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COURSE BROCHURE

# Statutory Filings and Corporate Licence Calendar Training Course

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Kuala Lumpur

**jupiterprime.uk**

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

# Statutory Filings and Corporate Licence Calendar Training Course

**Ref:** 875_33093 **Date:** 15 – 19 November 2026 **Location:** Kuala Lumpur **Fees:** 4600 GBP

Statutory Filings and Corporate Licence Calendar is a 1-week training course for compliance officers and company secretaries who keep every return, permit and renewal on time, and who leave with a Corporate Filing and Licence Calendar for their own entity group. Missed deadlines now trigger automatic penalties and suspended trading permits. Jupiter Prime Training treats the filing calendar as a core control of a well-run company.

## Why Statutory Filings and Licence Calendars Matter Now

Three shifts raise the stakes. Company registries and licensing portals have moved online, so late or incomplete submissions are flagged by the system within hours rather than months. Group structures now span several entities, branches and free zone units, each with its own renewal cycle. Banks, auditors and tender panels ask for current licences and filing receipts before they sign. A single lapsed permit can freeze payments, contracts and visas at once.

## Who Gains Most from Statutory Filings and Licence Calendars

- Company secretaries who prepare annual returns, director changes and shareholder resolutions
- Compliance officers who track trade, activity and sector permits across several entities
- Legal coordinators who answer registry and licensing authority correspondence
- Finance managers who own tax, audit and financial statement submission dates
- Operations managers whose sites depend on environmental, safety and municipal permits

Groups with several subsidiaries gain most when the secretarial and finance teams attend together, because most missed dates fall between those two desks.

## Statutory Filings and Licence Calendar Capabilities

Participants build the inventories, timelines and evidence packs that keep an entity in good standing.

- Map every statutory return and permit each entity must hold — the board and company secretary
- Set lead times, owners and reminders for each renewal date — department heads holding permits
- Prepare filing packs with resolutions, forms and supporting documents — registry and licensing officers
- Keep submission receipts and certificates in a retrievable evidence archive — external auditors
- Handle late filings, notices and penalty correspondence calmly and fast — senior management
- Report filing status monthly through a simple dashboard — the audit committee

## Key Statutory Filings and Licence Calendar Terms

- Statutory filing — A return, notice or document a company must submit to an authority by law, by a set date.
- Annual return — The yearly confirmation of a company's directors, shareholders, address and capital lodged with the registry.
- Trade licence — The permit that authorises an entity to carry out named commercial activities at a stated location.
- Renewal lead time — The working days needed before expiry to gather documents, approvals and fees for renewal.
- Good standing certificate — An official confirmation that a company is registered and up to date with its required filings.
- Filing evidence pack — The stored set of submitted forms, receipts and approvals that proves a filing was made on time.

## Statutory Filings and Licence Calendars Day by Day

### Day 1: The Filing and Licensing Landscape

- Sources of Filing Duties — Company Law, Tax Rules and Sector Regulation
- Entity and Branch Inventory — Listing Every Legal Unit in the Group
- Permit Types and Issuing Authorities — Who Grants What and When
- Consequences of Lapsed Permits — Penalties, Suspension and Blocked Services
- Roles and Ownership — Secretarial, Finance and Operations Responsibilities

### Day 2: Corporate Secretarial Filings

- Annual Returns and Confirmation Statements — Content and Deadlines
- Director, Shareholder and Address Changes — Notification Timelines
- Board and General Meeting Resolutions — Drafting Records That Support Filings
- Beneficial Ownership Disclosures — Gathering and Updating Owner Data
- Financial Statement and Audit Report Submissions — Coordinating With Finance

### Day 3: Licences, Permits and Renewals

- Trade and Activity Licences — Adding, Changing and Renewing Activities
- Sector Permits in Healthcare and Logistics — Inspections Before Renewal
- Site, Safety and Environmental Permits — Linking Renewals to Operations
- Renewal Lead Times and Document Checklists — Planning Backwards From Expiry
- Online Licensing Portals — Account Access, Delegation and Audit Trails

### Day 4: Evidence, Notices and Late Filings

- Filing Evidence Packs — Storing Receipts, Certificates and Approvals
- Authority Notices and Information Requests — Response Routes and Timing
- Late Filing and Penalty Handling — Rectification Steps and Waiver Requests
- Good Standing Certificates — Preparing for Bank, Tender and Audit Requests
- Status Reporting to the Board — Monthly Filing Dashboard Design

## Day 5: Practising the Corporate Filing and Licence Calendar

- Group Calendar Build Using the Day 1 Inventory — Dates, Owners and Lead Times
- Secretarial Filing Simulation Drawing on Day 2 — Preparing a Complete Pack
- Renewal Scenario From Day 3 — Recovering a Permit Close to Expiry
- Penalty Notice Exercise Applying Day 4 — Drafting the Response Letter
- Corporate Filing and Licence Calendar — Assembling Schedules, Checklists and Dashboard

## Applying Statutory Filings and Licence Calendars After the Course

- Load every entity's filings and permits into the calendar and confirm one named owner for each date.
- Test three upcoming renewals against their checklists and close any document gaps within a month.

## Statutory Filings and Licence Calendar Questions FAQ

### What is statutory filing and licence calendar management and why does it matter now?

It is the planned control of every return, notice and permit a company must submit or renew. It matters now because online portals flag late submissions at once, and a lapsed licence can stop banking, contracts and visas.

### Which roles gain most from statutory filings and licence calendar training?

Company secretaries and compliance officers gain most. Finance, legal and operations managers who own tax submissions, correspondence and site permits also benefit.

### How does statutory filings and licence calendar training differ from a compliance monitoring course?

It focuses on dates, documents and submissions rather than control testing. A compliance monitoring course reviews whether policies work; this subject keeps each entity registered, licensed and in good standing.

### What do you bring back from statutory filings and licence calendar training?

You bring back a calendar of every filing and renewal, document checklists, filing pack templates, a penalty response letter and a monthly status dashboard.

## Statutory Filings and Licence Calendars: The Way Forward

The Corporate Filing and Licence Calendar gives company secretaries and compliance officers one view of every return and permit across the group. Its first use is often a review of renewals due in the next quarter. Revisit its lead times after each filing season, when real delays show where documents, approvals or portal access still slow the work.