

Jointly organised by:



MAICSA 8 CPD HOURS
SSM 8 CPE POINTS

Date	Venue	Event Code
18 June 2019	KL	CS18061901
16 July 2019	KL	CS16071901
20 August 2019	KL	CS20081901
19 September 2019	KL	CS19091901
14 October 2019	KL	CS14101901
19 November 2019	KL	CS19111901
3 December 2019	KL	CS03121901

Time : 9.00am - 5.00pm (Registration at 8.30am)



Participants are encouraged to bring your laptop with the pre-downloaded preparation tools for easy reference. Please ensure that your laptop is **FULLY CHARGED** to avoid disturbance during the seminar or bring your powerbank.

LEARNING OUTCOME

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

- Have an overview of the MBRS filing requirements.
- Get started with the preparation tool (mTool).
- Prepare and submit Annual Returns via MBRS platform.
- Get an overview of MBRS Financial Statements.

WHO SHOULD ATTEND

Company Secretaries, Directors, Accountants, Auditors, Finance Professionals, Business Owners and whoever are interested to learn about MBRS.

TRAINING METHODOLOGY

Lectures supported with presentation slides and Q&A session.

INTRODUCTION TO MBRS

Join us in learning MBRS &
Annual Returns submission via MBRS

COURSE INTRODUCTION

On 27 September 2018, Suruhanjaya Syarikat Malaysia (SSM) has launched the Malaysian Business Reporting System or its acronym, MBRS. MBRS refers to the submission platform based on the eXtensible Business Reporting Language (XBRL) format.

MBRS allows for the submission of:

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

The guiding principles behind the financial and the non-financial scopes for MBRS is based on the Companies Act 2016, Malaysian Private Entities Reporting Standards (MPERS) and Malaysian Financial Reporting Standards (MFRS).

The mandatory submission for annual returns, certificate for private exempt company and unaudited financial statements to SSM are in two phases and by zones from November 2018.

Information on MBRS and the MBRS Preparation Tool (mTool) can be accessed for free at <http://www.ssm.com.my/Pages/Services/Other-Services/MBRS.aspx>

COURSE OBJECTIVES

This 1-day course aims to provide participants with an in-depth understanding of eXtensible Business Reporting Language (XBRL) format and Malaysian Business Reporting System (MBRS) for the purpose of compliance with the requirements contained in the Companies Act 2016. Participants will gain working knowledge on the MBRS filing requirements and how to optimize the use of the preparation tool (mTool) to ensure smooth submission of annual returns and financial statements.

COURSE CONTENTS

1. What is XBRL and how does it work?
2. Introduction to Malaysian Business Reporting System (MBRS).
3. Components of MBRS:
 - MBRS Taxonomy (SSMxT)
 - MBRS Preparation Tool (mTool)
 - MBRS Portal (mPortal)
4. Compulsory SSM digital signature registration.
5. Submission workflow
 - Annual Return and exemption applications.
 - Financial Statements and key financial indicators.
6. Install and getting started with the preparation tool.
7. Introduction to SSMTaxonomy (SSMxT).
8. Preparing and filing MBRS Annual Returns.

ABOUT THE TRAINER : MS CHIN WOON LI, FCIS

Chin has gained extensive knowledge of the Company Secretarial industry through her career at the various environment from public practice to the in-house company secretary.

As a Head, Technical and Research of MAICSA, she focuses on all aspects of technical and research, company secretarial practical issues, compliance and governance matters affecting the company secretary profession and attend to daily technical enquiries submitted by MAICSA members.

Her other scope include representing MAICSA at regulatory, ministry and industry dialogues/working group, writes questions and answers (Technically Speaking) being published in MAICSA Corporate Voice on a quarterly basis, provide Guides to MAICSA members to complement the Directive/ Practice Notes/Guidance Notes being issued by the Companies Commission of Malaysia and other governmental authorities from time to time, conduct members dialogue and as a moderator of MAICSA Practising Certificate networking.

She is the only trainer representing MAICSA in conducting "Introduction To MBRS" jointly organised with Companies Commission of Malaysia.

She holds a certificate in "Train the Trainer" issued by the Ministry of Human Resources Department.

