

ONBOARDING PROGRAMME FOR FIRST-TIME DIRECTORS SERIES

- COMPANY AND KEY PLAYERS EXPLAINED
- CORPORATE GOVERNANCE MATTERS FOR THE BOARD
- NUTS AND BOLTS OF COMPANY MEETINGS AND RESOLUTIONS
- BOARDROOM DYNAMICS AND CONFLICTS



ONBOARDING PROGRAMME FOR FIRST-TIME DIRECTORS SERIES

COURSE INTRODUCTION

Onboarding a first-time director is a critically important process for the board of directors. A structured induction programme that introduces new directors to the company, to the industry and to the principles of corporate governance will shorten their learning curve and help them become a productive board member sooner. Essentially an induction programme should cover four broad areas: general company information; board background and modus operandi; operational overview and director's role and governance matters.

This training programme focus on the induction of directors' role and governance matters under the Malaysia Companies Act 2016. As a first-time director, you now bear personal liability and it is vital that you understand what your statutory duties are. It is important for you to understand the roles and responsibilities of all parties involved. You need to understand disclosures from directors, what constitutes a conflict of interest and how such matters are properly resolved. This induction programme aims to equip you as a new director on the basic knowledge needed to become an effective board member, importance and benefits of corporate compliance and governance in general.

The four topics under this programme for the year 2024 are:

1. Company and key players explained
2. Corporate governance matters for the board
3. Nuts and bolts of company meetings and resolutions
4. Boardroom dynamics and conflicts

COURSE OBJECTIVES

The objective of this course is to provide participants an understanding on the characteristics of a company incorporated under Companies Act 2016 and roles and responsibilities of its key role players i.e. company directors, company secretary and auditors. This course conveys basic yet vital information on the importance of corporate governance. This course also provides an in depth discussions on essential requirements, rules and principles in meetings, minutes and resolutions. This course explores the different facet of boardroom dynamics and why it is becoming increasingly important for companies. It also explores why it is crucial for directors to manage conflict at board level.

WHO SHOULD ATTEND

Newly appointed company directors, corporate consultants and anyone whom wishes to know the roles and responsibilities of company directors.



1 ONBOARDING PROGRAMME FOR FIRST-TIME DIRECTORS: COMPANY AND KEY PLAYERS EXPLAINED

COURSE CONTENTS

- Fundamentals of a company.
- Formation and incorporation of company.
- Meetings and decision making.
- Reporting requirements under Companies Act 2016.
- Cessation of company.
- Roles and responsibilities of directors, secretaries and auditors.

LEARNING OUTCOMES

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

- Explain the types of company in Malaysia and its key characteristics.
- State the roles and responsibilities of directors, company secretary, auditors, employees and shareholders.

ADMINISTRATIVE DETAILS



Date	30 January 2024
Platform	Virtual platform
Time	9.00AM – 1.00PM
Training Methodology	Lecture and Case Discussion
Fee	RM300.00 Standard
	RM250.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	4 Points



ABOUT THE TRAINER

Ravinderjit Kaur is currently the Manager at Regulatory Development & Services Division, Suruhanjaya Syarikat Malaysia. She develops and formulate policies pertaining Companies Act 2016 and all other statutes administered by SSM. She has also served as Head of Unit of COMTRAC, the training arm of SSM. She joined SSM in 2008 as the Head of Unit (Surveillance) in the Compliance Division of SSM. She has served various units and divisions in SSM such Senior Investigating Officer in Investigation Division, investigating serious fraud and breaches of corporate governance cases. Before joining Investigation Division, she was a Senior Legal Officer in Legal Services Division heading a dedicated Anti-Money Laundering/ Counter Financing of Terrorism unit. She was delegated with the secretariat task for the Sub-Committee on Non-Profit Organizations in Malaysia. She has been actively involved in numerous projects on counter financing of terrorism organized by United Nations Terrorism Executive Directorate.

She graduated with Bachelor of Law (Hons) from University of London in 1995 and she obtained her Certificate of Legal Practice Certificate in 1998. She had been admitted as an Advocates & Solicitor of the High Court of Malaya in 1999. She has practiced as Advocate & Solicitor for 8 years as a litigator and corporate lawyer.

She is a speaker for Companies Commission of Malaysia Training Academy (COMTRAC) and trains on topics such as directors and company secretaries roles and responsibilities, common offences committed under Companies Act 1965, roles and responsibilities of Designated Non-Financial Businesses and Professions in Combating Money Laundering and Financing of Terrorism, corporate governance, statutory books under Companies Act.

