

CONTRACT BASICS FOR NON-LAWYERS

COURSE INTRODUCTION

Commercial agreements play a vital role in achieving successful business results. However, understanding contract law can be a challenge for business owners, directors, managers, and employees who may have to understand, structure or negotiate commercial arrangements. A basic knowledge of contract law can help you avoid legal disputes.

COURSE OBJECTIVES

This course is designed for people with no or little understanding of contract law. It aims to guide participants in understanding the pre-requisites in the formation of contracts and agreements, basic contract law principles and salient terms of agreements faced in their day-to-day corporate environment.

COURSE CONTENTS

- Essential ingredients of a contract
- Standard term contracts – typical structure, boilerplates, uses and risks
- Privity of contract – rights of third parties
- Effect of statutory law on contracts – e.g. Contracts Act, Competition Act, Sale of Goods Act, etc
- Termination of contracts
- Remedies for breach
- Drafting and reading contracts – use of plain English, understanding limitations of liability, indemnities and warranties, drafting exercise
- Case studies throughout the session

LEARNING OUTCOME

By attending this course, the participants will:

- Know the crucial ingredients and key terms in a contract
- Obtain skills for practical application of fundamental principles of drafting and reviewing contracts in their day-to-day business environment
- Have more confidence around legal terminology and contractual obligations to protect their commercial interest and avoid disputes

WHO SHOULD ATTEND

- Company directors and company secretaries who deal with, negotiate, review or enter into commercial agreements in the course of work.
- Persons who deal with commercial contracts in their day-to-day business environment.
- People who work with contracts on a routine basis without understanding the reasons and risks associated with the underlying principles of contract.

ABOUT THE TRAINER

Ahlan Nasri Nasir is a partner at Kadir Andri & Partners. Graduated from St. Anne's College, Oxford University with a Bachelor of Arts in Jurisprudence under a Shell Malaysia Scholarship, obtained a Malaysian Certificate of Legal Practice and possesses an ACCA Certified Diploma in Accounting and Finance (C.DipAF). He was admitted to the Malaysian Bar in 1994.

Ahlan has a wealth of knowledge from his years in active practice (as a former partner in Zaid Ibrahim & Co) and in-house (as a former Director of Legal and Company Secretary in Danajamin Nasional Berhad). Ahlan's legal practice focuses on corporate and commercial matters, including mergers and acquisitions, equity capital market, securities, general corporate advisory and transactional matters. He also has experience in general banking and debt capital market work.

Ahlan currently serves as an independent director on the boards of MIDF Amanah Investment Bank Berhad and MIDF Amanah Asset Management Berhad.

Norinne Ira Dewal is a partner at Kadir Andri & Partners. Graduated with LLB (Hons) from Bristol University and is a non-practising Barrister-at-Law from Lincoln's Inn, UK and possesses a Masters in International Business and Management from Westminster University. She was admitted to the Bar of England and Wales in 2001 and to the Malaysian Bar in 2003.

Norinne has had experience as a corporate lawyer in the practice areas of mergers and acquisitions, capital markets, securities regulation and general corporate advisory. She currently heads the Firm's knowledge management initiative.

DATE	VENUE	EVENT CODE
03 June 2020	Menara SSM@Sentral, Kuala Lumpur CANCELLED	CEP/KL/20/044
26 November 2020	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/20/167
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Discussion	
Fee	RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

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



Use one form for each participant. Print or type clearly. This form can be downloaded from SSM's website at www.ssm.com.my. Kindly make copies if more forms are needed. Please register me for the below programme:

DATE	EVENT CODE	PROGRAMME

PARTICIPANT DETAILS: *(All details must be completed)*

Name _____ I/C No. _____

Licensed Secretary No. _____ SSM PC No: _____

Professional Body Name & Membership No. _____

Designation _____

Company _____

Address _____

Office Tel. No. _____ Fax No. _____ Mobile No. _____

Email Address _____
(Please provide your e-mail address as registration confirmation is sent to you via e-mail.)

Tax Invoice to be issued in the name of _____

Name of HR personnel _____ Tel. No. _____

Vegetarian Meal Other Diet _____

Payment by cheque no. _____ amount RM _____

PAYMENT TERMS

- Fee is payable to **SURUHANJAYA SYARIKAT MALAYSIA**.
- Payment can be made in cash, cheque, bank draft, credit card, postal order or money order.
- Each programme fee must be paid separately.
- Only cheque issued by company/firm can be accepted. Companies/Firms that issue a non-valid cheque will be blacklisted.
- Personal cheque will not be accepted.
- On the reverse of each instrument of payment, please indicate the participant(s) name (maximum 5), License Secretary no./Professional Body name (if any), programme date and event code.
- Attach with a copy of the Registration Form (if payment made before the programme date) or Invoice (if payment made after the programme date) when submitting payment.
- Payment can be made at SSM, Level 17, Menara SSM @ Sentral, Kuala Lumpur and at all SSM branches in Malaysia.

PROGRAMME FEE

Fee is inclusive of certificate of attendance issued by the Companies Commission of Malaysia (SSM), training materials, refreshments and lunch (where applicable).

FAX OR EMAIL YOUR REGISTRATION FORM WITH PAYMENT RECEIPT TO:

COMTRAC & Knowledge Management Division, Level 12, Menara SSM @ Sentral, 7 Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50623 Kuala Lumpur
Tel: +(603) 2299 4440 (Zakhir) / 5308 (Fuza) Fax: +(603) 2299 4451 / 4452 Email: comtrac@ssm.com.my

TERMS & CONDITIONS

Registration is on a first-come-first-served-basis. No walk-in accepted. All registrations MUST be submitted to SSM accompanied with the full payment five (5) working days before the programme. Admittance will not be permitted unless payment or letter of guarantee is received. Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received.

Cancellation

No refund is entertained if participant decide to cancel their registration but a substitute is welcome. Written notification of substitute's name must be received by COMTRAC at least three (3) working days prior to programme. Any difference in fee will be charged accordingly. In cases of cancellation/postponement of programme by COMTRAC, the registration fee will be refunded.

Transfer

No refund is entertained if participant fails to attend a programme. Transfer of registration fee to another programme is not allowed.

Replacement Of Certificate

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.

DISCLAIMER

SSM reserves the right to cancel 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. Upon submitting the registration form, you are deemed to have read and accepted the terms and conditions.

PSMB

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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 get 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.