

# 2022

## SSM Webinar



# CORPORATE DIRECTORS TRAINING PROGRAMME

Corporate Directors Training Programme Fundamental 4.0

Corporate Directors Training Programme Fundamental 4.0 + Financial Statements 101

Corporate Directors Training Programme Fundamental 4.0 + Cyber Security Awareness

# CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 4.0

## COURSE INTRODUCTION

The corporate scenario of the 21<sup>st</sup> century is both challenging and exciting, promising numerous opportunities for wealth creation. This is provided the key economic role players in the country are able to navigate the economic landscape. With this in mind, the Companies Commission of Malaysia Training Academy & Knowledge Management Division (CKMD) believes that the directors and key role-players of companies need to be equipped with the fundamental knowledge of their roles and responsibilities under the Companies Act 2016 as well as knowledge on corporate liability in Malaysia and also environmental, social and corporate governance. It is hope that with these knowledges gained, it will enable them to manage their companies on a sustainable manner and at the same time remain competitive.

## COURSE OBJECTIVES

The first part of the course on CDTP Fundamental 4.0 is designed to convey basic yet vital information pertaining to the characteristics, anatomy, life-span of a company and its key role players as well as knowledge corporate liability in Malaysia. The course will also introduce the participants to environmental, social and corporate governance.

## COURSE CONTENTS

### Module 1: Dynamics of a Company

- Characteristics and key components of a company, incorporation, management and closure of a company.

### Module 2: Duties and Responsibilities of Directors, Company Secretaries and Auditors

- Descriptions of key duties and responsibilities of directors, company secretaries and auditors.

### Module 3: Introduction to Environmental, Social and Governance (ESG) **NEW**

- Regulatory landscape on environmental, social and governance ("ESG") in Malaysia and importance of directors' role in driving the company's ESG strategies, priorities and targets.

### Module 4: Introduction of Corporate Liability in Malaysia

- From 1 June 2020, directors and top management of commercial organisations will be held personally liable for any acts of corruption committed for the benefit of the business. This module enable participants to understand what is corporate liability for corruption offences as introduced by the MACC (Amendment) Act 2018 and how corruption may impact their company.

## LEARNING OUTCOME

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

- Develop a good understanding on the concept, features and significance of a company.
- Outline the roles and responsibilities of directors, company secretaries and auditors.
- Be equipped with the foundational knowledge of environmental, social and corporate governance.
- Develop a good understanding on corporate liability in Malaysia.

## ABOUT THE TRAINERS

Panel trainers from Suruhanjaya Syarikat Malaysia / Associate Speakers.

## ADMINISTRATIVE DETAILS

Date	12 January 2022	Platform	Training Methodology
		Virtual platform	Lecture and case discussion
	13 April 2022	Time	SSM CPE Points
		9.00 am – 5.00 pm	8 points
	16 August 2022	Fee	
		RM500.00 – Standard RM400.00 – Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
	12 October 2022		

# CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 4.0 + FINANCIAL STATEMENTS 101

## COURSE INTRODUCTION

The CDTP Fundamental 4.0 + Financial Statement 101 is a result of fusing the modules from CDTP Fundamental 4.0 with the introduction topic on understanding financial statements for board of directors.

## COURSE OBJECTIVES

The first part of the course on CDTP Fundamental 4.0 is designed to convey basic yet vital information pertaining to the characteristics, anatomy, life-span of a company and its key role players as well as knowledge corporate liability in Malaysia. The course will also introduce the participants to environmental, social and corporate governance.

The second part of the course is on the module on "Financial Statements 101". This is specially designed for directors to get a firm grasp on the numbers side of business. The primary goal is to help them develop sound financial knowledge to read and understand financial reports; helping them to look at the linkages in the financial statements in order to understand their business operations better. This course recognizes that being able to read and interpret financial statements is a vital skill in addition to be equipped with fundamental knowledge of company law and corporate governance. This course is ideal for professionals who have little or no knowledge in accounting.

## COURSE CONTENTS

### Module 1: Dynamics of a Company

- Characteristics and key components of a company, incorporation, management and closure of a company.

### Module 2: Duties and Responsibilities of Directors, Company Secretaries and Auditors

- Descriptions of key duties and responsibilities of directors, company secretaries and auditors.

### Module 3: Introduction to Environmental, Social and Governance (ESG) **NEW**

- Regulatory landscape on environmental, social and governance ("ESG") in Malaysia and importance of directors' role in driving the company's ESG strategies, priorities and targets.

### Module 4: Introduction of Corporate Liability in Malaysia

- From 1 June 2020, directors and top management of commercial organisations will be held personally liable for any acts of corruption committed for the benefit of the business. This module enable participants to understand what is corporate liability for corruption offences as introduced by the MACC (Amendment) Act 2018 and how corruption may impact their company.

### Module 5: Financial Fundamentals

- Learn financial fundamentals. Understand basic accounting terms and concepts and discover the significance of the core financial statements.

### Module 6: Reading and Interpreting Financial Statements

- Link-up, review and interpret financial statements. Distinguish the characteristics of cashflow, profit, net worth and their purposes.

