



## FREQUENTLY ASKED QUESTIONS

### APPLICATION OF PRACTISING CERTIFICATE UNDER SECTION 241 OF THE COMPANIES ACT 2016

NO.	QUESTION	ANSWER						
1.	What can be transacted in e-Secretary system during Movement Control Order (MCO)?	Only new application for practicing certificate to act as secretary can be made via e-secretary system.						
2.	When can I apply for renewal of practicing certificate (PC) via e-Secretary system?	An announcement will be made by SSM once the system is ready to process renewal application of PC.						
3.	What are the conditions for the extension of time given to secretary to renew their PC?	<p>The extension of time given based on the following conditions:</p> <p>(a) Company Secretaries are still required to comply with the CPE requirements set out in paragraphs 34 and 35 of the Guidelines Relating To Practising Certificate For Secretaries Under Section 241 Of The CA2016;</p> <p>However, company secretaries are given an extension of time until the next renewal of PC to collect the remaining CPE points that were not collected during the first renewal of PC;</p> <p>Guides / Example:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 50%;">PC start and end date</td> <td>15 March 2019 - 14 March 2020</td> </tr> <tr> <td>CPE points required for first renewal of PC</td> <td>20 CPE points (based on the Guidelines Relating To Practising Certificate For Secretaries Under Section 241 Of The CA2016)</td> </tr> <tr> <td>Secretary only collect 8 CPE points</td> <td>Insufficient of 12 CPE points : 20 CPE - 8 CPE = (12 CPE points)</td> </tr> </tbody> </table>	PC start and end date	15 March 2019 - 14 March 2020	CPE points required for first renewal of PC	20 CPE points (based on the Guidelines Relating To Practising Certificate For Secretaries Under Section 241 Of The CA2016)	Secretary only collect 8 CPE points	Insufficient of 12 CPE points : 20 CPE - 8 CPE = (12 CPE points)
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		<p>during the first renewal of PC</p> <p>The duration of PC after renewal and the total of CPE to be complied with</p>	<p>3 years (from 15 March 2020 until 14 March 2023)</p> <p>Therefore, the secretary must accumulate 72 CPE points during the validity period of 3 years.</p> <p>= 60 CPE points + remaining 12 CPE points = 72 CPE points</p>
		<p>(b) This extension of time shall only applicable to practicing certificate which expires from 14 March 2020 until 31 December 2020;</p> <p>(c) The extension of time to collect 20 CPE points is granted only for first renewal of PC; and</p> <p>(d) Failure to collect the remaining CPE points will result in the second application for renewal of PC to be rejected.</p>	
4.	Can I still practice as a company secretary when my PC has expired?	<p>You are still eligible to act as a company secretary based on the automatic extension of time given by SSM.</p> <p>In accordance with the extension approval, the validity period of renewed PC shall be continuous from the first PC if the renewal application via e-Secretary system is approved.</p>	