



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

➤ **AMLA REPORTING AND COMPLIANCE
ESSENTIALS FOR COMPANY SECRETARIES.**

➤ **COMPANY SECRETARIES LIABILITIES BEYOND
COMPANIES ACT 2016 AND BURSA LISTING
REQUIREMENTS.**

 **18 JULY 2026 | SATURDAY**

 **9.00 AM - 5.00 PM**

 **ZOOM WEBINAR**

**8
CPD/GPE
HOURS**



seminar@macs.org.my



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AMLA REPORTING AND COMPLIANCE ESSENTIALS FOR COMPANY SECRETARIES (*HALF DAY*)

INTRODUCTION

This highly practical and compliance-focused programme equips Company Secretaries, recognised as reporting institutions under AMLA, with the mandatory knowledge and competencies required for the renewal of their Practising Certificate.

The programme integrates BNM AML/CFT and TFS requirements, real Malaysian case studies, CDD/EDD applications, suspicious activity detection, STR reporting processes, and the governance responsibilities of Company Secretaries in preventing money laundering and terrorism financing.

LEARNING OUTCOMES

At the end of the programme, participants will be able to:

1. **Explain AMLA provisions applicable to Company Secretaries** as DNFBPs and reporting institutions.
2. **Apply CDD and EDD requirements** in onboarding and ongoing monitoring of clients.
3. **Identify red flags and suspicious activities** involving corporate secretarial transactions.
4. **Perform STR internal and external reporting** in accordance with AMLA Section 14 and BNM requirements.
5. **Implement TFS obligations**, including sanctions screening and freezing measures.
6. **Design or strengthen an AML/CFT Compliance Framework** suitable for a Company Secretary practice.
7. **Apply ethical considerations and governance responsibilities** expected of Company Secretaries in AML/CFT compliance.

COURSE OUTLINE

Module 1: AMLA Regulatory Framework for Company Secretaries

- Definition of Company Secretaries as DNFBPs and reporting institutions.
- Key AMLA sections applicable to corporate secretarial work.
- BNM AML/CFT Policy Document for DNFBPs.
- Mandatory compliance obligations: CDD, record-keeping, reporting, sanctions, risk assessment.
- Criminal and administrative penalties for non-compliance.

Module 2: Customer Due Diligence (CDD) & Beneficial Ownership

- Mandatory CDD triggers and timing.
- Identity verification, BO declaration, and verification procedures.
- CDD for incorporations, share transfers, changes in ownership.
- Ongoing monitoring requirements.
- Handling missing or unreliable BO information.
- Record-keeping requirements and retention periods.

Module 3: Enhanced Due Diligence (EDD) for High-Risk Clients

- PEPs, high-risk sectors, high-risk jurisdictions.
- Indicators of complex or opaque corporate structures.
- Additional documentation and escalation steps.
- Screening tools and methodologies (UNSC, BNM lists, commercial databases).

Module 4: Red Flags & Suspicious Indicators for Company Secretaries

- Rapid share transfers with no commercial rationale.
- Layered corporate structures involving offshore entities.
- Shelf companies unexpectedly reactivated.
- Frequent nominee/alternate director changes.
- Misalignment between company activities and stated purpose.
- Malaysian case examples: Serba Dinamik, YDS, others.
- Red flags in share allotment, directorship changes, dormant companies.

Module 5: Suspicious Transaction Reporting (STR) Obligations

- Legal obligation under AMLA Section 14.
- What constitutes a suspicious transaction/activity.
- Step-by-step STR workflow:
 - o Detect → Document → Escalate → Evaluate → File
- How to prepare an internal STR memo.
- External STR submission via FIED, Bank Negara Malaysia.
- Safe harbour and prohibitions on tipping off.
- Templates for internal escalation, documentation, and reporting.

PROFILE OF SPEAKER

PROF. DR. ZUBAIDAH ZAINAL ABIDIN (FCIS) (CS) (CGP)

Dr. Zubaidah is a Chartered Governance Professional and Chartered Secretary and has more than 25 years of teaching experience in corporate secretarial practice and was engaged as a company secretary for public and private limited companies for more than 10 years. Currently, she is a council member for both Chartered Governance Institute Malaysia Berhad and Chartered Secretaries Malaysia.

Dr. Zubaidah was a retired Professor from Universiti Teknologi MARA (UiTM) and she has authored few books on Company Secretarial Practice published by UiTM Press. Dr Zubaidah is a certified HRD trainer and regularly conducts training on corporate secretarial practice, board governance, boardroom dynamics, board evaluation, violations of the Companies Act 2016, AI governance, next-generation governance.