THE ORGANISERS:

THE MALAYSIAN INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS (MAICSA) PROFILE

The Institute of Chartered Secretaries and Administrators (ICSA) is the only recognised professional body for Chartered Secretaries and Administrators in the United Kingdom and throughout the world. Formed in 1891, the Institute today has more than 30,000 members in over 72 countries.

The Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) was founded in 1959 as an affiliated body to ICSA, and is now a Divisions of ICSA. Currently, MAICSA has more than 4,200 members (comprising Fellows, Associates and Graduates), 2,000 students and 600 Affiliates on its register.

MAICSA is also a founder member of Corporate Secretaries International Association Limited (CSIA).

CSIA, an international federation of governance professional bodies for corporate secretaries and governance professionals, is dedicated to developing and growing the study and practice of corporate secretaryship, to improve professional standards and the quality of governance practice, and organisational performance. Its vision is to be "The Global Voice of Corporate Secretaries and Governance Professionals".

The Government has prescribed MAICSA as an Approved Body in the Gazette (Fourth Schedule, Section 235(2)(a) of the Companies Act 2016), which means that Fellow and Associate members of MAICSA are qualified to act as company secretaries without having to apply for a license from the Companies Commission of Malaysia. Fellow and Associate members of MAICSA, with more than five years' practical tax experience, either in the public or private sector, are also eligible to apply to become tax agents and GST tax agents under Section 153(3) of the Income Tax, 1967 and Section 170(8) of Goods and Services Tax Act 2014, respectively.

In tandem with its mission of developing good corporate professionals, MAICSA is committed to maintaining the highest standard of integrity and ethical values within the corporate secretarial profession. MAICSA also acts as a change catalyst in the corporate arena, participating actively in the enhancement of corporate governance.

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY PROFILE

The Companies Commission of Malaysia Training Academy (COMTRAC) was established on 1 April 2007 to spearhead the Companies Commission of Malaysia's (SSM) external stakeholders training initiatives. Its mission is to train and educate a wide array of corporate role-players consistent with SSM's functions as stipulated under subsection 17(d) and 18(2) of the Companies Commission of Malaysia Act 2001. The Academy is known as COMTRAC & Knowledge Management Division since 2017. Please visit www.ssm.com.my to find out more about SSM and COMTRAC and its training programmes.

SEMINAR FEE

(Effective from 1 March 2019, the training fees are inclusive of 6% Service Tax)

MAICSA members and Non members

RM 424

Fee inclusive of certificate of attendance, seminar materials and refreshment.

Registration and payment must reach MAICSA 2 weeks before the seminar.

REMINDER: Please produce your national registration identity card/passport upon registration for identity verification.

Enquiries & Contact

Please email/fax this form and submit payment to the respective office:-

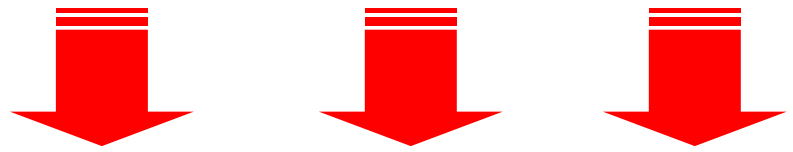
MAICSA

Bangunan MAICSA
No. 57, The Boulevard, Mid Valley City,
Lingkaran Syed Putra, 59200 Kuala Lumpur

Attention: Training Division

Tel: 03-2282 9276 Fax No: 03-2283 4492

Email: training@maicsa.org.my



Terms & Conditions

- All registrations **MUST** be accompanied **with full payment BEFORE the seminar**. Admittance will not be permitted unless payment is received.
- **NO LOU/LO and walk-in participant is accepted.**

the event. Should participant(s) decide to cancel their registration, a cancellation policy shall be applied as follows.

a. Written cancellation received less than seven (7) days from the date of the event:

- A refund (less administrative charge of 20%) will be made
- Unpaid registrations will also be liable for 20% administrative charges

b. Written cancellation/no show on the day of the seminar:

- No refund will be entertained
- You can substitute an alternate participant if you wish to avoid cancellation charges and the certificate will be issued to the attendee only.

