

## Registration Form

Please retain original for your records | Please photocopy for additional participants |  
Registration can be made via fax or email.

### Registration Fees:-

**RM400.00**

The above seminar fee is inclusive of lunch, refreshments, seminar materials & Certificate of Attendance.

**Certificate of Attendance:** The Certificate of Attendance will be issued upon full attendance of the registered participant and receipt of full payment. Please ensure that your name is spelled correctly in the registration form and also in the attendance list. The certificates will be mailed to you within 2 weeks after the seminar.

**Cancellation:** There will be no refund for cancellation or non-attendance but substitute attendee will be accepted on the condition that the organiser receives prior notice 7 days before the date of seminar. Admittance will not be permitted unless payment is received.

**Disclaimer:** The organiser reserves the right to make changes to the venue, date, speakers, fee, including cancellation of the seminar, if warranted by circumstances beyond the organiser's control.

**✚ Closing Date: 21 December 2018**

**8 CPD / CPE HOURS**

### Contact Person | Enquiries

#### MACS SECRETARIAT

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#### PAHANG STATE REPRESENTATIVE

##### Encik Zukri Aksah

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PERSATUAN SETIAUSAHA SYARIKAT MALAYSIA  
MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES  
(Approved Body under Fourth Schedule of the Companies Act, 2016)

## MACS ONE-DAY WORKSHOP ON MBRS - PRACTICAL ASPECTS & HANDS ON TRAINING

**Sign up now!**  
**Preparing and filing of**  
**Annual Return (AR1) & Financial Statements (MPERS).**

**Date: Saturday, 29 December 2018**

**Time: 9.00am to 5.00pm**

**Venue: Rocana Hotel Kuantan, Pahang**

**LIMITED  
SEATS!**

### INTRODUCTION

Suruhanjaya Syarikat Malaysia (SSM) has launched the **Malaysian Business Reporting System** (MBRS) on 27 September 2018. MBRS is the submission platform based on the eXtensible Business Reporting Language (XBRL) format.

The following documents are required to be submitted to SSM using M-portal:

- i) Annual Return (AR);
- ii) Financial Statements and Report (FS); and
- iii) Exemption Applications (EA) related to the FS and AR.

The mandatory submission for annual returns, certificate for private exempt company and unaudited financial statements to SSM using M-portal are by zones from November 2018 as follows:

States	Implementation Date
W.P. Kuala Lumpur & Selangor	November 2018
Negeri Sembilan, Melaka & Johor	1 <sup>st</sup> January 2019
Pahang, Kelantan & Terengganu	1 <sup>st</sup> January 2019
Perlis, Perak, Kedah & Pulau Pinang	1 <sup>st</sup> February 2019
Sabah, Sarawak & W.P. Labuan	1 <sup>st</sup> March 2019

**COURSE OBJECTIVES**

This One-Day workshop course is tailored made to enable the participants to submit the documents for the **Financial Statements (MPERS) and Annual Return (AR1)** using the MBRS preparation tool (mTool). Participants will learn the filing requirements and the application of the preparation tools in ensuring smooth filing of financial statements and annual return on the MBRS platform.

**COURSE OUTLINES**

1. How to register as M-portal user using Internet
2. Preparation and submission of document for Annual Report (AR1)
3. Preparation and submission of document for Financial Statement (MPERS)
4. Validation and rectification of errors.

**LEARNING OUTCOME**

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

- Acquire knowledge and hands-on training on MBRS AR1 and MBRS FS (MPERS).
- Able to prepare document for financial statement (MPERS) and annual return (AR1) using mTool.
- Generate and submit XBRL file to SSM.

**PROFILE OF SPEAKER**

**Mr LEW NEE FOOK is a fellow member of AIA (UK), Institute of Manufacturing UK, CTIM and MACS.** He posses CP from CTIM and COP from MACS. He is a licensed Income Tax Agent, GST Tax Agent and Certified Company Secretary from MACS. He has more than 40 years tax practice experience and 30 years of company secretarial practice experience. His expertise in tax include both direct and indirect taxes. He has conducted, chaired, organised and spoken in various conference, forum, seminars and talks with numerous organisations. He has been 2 term council member of CTIM and now he is a council member of MACS.

**Who will Benefit?**

- Company secretaries, secretarial assistants, company administrators, accountants and company directors are required to be well versed with submission of Annual Return (AR1) and Financial Statements (MPERS) using mTool.
- MACS CPD Programme is recognised by SSM for Licensed Company Secretaries in meeting their CPD hours. For members of MACS who act and practise under Sections 235, 236 & 241 of the Companies Act, 2016 it is mandatory to obtain a minimum of twenty-four (24) CPD hours each year.

**Participant’s Contact Details**

Full Name: .....

MACS Membership No: .....

Postal Address: .....

.....

Company: .....

Designation: .....

Tel: ..... Fax: .....

Email: ..... Mobile: .....

[\\*Please tick the appropriate box](#)

[Tax invoice to be issued under the name:](#)  [Company](#)  [Individual](#)

**Payment Method**

I hereby enclose RM....., via:- Cheque No. ....  
 (made payable to **“Malaysian Association of Company Secretaries”**)

Direct Bank in to MACS A/C No: Public Bank Berhad **PBB 3193504112**

All payment for registration can be made by cheque or direct bank-in at PBB. Registration by fax will only be confirmed upon full payment/receipt of bank-in-slip/EFT payment advice.

**Personal Data Protection Statement**

Your personal information collected in this form is processed, retained and used by MACS in accordance with the Malaysian Personal Data Protection Act 2010. Your personal information may be used for all purposes in relation to the processing of your registration for seminar organised by MACS and to meet statutory obligation but not limited to marketing and promoting other seminars that are offered from time to time.

MACS may also retain and continue to process your personal data for all intents and purposes unless you request in writing to withdraw your consent to receive any form of communication from MACS.

I ..... agree/disagree \* to provide my personal data as mentioned in the Statement.

Signature : .....

Date : .....