Jointly organised by:

INSTITUTE OF APPROVED COMPANY SECRETARIES

SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

DUTIES AND RESPONSIBILITIES OF COMPANY SECRETARIES AS REPORTING INSTITUTIONS UNDER AMLA 2001

Mandatory Programme for Secretary Holding Practicing Certificate Under Section 241 of the Companies Act 2016

Date	24th November 2026, Tuesday
Venue	AC Hotel by Marriott, Kuala Lumpur
Time	9.00 am - 5.00 pm
Training Methodology	Trainer-led programme and Q&A session
Fee	IACS members RM 300.00 Non - members RM 550.00
SSM CPE Points	8 points

Boost Your AML/CFT Compliance!
Get exclusive insights from
SSM as AML/CFT Supervisory Authority.

Gain practical insights, avoid common pitfalls, and strengthen your compliance framework.

COURSE INTRODUCTION

SSM Guidelines on Practicing Certificate for Secretaries Under Section 241 of the Companies Act 2016 (Issued on 22 October 2025)

This mandatory requirement takes effect on 1 January 2026.

What is the purpose of mandating AMLA training for company secretaries?

Company secretaries are designated as Reporting Institutions (RIs) under the **Anti-Money Laundering Act (AMLA) 2001**. They play a critical role in detecting and preventing money laundering, terrorism financing, and proliferation financing through their professional activities.

The mandatory training aims to:
- Strengthen awareness and compliance with AMLA obligations among company secretaries;
- Align with Bank Negara Malaysia's requirements for Reporting Institutions; and
- Safeguard companies and the corporate sector from being exploited for illegal financial activities.

COURSE OBJECTIVES

This course is designed to :

- Equip company secretaries who are RIs with a thorough understanding compliance framework under the AMLA.

Strengthen the ability of company secretary to fulfil their duties and responsibilities as RIs to effectively influence AML/CFT/CPF decisions in combating money laundering and terrorism financing.

- Apply Risk Based Approach (RBA) methodology to identify, assess ML/TF risks and recommend preventive and mitigation measures that commensurate with the identified risk level.
- Know the processes needed to perform effective CDD, EDD and ODD.
- Implement internal process to comply with the AML/CFT/CPF requirements.
- Understand the impact of regulatory non-compliance on RIs.

LEARNING OUTCOMES

By attending this programme, the participants will be able to:

- Have a clear understanding of their roles and responsibilities as RIs.
- Understand the need to take responsibilities to protect themselves from being abused by implementing the AML/CFT/CPF obligations.
- Identify the red flags or trigger irregular transactions for effective identification or detection of suspicion and then to take the necessary actions on reporting.

COURSE CONTENTS

MODULE 1 | Overview of AML/CFT/CPF

1. What is money laundering, terrorism financing and proliferation financing?
2. International legal framework on AML/CFT/CPF.
3. Malaysia's AML/CFT/CPF regime
   - AMLA 2001, Regulations & Guidelines
4. Duties and responsibilities of company secretaries as RIs.
5. Duties and responsibilities of compliance officer.
6. Guidelines relating to the obligations of company secretary as a RI under AMLA.
7. SSM guidelines relating to practicing certificate for secretaries under section 241 of the Companies Act 2016 relating to the obligations of company secretary as a RI under AMLA.

MODULE 2 | AML/CFT/CPF Compliance Programme

1. Reporting Obligations under Part IV AMLA
   - Role of compliance officer/board/senior management.
   - Policies and procedures.
   - Employee screening.
   - AML/CFT/CPF training.
   - Independent audit function.

MODULE 3 | Customer Due Diligence (CDD): AML Controls and Procedures

1. Key AML/CFT/CPF requirements
   - Customer due diligence (CDD).
   - Enhanced due diligence and on-going due diligence.
   - Sanctioned screening.
   - Record keeping and management information system.
2. Customer Due Diligence (CDD)
   - Why, when, who and how to conduct CDD?
   - Identification and verification of the identity of customers and beneficial owners.
   - Enhanced CDD (PEPs/ higher risk customers) and on-going CDD.
   - Record keeping and management information system relating to CDD/EDD process.
   - Beneficial ownership framework in Malaysia including the requirements imposed on trust companies.
   - Impact of failure to carry out adequate CDD.

MODULE 4 | Risk Based Approach (RBA)

1. What is risk from an AML perspective?
2. Methodology of risk assessment.
3. What is Customer Risk Profiling (CRP) and how to conduct?
4. What is Institutional Risk Assessment (IRA) and how to conduct?
5. Identify gaps and implement effective risk mitigation controls.
6. Develop compliance programme based on risk assessment – communicate to senior management.
7. Sanction of non-compliance.
8. Key highlights of National Risk Assessment (NRA) 2023 result.

MODULE 5 | Suspicious Transaction Report (STR)

1. What is STR?
2. Infrastructure to detect and report STR.
3. Common red flags for company secretaries.
4. How to identify or detect suspicion?
5. Submission of STR – who, what, when, where, why, how?
6. What makes a bad STR?
7. Issues in relation to STR reporting.
8. Impact of failure to report suspicious transaction.
9. Mutual Evaluation of Malaysia 2025.