CERTIFICATE OF ATTENDANCE AND CPD HOURS

- The Certificate of Attendance will be issued upon full attendance of the registered participant and receipt of full payment. The certificate will be issued by SSM. MAICSA will charge an administrative fee of RM30.00 per copy for any replacement of certificate due to errors in name or identification card number wrongly filled by participant/ representative during registration or loss of certificate, etc.
- For MAICSA members, the CPD hours will be credited into the CPD Tracker System. Participants will only be entitled to the CPD credit hours upon attending the entire duration of the seminar.

DISCLAIMER

All information contained in this brochure is correct and accurate at time of printing.

The Organiser reserves the right to change the speaker, date(s) and to cancel the seminar should circumstances beyond its control arises. The Organiser also reserve the right to make alternative arrangements without prior notice should it be necessary to do so. MAICSA accepts no responsibility for death, illness, injury, loss or damage of any property belonging to, or financial loss by any persons attending the seminar, whatever the cause.

Upon signing the registration form, you are deemed to have read and accepted the terms and conditions.



REGISTRATION FORM: INTRODUCTION TO MBRS

Seminar date: _____ Event code: _____

Full Name as per IC (Dato'/Datin/Dr/Mr/Mrs/Ms)*: _____

Vegetarian

IC No.*: _____

Designation*:

MAICSA No.:

Email* :

I hereby consent to the processing of my personal data for the purposes described in the Personal Data Protection Notice below.

_____ (Participant Signature)

ORGANISATION INFORMATION

Company/Individual Name*:

Address*: (as per invoice)

Tel*:

Fax*:

Contact Person*:

Email*:

I hereby consent to the processing of my personal data for the purposes described in the Personal Data Protection Notice below.

_____ (Contact Person Signature)

Invoice to be issued under*: Company Individual (Please tick \surd one)

Note: The INVOICE will be issued under individual (participant) name if the payment is made from personal account i.e via credit card/online transaction/ direct bank-in / cash deposit/cash, unless otherwise advised.

PAYMENT MODE

Payment by cheque - made payable to MAICSA

Bank & Cheque No.:

Amount RM:

Payment by Credit Card/Debit Card

Cardholder's Name:

Visa

Master

Bank:

Card No.:

Expiry Date:

I authorise payment of RM:

for

(Name of participant) for the seminar

Cardholder's Signature:

Date:

Direct Transfer : Bank: RHB Bank Berhad Acc. name: MAICSA Acc. no.: 2-64094-0000423-2 Swift code: RHBBMYKL

Please forward the bank-in slip/ payment advice to training@maicsa.org.my or fax to 03-2283 4492 for our verification and record.

Note: Bank charges for telegraphic transfer will be borne by the client.

Online Payment: www.rhb.com.my, www.maybank2u.com.my

Please forward the online transaction slip to training@maicsa.org.my or fax to 03-2283 4492 for our verification and record.

Personal Data Protection Notice

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

We would like to send you information on future training events organised by MAICSA via email or fax. If you do not agree to being contacted in this way, please tick "X" in the box - not applicable to MAICSA members, students and affiliates.

Notis Perlindungan Data Peribadi

Data peribadi anda yang dikumpulkan dari borang ini akan diproses, disimpan dan digunakan oleh MAICSA seperti yang termaktub dalam Akta Perlindungan Data Peribadi 2010. Data peribadi anda mungkin digunakan untuk semua tujuan yang berkaitan dengan pemrosesan pendaftaran anda untuk persidangan yang dianjurkan oleh MAICSA dan untuk memenuhi syarat-syarat obligasi berkanun tetapi tidak terhad kepada pemasaran dan promosi tentang lain-lain seminar yang dianjurkan dari masa ke semasa. MAICSA akan menyimpan dan meneruskan pemrosesan data peribadi anda untuk semua tujuan tersebut kecuali anda mengemukakan permintaan secara bertulis kepada MAICSA.

Kami ingin menghantar maklumat tentang program latihan anjuran MAICSA pada masa akan datang melalui emel atau faks. Sekiranya anda tidak bersetuju untuk dihubungi dengan cara ini, sila tandakan "X" pada kotak ini - tidak digunapakai untuk ahli MAICSA, pelajar dan affiliate