She is also a trainer registered with Pembangunan Sumber Manusia Berhad and also a Certified Trainer for Certificate IV in Training and Assessment by Australia.



2 ONBOARDING PROGRAMME FOR FIRST-TIME DIRECTORS: CORPORATE GOVERNANCE MATTERS FOR THE BOARD

COURSE CONTENTS

- Introduction to corporate governance.
- Stakeholders of the company and dynamic relationship between management and board.
- Malaysian Code on Corporate Governance 2021 and relevant acts.
- Latest trend on corporate governance.

LEARNING OUTCOMES

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

- Evaluate problems and practical issues in organization governance.
- Propose solutions to address issues on organization governance.
- Compose relevant conclusion on current corporate governance issues.

ADMINISTRATIVE DETAILS



Date	20 March 2024	
Platform	Virtual platform	
Time	9.00AM – 1.00PM	
Training Methodology	Lecture and Case Discussion	
Fee	RM300.00	Standard
	RM250.00	Licensed Secretary, Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	4 Points	



ABOUT THE TRAINER

DR. AHMED RAZMAN Abdul Latiff is an Associate Professor and MBA Program Director of Putra Business School, Malaysia. He earned his Bachelor of Art (Honours) in Accounting & Finance from Lancaster University, UK, Master of Accountancy from Nanyang Technological University, Singapore and Master Research in Accounting & Financial Management from Lancaster University, UK. He also has a PhD from Liverpool John Moores University, UK.

He is an Associate Member of Malaysian Institute of Accountants (MIA), Vice President (Finance) of Case Writers' Association of Malaysia (CWAM) and Vice Chairman of Movement for Monetary Justice (MMJ). He provided consultations on strategic planning, risk management, corporate governance and human governance to government agencies and private sectors. He is active on mass media talking on the latest economic and financial management issues.



3 ONBOARDING PROGRAMME FOR FIRST-TIME DIRECTORS: NUTS AND BOLTS OF COMPANY MEETINGS AND RESOLUTIONS

COURSE CONTENTS

- Regulations governing meetings.
- Roles of company secretary – before, during and after meetings.
- Notice of meetings.
- Quorum and proxies.
- Roles of chairman.
- Resolutions.
- Voting.
- Adjournment and postponement.
- Share registrar and role of scrutineer.
- Minutes writing.

LEARNING OUTCOMES

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

- Gain practical guide on handling meetings under the Companies Act 2016 and the rules and procedures.
- List the various requirements to adhere and ensure that meetings convened will be valid.
- Explain the different types of resolutions and the purposes for which they can be passed.
- Be better equipped when dealing with rights of members.



ABOUT THE TRAINER

DR ZUBAIDAH Zainal Abidin is a Chartered Governance Professional and Chartered Secretary and has more than 25 years of teaching experience in corporate secretarial practice (CSP). She is a retired Professor from Universiti Teknologi MARA (UiTM) in CSP and Governance. She has authored few books on CSP published by UiTM Press. She has also authored the e-book MAICSA Study Manual on CSP (Malaysian Version) for the CGI Qualifying Programme.

Dr Zubaidah is a certified HRD trainer and is speaker for MAICSA and regularly conducts training on topics such as SME governance, public sector governance, AI governance, next generation governance, ESG and sustainability, boardroom dynamics, fundamentals of board governance, and board evaluation.



Online

ADMINISTRATIVE DETAILS

Date	16 May 2024
Platform	Virtual platform
Time	9.00AM – 1.00PM
Training Methodology	Lecture and Case Discussion
Fee	RM300.00 Standard
	RM250.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	4 Points



4 ONBOARDING PROGRAMME FOR FIRST-TIME DIRECTORS: BOARDROOM DYNAMICS AND CONFLICTS

COURSE CONTENTS

- The ABCs of board dynamics- Attitude, Behaviour, Candor.
- From board to boardroom dynamics.
- Boardroom dynamics – Culture, Cohesion and Challenge.
- Conflict of interests and law.
- Keys consideration in managing conflicts in the boardroom.
- Actions for directors and boards – Set clear expectations, good policies and procedures in place so that all decisions are made fairly and transparently, what to do when have conflict of interest, board evaluations.

LEARNING OUTCOMES

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

- Understand the definitions of board dynamics.
- Understand how different structural compliance factors influence board functioning.
- Understand how different individual demographic factors influence board functioning.
- Appreciate the general leadership attributes required from board directors; and understand how other cognitive, emotional and ethical competencies are required of excellent board directors.



