yusof	68
6 July 2021 Jabatan Pembangunan Usahawan FELDA (JPU)	<i>Prosedur Pendaftaran Perniagaan, Penubuhan Syarikat</i>	Puan Samsiah Jamman, Cik Roslina Iberahim	44
8 July 2021 Jabatan Pembangunan Usahawan FELDA (JPU)	<i>Prosedur Pendaftaran Perniagaan, Penubuhan Syarikat</i>	Encik Mohd Rizal Abd Jamil, Puan Rahmawati Yusof	48
12 July 2021 Jabatan Pembangunan Usahawan FELDA (JPU)	<i>Prosedur Pendaftaran Perniagaan, Penubuhan Syarikat</i>	Puan Hasnah Hussain, Encik Amirul Ihsan Bin Sharif	37
13 July 2021 Jabatan Pembangunan Usahawan FELDA (JPU)	<i>Prosedur Pendaftaran Perniagaan, Penubuhan Syarikat</i>	Puan Murnilawati Mustapha, Cik Roslina Iberahim	56
14 July 2021 Jabatan Pembangunan Usahawan FELDA (JPU)	<i>Prosedur Pendaftaran Perniagaan, Penubuhan Syarikat</i>	Puan Siti Maryam Mustapha, Encik Amirul Ihsan Bin Sharif	73

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DATE & ORGANISER	PROGRAMMES	SPEAKERS	PARTICIPANTS
28 July 2021 UniKL Medical Services Sdn. Bhd.	<i>Tatacara Pendaftaran dan Pengurusan Sebuah Syarikat</i>	Encik N.Vijayasegaran a/l Nedason	18
30 July 2021 Kolej Komuniti Ampang	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Puan Nur Dyana Aina Mohamad Kamil	42
11 August 2021 GIATMARA Negeri Selangor	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP), Produk & Perkhidmatan SSM</i>	Puan Azihan Ahmad	58
11-12 August 2021 Institut Pengurusan Dan Integriti Melaka (INSPIM)	<i>Peranan Lembaga Pengarah Memastikan Tadbir Urus Yang Baik, Fungsi Operasi Dan Objektif Penubuhan Dalam Melindungi Kepentingan Pemegang Saham</i>	Puan Ravinderjit Kaur Savinder Singh, Encik Mohamed Sufyan Mohd Mokhtar	60
23 August 2021 Institut Kemahiran MARA Kuala Lumpur	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Puan Hasnah Hussain	116
23 August 2021 Jabatan Pembangunan Usahawan FELDA (JPU)	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Encik Mohammad Syafiq Hairom, Puan Hajah Sri Nor Indah Sarmon, Puan Samsiah Jamman	360
24 August 2021 Jabatan Pembangunan Usahawan FELDA (JPU)	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Puan Siti Maryam Mustapha, Encik Mohd Rizal Abd Jamil, Puan Azlina Rahman Binti Abd Rahman	360
24 August 2021 Institut Kemahiran MARA Kuala Lumpur	Techno Talk: Business Registration	Encik Meor Ahmad Shafiq Bin Shaidi	48
25 August 2021 Jabatan Pembangunan Usahawan FELDA (JPU)	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Encik Mohammad Syafiq Hairom, Puan Norisa Ishat, Puan Mardiyana Ibrahim	360
7 September 2021 SME Corporation Malaysia	Moderator - Forum 5: Legal and Regulatory Environment	YBhg. Datuk Nor Azimah Abdul Aziz	563
8 September 2021 Universiti Kuala Lumpur British Malaysian Institute	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP), Produk SSM</i>	Puan Nur Zawani Mohd Zulkifli	189