WHO SHOULD ATTEND?

- Licensed Company Secretaries (mandatory for PC renewal).
- Governance professionals.
- Board & Compliance staff from secretarial firms.
- MACS CPD Programme is recognized by SSM for Licensed Company Secretaries in meeting their CPD hours. For members of MACS who act and practice under Sections 236 & 241 of the Companies Act, 2016, it is mandatory to secure a minimum of twenty-four (24) CPD hours per annum.

COURSE OUTLINE

Module 6: Targeted Financial Sanctions (TFS) Compliance

- TFS and sanctions screening requirements.
- Screening at onboarding and periodic intervals.
- Responding to true, false, and partial matches.
- Freezing Measures (FME) and Prohibition Measures.
- Reporting obligations under TFS.
- Case examples of sanctions breaches.

Module 7: AML/CFT Compliance Framework for Company Secretaries

- Required components under BNM Policy Document:
 - o CDD/EDD procedures
 - o BO verification steps
 - o Risk-Based Approach (RBA)
 - o Appointment of Compliance Officer
 - o Internal controls & independent review
 - AML/CFT manual and operational SOP requirements.
 - Templates: CDD checklist, EDD checklist, internal reporting SOP.

Module 8: Guided Scenarios and Demonstrations

- Suspicious incorporation request.
- Rapid share transfers.
- Template demonstration.

COMPANY SECRETARIES LIABILITIES BEYOND COMPANIES ACT 2016 AND BURSA LISTING REQUIREMENTS (HALF DAY)

INTRODUCTION

Beyond Companies Act 2016 and Bursa Listing Requirements, company secretaries in Malaysia are also accountable under various other statutory and regulatory frameworks. Those provisions reinforce the Company Secretaries role as officers responsible for compliance and governance. Those legal provisions are however not widely known to most Company Secretaries as they are not in the common curriculum prior to them becoming a Company Secretary.

COURSE OBJECTIVES

By the end of this 4-hour programme, participants will be able to:

- Identify the other legal provisions beyond Companies Act 2016 and Bursa Listing Requirements that may affect the Company Secretaries; and
- Adopt practical mitigating measures to avoid liability.

WHO SHOULD ATTEND?

- Practicing Company Secretaries

PROFILE OF SPEAKER

TUAN HAJI JASNI BIN ABDUL JALIL , FCCS

Tuan Haji Jasni Abdul Jalil is a Fellow member of MACS and previously served MACS for several years in different capacities from a Council Member, Assistant Honorary Secretary and Vice President. While in office, he was active in delivering talks for MACS' CPD programmes as well as representing MACS in outreach programmes conducted for students of the various local universities particularly with UiTM, USIM and TARUC.

Started his career in Year 2000 as a Company Secretary for Mesiniaga Berhad, listed in the Main Board of Bursa Malaysia. He later joined Shearn Delamore & Co in Year 2005 where he provided secretarial services through the firm while continuing being a Company Secretary for Mesiniaga Berhad, until his retirement in Year 2024. Currently, he is serving as a Board member in several companies. Jasni Abdul Jalil holds a Bachelor of Corporate Administration (Hons.) (Company Secretary) and an MBA.

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SPEAKER: PROF. DR. ZUBAIDAH ZAINAL ABIDIN (HALF DAY)

SPEAKER: TUAN HAJI JASNI BIN ABDUL JALIL (HALF DAY)

REGISTRATION FEES:

Category	Normal Fee (RM) per person
MACS Member	320.00
Staff Member	320.00
MACS Student	120.00
Non-Member	440.00
State Representative & Committee Member	160.00

The above seminar fee is inclusive of SST 8%, seminar materials (softcopy) and E-Certificate of Attendance.

PROGRAMME FEE

- Fee is payable to **MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES**.

PAYMENT MODE

- Payment must be made through the electronic channels i.e. online payment via the MACS member service portal and electronic fund transfer (EFT).
- Payment by cash and cheque is **NOT ACCEPTABLE** effective from 1 January 2024.

TERMS & CONDITIONS

Certificate of Attendance:

- Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received.
- Please ensure that your name is spelled correctly in the online registration form and also in the attendance list if applicable.
- The certificates will be E-mailed to you within two (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, fees, including cancellation of the seminar, if warranted by circumstances beyond the organiser's control.

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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.

Closing Date:
17 July 2026 (before 4:00pm)

CONTACT PERSON | ENQUIRIES

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