

**PERSATUAN SETIAUSAHA SYARIKAT MALAYSIA**  
**Malaysian Association Of Company Secretaries**  
**(Prescribed Body under Section 139A (a) of the Companies Act, 1965)**  
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Date : 1 December 2011

**CIRCULAR TO MACS MEMBERS**

Circular No. MC/11/95

Dear Members,

**Re : New Continuing Professional Development Requirements**

One of the hallmarks of being a professional is the requirement to attend Continuing Professional Development (CPD) program. The Malaysian Association of Company Secretaries (MACS) had since January 2006 introduced and made mandatory that all the members attend CPD program of structured training of 24 hours per year.

Members who have attended MACS CPD program would have been exposed to varied skills and knowledge relevant to the profession of a Company Secretary in Malaysia. The range of topics covered under MACS CPD program is meant to upgrade the skills and knowledge of members to meet the demanding requirements of a Company Secretary in Malaysia. Hence the CPD was made mandatory to ensure that members were kept abreast with the latest developments and changes affecting the Company Secretarial profession.

Following the introduction of the mandatory CPD requirement, members are required to accumulate CPD credit hours on a yearly basis. Going forward, effective from calendar year 2011, members are required to accumulate 72 credit hours on a three years cycle. Therefore for the 1<sup>st</sup> three years cycle (1<sup>st</sup> triennium) from 1 January 2011 to 31 December 2013, members are required to accumulate 72 credit hours.

The introduction of a three years cycle is to allow members to accumulate their CPD credit hours but on the condition that the accumulation is within the same three years cycle. Members who have excess CPD credit hours in the 1<sup>st</sup> three years cycle ending 31 December 2013 are not allowed to carry forward the CPD credit hours into the next three years cycle beginning from 1 January 2014 to 31 December 2016.



Members admitted during a triennium (3-year cycle) will complete the CPD cycle prorated based on the following criteria :

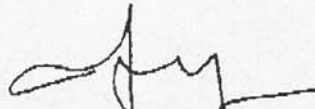
1. Admitted between 1 January to 30 June, prorated cycle to commence from 1 January in the year of admission.
2. Admitted between 1 July to 31 December, prorated cycle to commence from 1 January the following year.

Members are therefore required to adhere strictly to the CPD credit hours requirement immediately. In the meantime, we urge all members to support the CPD programs organized by MACS. Members are also encouraged to provide feedback on the courses to be conducted.

Please note that all other requirements pertaining to the CPD program shall remain.

Thank you.

Yours sincerely,  
for **MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES**



**Tey Ping Cheng, FCCS**  
Honorary Secretary