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DATE & ORGANISER	PROGRAMMES	SPEAKERS	PARTICIPANTS
8 September 2021 Pembangunan Sumber Manusia Berhad	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP), SSM QR Kod BizTrust</i>	Puan Murnilawati Mustapha, Puan Nitty Herawati Tarmizi	128
8 September 2021 Institut Tadbiran Awam Negara (INTAN)	Common Offences Committed by Board of Directors Under CA 2016	Encik Mohd Zulkhairi Kamaruzaman	32
22 September 2021 BERJAYA TVET College	Start-up Business in Malaysia (Incorporation of Companies)	Encik Amirul Ihsan Bin Sharif	238
26 September 2021 Agensi Antidadah Kebangsaan Daerah Hulu Terengganu	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Encik Muhammad Asyraf Marzuki	67
1 October 2021 Malaysian Global Innovation & Creativity Centre (MaGIC)	<i>Prosedur Pendaftaran Perniagaan, Perkongsian Liabiliti Terhadap</i>	Encik Mohammad Syafiq Hairom, Puan Norisa Ishat	17
5 October 2021 Maktab PDRM Kuala Lumpur	<i>Asas Perniagaan & Perdagangan/ Peranan SSM Dalam Siasatan Jenayah Komersil</i>	Puan Sazlin Abdul Khalil	65
15 October 2021 Universiti Malaysia Pahang	<i>Prosedur Pendaftaran Perniagaan, Produk SSM</i>	Encik Kamarudin Mohd Daud	137
18 October 2021 Pertubuhan Pelindung Kebajikan Pengguna Masyarakat Malaysia	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Puan Noraini Binti Shuib	55
24 October 2021 Kementerian Perumahan Dan Kerajaan Tempatan (KPKT)/ PUBLI PERAK	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Encik N.Vijayasegaran a/l Nedason	42
26 October 2021 Politeknik Port Dickson	Secretarial Practice in Malaysia (The Roles & Responsibilities of Company Secretaries)	Encik Md Ibnu Hisyam Mohamad	72
27 October 2021 Akademi Audit Negara	<i>Pemantauan Terhadap Syarikat Berhad Menurut Jaminan</i>	Puan Zarinah Othman	64
28 October 2021 Universiti Teknologi MARA Kampus Puncak Alam	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Encik Muhammad Fahmi Nazarudin	50
28 October 2021 Yayasan Pelajaran MARA Negeri Selangor	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Puan Nur Zawani Mohd Zulkifli	167
28 October 2021 Institut Kemahiran Belia Negara Peretak (IKBN)	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Puan Puteri Harnifareiza Halim	40

TRAINING ACADEMY AND KNOWLEDGE MANAGEMENT

DATE & ORGANISER	PROGRAMMES	SPEAKERS	PARTICIPANTS
29 October 2021 Universiti Islam Antarabangsa Malaysia	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Puan Azihan Ahmad	92
29 October 2021 EDUSPEC Holdings Berhad	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Puan Noorsyahmina Binti Ismail	1,149
2 November 2021 Yayasan Pelajaran MARA Negeri Melaka	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Encik Muhamad Shahreen Jahaya	91
10 November 2021 Kolej Komuniti Pasir Gudang	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Encik Khairulsham Bin Jantan	51
12 November 2021 Maktab PDRM Kuala Lumpur	<i>Peranan & Kerjasama SSM Dalam Penyiasatan Kes Jenayah Komersil</i>	Encik Mohamad Azies Han Mohd Fadzil	30
16 November 2021 Universiti Pertahanan Nasional Malaysia (UPNM)	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Encik Mohammad Syafiq Hairom	31
18 November 2021 UniKL RCMP & Kerjasama MARA	<i>Entiti Perniagaan Di Bawah SSM (Pendaftaran Perniagaan, Perkongsian Liabiliti Terhad & Pemerbadanan Syarikat)</i>	Encik N.Vijayasegaran a/l Nedason	20
19 November 2021 Kolej Komuniti Pasar Besar	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Encik Kamarudin Mohd Daud	50
3 December 2021 Kementerian Pembangunan Usahawan Dan Koperasi (MEDAC)	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Encik Mohammad Syafiq Hairom	80
14 December 2021 Syarikat La'Joise Industries (M) Sdn. Bhd.	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Encik Mohammad Syafiq Hairom	20
31 December 2021 Universiti Malaya	<i>Prosedur Pendaftaran Perniagaan – Skim Pendaftaran Perniagaan Prihatin (SPPP)</i>	Puan Sharmila a/p Avaniappan	120
TOTAL			10,376

TRAINING ACADEMY AND KNOWLEDGE MANAGEMENT

KMCHAMPION TRAINING COURSE

Knowledge Management & e-Learning is a continuing effort to strengthen and empower the level of personal and organisational excellence. A power talk session and workshop on KMChampion Training Course was organised for SSM staff on 22 until 23 December 2021.

The objectives of KMChampion Training Course are as follows:

- (a) Provide initial exposure to knowledge management concepts and applications;
- (b) Provide a comprehensive understanding of knowledge management in improving the competencies, skills and knowledge of continuous learning in an effort to enhance creativity, quality and innovation;
- (c) Identify, manage and share information in the form of databases, documents, organisational policies and regulations as well as skilled, knowledgeable and experienced employees; and
- (d) Improving knowledge management in organisational improvement through information sharing as well as proper use of information.

EMPLOYEE DEVELOPMENT TRAINING (EDT)

SSM organised a total of 18 EDT-3 (High Skills) modules from March to November 2021 held virtually for SSM employees.

The objectives of these programmes are as follows:

- (a) Provide exposure to SSM employees regarding the knowledge and skills of a matter at the internal level as well as from the point of view of stakeholders;
- (b) Explain in detail about operational matters or issues experienced by employees and stakeholders;
- (c) Updating employees with a variety of new knowledge and skills in line with current needs;
- (d) Exposing employees to case studies related to acts regulated by SSM;
- (e) Provide details to employees about their job functions, processes and procedures;
- (f) As a direct connection between SSM employees, SMEs and SSM's external associate speakers; and
- (g) Exposure to continuing education and learning through the Staff Learning & Development Site (SLDS).