ABOUT THE TRAINER

DR ZUBAIDAH Zainal Abidin is a Chartered Governance Professional and Chartered Secretary and has more than 25 years of teaching experience in corporate secretarial practice (CSP). She is a retired Professor from Universiti Teknologi MARA (UiTM) in CSP and Governance. She has authored few books on CSP published by UiTM Press. She has also authored the e-book MAICSA Study Manual on CSP (Malaysian Version) for the CGI Qualifying Programme.

Dr Zubaidah is a certified HRD trainer and is speaker for MAICSA and regularly conducts training on topics such as SME governance, public sector governance, AI governance, next generation governance, ESG and sustainability, boardroom dynamics, fundamentals of board governance, and board evaluation.



Online

ADMINISTRATIVE DETAILS

Date	02 July 2024	
Platform	Virtual platform	
Time	9.00AM – 1.00PM	
Training Methodology	Lecture and Case Discussion	
Fee	RM300.00	Standard
	RM250.00	Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	4 Points	



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HOW TO REGISTER?

STEP 1

Strictly via online registration at <https://e-comtrac.ssm.com.my> 

STEP 2

NEW USER (First Time Login)

- Click on **SIGN UP**
- Key in **REGISTRATION INFORMATION**
- Click on **REGISTER**
- Key in **USERNAME** and **PASSWORD**

EXISTING USER

- Key in USERNAME and PASSWORD
- Click on SIGN IN

STEP 3

- Select training
- Check on Available Seat
- Click on Add Participant
- Key in participant's information
- Click on Submit
- Check participant's details
- Click on Submit Payment

Note: Please submit your application within 15 minutes. Otherwise the system will automatically cancel your transaction and you will lose your seat(s). Please re-apply if you wish to proceed. Full payment shall be made at the point of registration.



ONBOARDING PROGRAMME FOR FIRST-TIME DIRECTORS SERIES

TERMS & CONDITIONS FOR REGISTRATION OF TRAINING PROGRAMMES UNDER COMTRAC

Payment Mode

- All training programmes registrations MUST be applied through e-COMTRAC. Upon submitting the registration application, participant is deemed to have read and accepted the terms and conditions herein.
- Payment by cash and cheque is not acceptable effective from January 2021.

Webinar Access Link

- A notification e-mail with the webinar access link will be sent at least 24 hours before the commencement of the webinar.
- The access link is unique for registered participants and should not be forwarded or shared with others.

Certificate of Attendance

- Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received.
- A participant is allowed to attend **ONE** programme per day to be eligible for certificate of attendance. Request for refund will not be entertained if you have registered for more than one programme per day.
- SSM 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.

Cancellation / Absent

- No refund will be given to participant who failed to attend the programme.
- Replacing registered participant is not allowed.

Transfer

- Transfer of registration fee to another training programme is not allowed.

Human Resources Development Corporation

Suruhanjaya Syarikat Malaysia is registered as a training provider with HRD Corp under GOV1000117857. All trainings are claimable under SBL Scheme subject to HRD Corp approval. Participant's employer needs to apply for grant at least one day before the commencement of training.

Personal Data Protection Notice

Your personal data and other information provided in this application and including any additional information you may subsequently provide, may be used and processed by COMTRAC/SSM as a reference in future to communicate with you on our training programmes/events. In line with the Personal Data Protection Act 2010, we wish to obtain your agreement and consent for using your personal data. If you do not consent to the processing and disclosure of your personal data, you should send an e-mail to us at comtrac@ssm.com.my.

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Exclusion of Liability

The speaker(s) or trainer(s) is independent and shall not represent Suruhanjaya Syarikat Malaysia, act as its agent or otherwise represent that their personal views are endorsed by Suruhanjaya Syarikat Malaysia. The assessments and views expressed during the programme are entirely the speakers'/trainers' own. SSM shall not be liable for whatever circumstances arising from any engagement between the speaker(s) or trainer(s) and the participant(s).

Disclaimer

SSM reserves the right to cancel the programme, change date(s), venue(s), speaker(s) or any other changes due to any unforeseen circumstances that may arise without prior notice to participants. SSM also reserves the right to make alternative arrangements without prior notice. SSM accepts no responsibility for death, illness, injury, loss or damage of any property belonging to, or financial loss by any persons attending the programme, whatever the cause. SSM shall not be responsible for any costs, damages or losses incurred by participants due to the changes and / or cancellation. SSM is not responsible for the integrity of participants' computer or device, your internet signal bandwidth, or any other consideration outside of the control of SSM.

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All information contained in the brochure is correct and accurate at the time of publication.

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

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