MODULE 6 | SSM AML/CFT/CPF Compliance and Monitoring

1. Findings arising from SSM's on-site inspections as AML/CFT/CPF Supervisory Authority for company secretary.
2. Sanction imposed on company secretaries AML/CFT/CPF misconduct.
3. Case studies and illustrations on company secretaries AML/CFT/CPF misconduct.

ABOUT THE TRAINERS

Suruhanjaya Syarikat Malaysia's certified AML/CFT trainers for Designated Non-Financial Businesses and Professions ("DNFBP") (certified by Asian Banking School).

TARGET PARTICIPANTS

- Any person who is issued with practicing certificate under Section 241 of the Companies Act 2016.
- Company secretaries who are reporting institution under the AML/CFT/CPF requirements.
- Compliance officers of company secretarial firm under the AML/CFT/CPF requirements.
- Anyone who wants to learn about AML/CFT/CPF.

SPEAKER'S PROFILE : RAVINDERJIT KAUR

Ravinderjit Kaur is a Senior Prosecution Officer in the Prosecution and Litigation Division of the Companies Commission of Malaysia (SSM), where she leads prosecution actions involving corporate governance breaches and serious fraudulent offences under the laws administered by SSM.

Prior to her current role, she served as the Head of Unit in the Regulatory and Legal Services Division, where she played a pivotal role in developing and implementing policies related to the Companies Act 2016 and other legislation under SSM's jurisdiction. She also served as the Head of Unit at COMTRAC, SSM's training arm, contributing significantly to the design and delivery of corporate governance and compliance programmes.

Since joining SSM in 2008 as Head of Unit (Surveillance) in the Compliance Division, Ravinderjit has held several key positions, including Senior Investigating Officer in the Investigation Division, where she investigated serious fraud and corporate governance violations, and Senior Legal Officer in the Legal Services Division, leading the Anti-Money Laundering and Counter Financing of Terrorism (AML/CFT) Unit. She was appointed Co-Chair of the Asia Pacific Group on Money Laundering Working Group and has represented Malaysia in multiple United Nations workshops on AML/CFT matters.

Beyond her enforcement and legal expertise, Ravinderjit contributed to the development of the National Sustainability Reporting Framework for ESG reporting and served on the Advisory Committee on Sustainability Reporting, the Sustainability Assurance Committee, and the Sustainability Implementation Committee, advancing sustainable corporate reporting and practices nationally.

She holds a Master's Degree in International Law with a focus on AML/CFT and has over 17 years of experience in policy development, enforcement, training, and public speaking.

Fees include seminar materials (softcopy), tea breaks, lunch and E-Certificate of Attendance. The Continuing Professional Education (CPE) points awarded are recognized by the Suruhanjaya Syarikat Malaysia (SSM) under the 40% CPE points category.

Cancellation

No refund is entertained if participant decides to cancel their registration but a substitute is welcomed. Written notification of substitute's name must be received by IACS at least three (3) working days prior to the programme. Any difference in fee will be charged accordingly.

Disclaimer

The organisers reserve the right to change the speaker, date or to cancel the programme should unavoidable circumstances arise.

Certificate of Attendance

E-Certificate of Attendance will be issued to participants upon attending the entire duration of the seminar and receipt of full payment, by email. **The certificate will be issued by SSM within 7 working days after the seminar**. **RM30 per certificate is chargeable for any correction or loss incurred by participant/attendees**. Please ensure that your name is spelled correctly in the registration form and also in the attendance list.

All registrations must be accompanied by full payment.

Those who are from outstation who wish to register for the seminar, you are advised to book your air ticket and accommodation upon CONFIRMATION of the seminar.

REGISTRATION & ENQUIRIES:

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THIS IS NOT A HRD CORP CLAIMABLE COURSE

REGISTRATION FORM

24th November 2026 (Tuesday), AC Hotel by Marriott, Kuala Lumpur
Please register before **20th November 2026 (Friday),** by courier / mail /email for the seminar
(Limited seats available, registration will be on first come, first served basis)

Name in block letters (as per NRIC): .....

IACS No.: ..... ☐ Non-members I/C No: .....

Vegetarian: ☐ Yes ☐ No Designation:.....

Organisation:.....

Address:.....

..... E-mail: .....

Tel:..... H/P: ..... Fax: .....

Cash / Cheque No.: ..... Bank: ..... for RM ..... enclosed and crossed payable to 'INSTITUTE OF APPROVED COMPANY SECRETARIES'. Payment can also be deposited directly or transferred online to our **Malayan Banking Account No. 514075431102** with a copy of the transaction slip faxed or emailed to us. (Please fill in your name and membership no. under the Trans Description and Reference No. columns of the bank-in slip respectively.)

Kindly contact us by phone at 03-40513787 to verify that we have received your registration and payment.
Online registration is highly recommended. Kindly scan QR to register.

Personal Data Protection Notice

In compliance with the Malaysian Personal Data Protection Act 2010, the Institute of Approved Company Secretaries (IACS) and Suruhanjaya Syarikat Malaysia (SSM) hereby inform you that your personal data collected in this form will be processed, retained and used by IACS and SSM in relation to this seminar.

However, your personal data may also be retained and used by IACS to market and promote other seminars organised by IACS or jointly with other relevant bodies or sponsored / supported by IACS.

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