

WORKSHOP ON CORPORATE LIABILITY AND ESTABLISHING ADEQUATE PROCEDURES FOR SMALL MEDIUM ENTERPRISES

On 10 December 2018, The Prime Minister of Malaysia announced that the corporate liability amendments to the MACC (Amendment) Act 2018 will come into force on 1 June 2020. At the same time, the National Centre For Governance, Integrity and Anti-Corruption (GIACC) has issued the Guidelines on Adequate Procedures pursuant to section 17A(5) of the MACC Act.

What does this mean? Are you at risk?

From 1 June 2020, directors and top management of companies - of all sizes - will be held personally liable for any acts of corruption committed for the benefit of the business. Penalties include huge fines and jail sentences of up to 20 years for those in charge of the company, even if they had no personal involvement in the incident. The sole defence is that the company had established **“Adequate Procedures”** prior to the act: an anti-corruption programme as specified by the Government which proves that the company did all that was reasonably possible to prevent the incident from occurring in the first place.

How ready is your organisation to safeguard its directors, partners, top management and personnel against a corruption prosecution? Sign up for this workshop now!

WORKSHOP INTRODUCTION

This is a dynamic 2-day workshop for small enterprises (companies of less than 250 personnel), during which participants will be briefed on corporate liability as stated in the MACC (Amendment) Act 2018. They will develop their own in-house anti-corruption system using simple pre-prepared templates, which they can then implement at their company following the course.

COURSE OBJECTIVES

- Enable participants to understand how corruption may impact their company, what corporate liability for corruption offences means and what constitute the effective measures required by the Government.
- Equip small enterprises with a set of materials for their anti-corruption programme to help protect the organisation, managers and directors against corporate liability arising from a corruption incident.

LEARNING OUTCOMES

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

- Understand corporate liability for corruption offences as introduced by the MACC (Amendment) Act 2018.
- Comprehend the “Adequate Procedures” companies are required to establish as stated in the official Malaysian Government Guidelines.
- Develop materials based on the said Guidelines which can be taken back to the company for use in their anti-corruption programme.
- Understand how to implement the materials using a simple project plan.

COURSE CONTENTS

1. Introduction to National Anti-Corruption Plan of Malaysia.
2. Briefing on Corporate Liability: MACC Act 2009; 2018 Amendment; Adequate Procedures.
3. Project management for Adequate Procedures programme
4. Development of tailored materials for implementation in participants companies, using the Adequate Procedures framework:
 - T: Top Level Commitment
 - R: Risk Assessment for Bribery
 - U: Undertake Control Measures
 - S: Systematic Monitoring, Review and Enforcement
 - T: Training and Communication

COURSE DURATION

2 days from 9am to 5pm

COURSE METHODOLOGY

1. Interactive presentation with an internationally recognised expert on anti-corruption
2. Development of tailored materials using templates
3. On-hand industry expert(s) to answer questions and provide guidance as required.

Participants are required to bring their laptop.

WHO SHOULD ATTEND

- Company owners, CEOs, MDs, directors of small enterprises
- Managers in charge of risk, governance, anti-corruption or corporate affairs
- Company secretaries
- Integrity officers / managers
- Auditors (internal / external)

ABOUT THE TRAINER

Dr Mark Lovatt, Chief Executive Officer of Trident Integrity Solutions Sdn Bhd, is an internationally recognised expert in private sector corruption. Resident in Malaysia for over 10 years, he speaks regularly at conferences across the region, and has worked with governments, global agencies, multinationals, GLCs and anticorruption organisations to deliver effective measures to combat corruption. He holds a BA (Hons) and PhD from Nottingham University, United Kingdom.

DATE	VENUE	EVENT CODE
25 - 26 February 2020	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/20/017
18 - 19 March 2020	Cititel Hotel, Penang CANCELLED	CEP/PG/20/023
08 - 09 April 2020	Menara SSM@Sentral, Kuala Lumpur CANCELLED	CEP/KL/20/036
13 - 14 May 2020	Melaka CANCELLED	CEP/MLK/20/042
23 - 24 June 2020	Menara SSM@Sentral, Kuala Lumpur CANCELLED	CEP/KL/20/055
22 - 23 July 2020	Menara SSM @ Sentral, Kuala Lumpur	CEP/KL/20/129
02 - 03 September 2020	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/20/079
29 - 30 September 2020	Penang	CEP/PNG/20/144
07 - 08 October 2020	Melaka	CEP/MLK/20/145
27 - 28 October 2020	Menara SSM @ Sentral, Kuala Lumpur	CEP/KL/20/146
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee	RM1,000.00 Standard RM800.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	16	

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

NOTE:

Participants are **required to bring** their **computer laptop**. The materials provided as part of the course are samples only and are not a guarantee against a corruption prosecution or the impact of corporate liability. The materials provided require expert guidance before implementation and must not be shared with companies not attending the workshop. Attendees share the materials provided entirely at their own risk.



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) / 4441 (Priya) / 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

Suruhanjaya Syarikat Malaysia is registered as a training provider with PSMB under KERAJAAN1846.

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.