The modules that have been implemented are as follows:

MODULES	DATE	PARTICIPANTS
Guidelines for Reporting Framework for Beneficial Ownership of Legal Person (SSM Perspective)	25 March 2021	210
Guidelines for Reporting Framework for Beneficial Ownership of Legal Person (Practitioner Perspective)	8 April 2021	220
<i>Tatacara Serbuan di bawah Kanun Prosedur Jenayah (CPC) Bagi Kes Jenayah Komersil</i>	21 April 2021	101
Roles and Responsibilities of Company Secretaries	5 May 2021	111
Managing Company Meetings	19 May 2021	106
Managing Registered Office, Stat books, Returns and Other Documents	9 June 2021	158
Navigating Compliance: Key Offences Under CA 2016	16 June 2021	162

TRAINING ACADEMY AND KNOWLEDGE MANAGEMENT

MODULES	DATE	PARTICIPANTS
Towards Corporate Survivability: Corporate Rescue Mechanism (CRM)	22 June 2021	166
Enforcement of section 241 of the CA 2016	24 June 2021	175
Key Role-Players in A Company – Directors, Officers, Shareholders and Auditors	29 June 2021	168
Pathway for Beginners: Shares and Share Capital (Types, Allotments, Issuance, Certificate, Transfer & Dividend)	8 July 2021	191
Step-By-Step Guide on Issuance, Redemption & Conversion of Preference Shares	13 July 2021	143
Read, Interpret and Analyse Financial Statements for Company Directors and Company Secretaries	15 July 2021	174
Cessation of Companies & Limited Liability Partnerships in Perspective of Registrar	28 July 2021	106
<i>Kajian Kes Menurut APP 1956</i>	29 July 2021	168
<i>Garis Panduan Carian Nama Perniagaan 2019</i>	3 August 2021	176
Fundamentals of MBRS - Annual Return	5 August 2021	157
Corporate Liability Provision: Introduction to section 17A of Malaysian Anti-Corruption Act 2009	16 November 2021	60
TOTAL		2,752

MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION PROGRAMME: WORD, EXCEL AND POWERPOINT 2019

SSM unearthed the talents of employees in information technology skills through this certification programme. This programme is implemented through the allocation of the Competency Enhancement Programme (CEP) Master Licensing Agreement (MLA) 2.0 Strategic Plan Fund for SSM employees.

A total of 30 SSM employees attended the MOS modules:

MODULES	DATE	CERTIFIED
MOS: Word 2019 Associate	15 – 22 November 2021	6 staff
MOS: Excel 2019 Associate	22 – 29 November 2021	5 staff
MOS: PowerPoint 2019 Associate	6 – 13 December 2021	8 staff

Employees participated in this programme have undergone competency test through the Certiport website which is the test centre for software certification under Microsoft. Of the 30 employees who participated in the programme, 19 (63%) employees were successfully recognised as Microsoft Office Specialists in their respective modules.

*TRAINING ACADEMY AND KNOWLEDGE MANAGEMENT***STAFF LEARNING & DEVELOPMENT SITE (SLDS)**

SSM has created a web-based site called SLDS that uses software available to all employees, namely Microsoft SharePoint (SharePoint).

The SLDS is equipped with a list of modules that have been prepared since year 2020 until now as a source of reference to employees in digital self-learning. This initiative is a transformation in the culture of learning and employee development in SSM.

The SLDS has won as the runner up of the MDTCA Innovation Award for the year 2021.

EDUCATION AND TRAINING PROGRAMMES

PROGRAMMES	DATE
Resolving Boardroom and Shareholder Disputes	10 February 2021
Read, Interpret and Analyze Financial Statement for Company Directors for Ministry of Finance	16 - 17 February 2021
Seminar on Companies Act 2016 Essential for Malaysian Anti-Corruption Commission	23 March 2021
Companies Act 2016 Practical Guide for Company Secretaries	1 April 2021
Emotional Quotient	6 - 7 April 2021
Seminar on Company Limited By Guarantee Under The Companies Act 2016	25 May 2021
Online Image and Influence	16 June 2021
Seminar on Insolvency	28 - 29 June 2021
Seminar on MBRS – Annual Return for Universiti Teknologi MARA (In-House)	12 August 2021
Seminar on MBRS for Prepares - Financial Statements for Universiti Teknologi MARA (In - House)	16 - 17 August 2021
Guidelines for Reporting Framework for Beneficial Ownership of Legal Person in Malaysia	4 October 2021
Persuasion and Influencing Skills	26 October 2021
Pathway for Beginner Series: Cessation of Companies	9 – 10 November 2021
Cyber Security: How to Mitigate the Impact of Cyber Crime on Your Business for Pansar Company Sdn Bhd	15 November 2021
Critical Thinking for Executives	16 November 2021
Pathway for Beginners: Corporate Governance	2 December 2021
Managing Challenging Communication	8 - 9 December 2021