

**MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES
EVIDENCE OF CPD HOURS/CPD ANALYSIS AND RETURN FORM
2018**

Name:		Membership No.	
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Item	Date (DD/MM/YY)	Title and Description of the CPD (i.e. training, conference, event etc)	CPD Organiser	Duration of CPD (Hours)	
				By MACS (CSP)	By Others
TOTAL REQUIRED CPD HOURS (Minimum 24)				16	8

(Kindly make copies if necessary)

I confirm that the information contained herein is true and correct. I enclose herewith the evidence of the accumulated CPD hours for your reference.

Member's Signature:		Date:	
Name:		Membership No.:	

MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES

Guidance Notes for Continuing Professional Development (CPD) Record

Members of the Association who act and practise under Sections 235, 236 and 241 of the Companies Act, 2016 shall comply with the Rules and Regulations of CPD programmes of the Association and to undertake and accumulate the minimum of 24 CPD Hours per year.

Please take note of the following requirements in respect of the CPD Hours:-

Description	Two-third (2/3) CPD Hours	One-third (1/3) CPD Hours
Per Year Basis	16	8
CPD Requirements	CPD Hours must be obtained from seminars/course/other events organised by MACS	CPD Hours could be obtained from other seminars/courses approved by the Association

Structured Learning Activities/Programme Guideline for CPD Hours Approved by General Council

No.	Type of Activities	CPD Hours	No.	Type of Activities	CPD Hours
1.	CPD courses, conventions & seminars organised by MACS or by MACS jointly with professional bodies or by other organisations endorsed by MACS.	4 CPD for half day 8 CPD for full day	6.	Suitable courses run by a university or appropriate institution.	8 CPD per day
2.	CPD courses & conferences organised by relevant authorities/other professional bodies approved under Fourth Schedule of the Companies Act 2016.	4 CPD for half day 8 CPD for full day	7.	Company Secretarial Practice courses run by a firm in public practice, by an industrial company or other business organisations.	Subject to MACS' approval
3.	Evening tea talks/workshops organised by MACS.	2 CPD	8.	Writing of technical articles, papers or books.	Subject to MACS' approval
4.	Official dialogue/meetings with Government authorities.	2 CPD	9.	Performing as a lecturer, speaker or discussion leader on a structured course (repeat presentations of the course should not be considered for this purpose.)	Subject to MACS' approval
5.	Courses & conferences organised by other accredited organisations.	4 CPD for half day 8 CPD for full day	10.	Attendance at Annual General Meetings, Extraordinary General Meetings, Council meetings, Standing Committee meetings, Regional Committee meetings & Members' Dialogues of MACS.	2 CPD