## LEARNING OUTCOME

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

- Develop a good understanding on the concept, features and significance of a company.
- Outline the roles and responsibilities of directors, company secretaries and auditors.
- Be equipped with the foundational knowledge of environmental, social and corporate governance.
- Develop a good understanding on corporate liability in Malaysia.
- Identify core financial statements and comprehend related jargon.
- Find the links and chinks between cash and profit.
- Gain business acumen and add value by managing business pragmatically.

# CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 4.0 + FINANCIAL STATEMENTS 101

## ABOUT THE TRAINERS

### Day 1

Panel trainers from Suruhanjaya Syarikat Malaysia / Associate Speakers.

### Day 2

S. YOGA THEVAN has 30 years of finance, business and facilitation experience and works with teams to improve financial literacy and business acumen.

- Actively trains directors and company secretaries on financial management and has designed and delivered Finance Programs for MIA and SME Corp to over 6,000 directors, business owners and managers in class sizes of 20-30 persons over a 10-year period.
- On behalf of CIMA and the Accountant General's Office Malaysia, he conducted awareness programs on accrual accounting at 9 Ministries of the Federal Government (2012-2013).
- He is a certified facilitator for Business Today Simulation International.
- In 2018, Yoga was bestowed the Social Harmony Award for his persistent efforts towards a holistic approach for cancer (International Conference for Peace and Universal Harmony, Goa, India).

## ADMINISTRATIVE DETAILS

Date	08 – 09 March 2022
	13 – 14 September 2022
Platform	Virtual platform
Time	9.00 am – 5.00 pm
Training Methodology	Lecture and case discussion
Fee	<b>RM1000.00</b> – Standard <b>RM800.00</b> – Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
SSM CPE Points	16 points

# CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 4.0 + CYBER SECURITY AWARENESS

## COURSE INTRODUCTION

The CDTP Fundamental 4.0 + Cyber Security Awareness is a result of fusing the modules from CDTP Fundamental 4.0 with training on cyber security. There have been massive corporate security breach one after another and board directors are feeling the pressure. When an organization suffers a cyber incident, all eyes will naturally be on the directors to see if they were properly exercising their risk oversight. This course recognizes the importance of cyber security awareness in addition to be equipped with fundamental knowledge of dynamics of a company, duties and responsibilities of company directors and introduction of corporate liability in Malaysia.

## COURSE OBJECTIVES

The first part of the course on CDTP Fundamental 4.0 is designed to convey basic yet vital information pertaining to the characteristics, anatomy, life-span of a company and its key role players as well as knowledge on corporate liability in Malaysia. The course will also introduce the participants to environmental, social and corporate governance.

The second part of the course is on the module on cyber security awareness which aims to prepare the members of the board and other senior management of an organization to understand, assess and take a proactive stand in cyber security. Members of the board will be introduced to the threats from ransomware, BEC, malwares and social engineering to advanced persistent threats that can decimate an organization. This course will highlight why cyber security is a board level problem and how to mitigate and manage it.

## COURSE CONTENTS

### Module 1: Dynamics of a Company

- Characteristics and key components of a company, incorporation, management and closure of a company.

### Module 2: Duties and Responsibilities of Directors, Company Secretaries and Auditors

- Descriptions of key duties and responsibilities of directors, company secretaries and auditors.

### Module 3: Introduction to Environmental, Social and Governance (ESG) **NEW**

- Regulatory landscape on environmental, social and governance ("ESG") in Malaysia and importance of directors' role in driving the company's ESG strategies, priorities and targets.

### Module 4: Introduction of Corporate Liability in Malaysia

- From 1 June 2020, directors and top management of commercial organisations will be held personally liable for any acts of corruption committed for the benefit of the business. This module enable participants to understand what is corporate liability for corruption offences as introduced by the MACC (Amendment) Act 2018 and how corruption may impact their company.

### Module 7: Cyber Security Awareness

- Understand why cyber security is a boardroom activity, latest attack trends with live demos, security obligations by role, risk management framework and how to handle during and after a breach.

## LEARNING OUTCOME

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

- Develop a good understanding on the concept, features and significance of a company.
- Outline the roles and responsibilities of directors, company secretaries and auditors.
- Be equipped with the foundational knowledge of environmental, social and corporate governance.
- Develop a good understanding on corporate liability in Malaysia.

- Understand why cyber security is a board level matter.
- How to be cyber resilient?
- How to respond during and after a breach?

## ABOUT THE TRAINERS

### Day 1

Panel trainers from Suruhanjaya Syarikat Malaysia / Associate Speakers.

### Day 2

Clement Arul is Chief Executive Officer of Cybertronium Sdn. Bhd. He is a National and Regional award-winning Cybersecurity Professional with twenty three years of IT experience in security, ethical hacking, cyber security framework, security risk & governance, systems analysis, big data, IoT, design, development, secure coding, implementation, digital forensics and project management. Clement is a security consultant for many multi-national and leading IT companies in APAC region. A frequent speaker in security events in APAC.

Awards and Recognition:

- IFSEC Global Top 20 Cybersecurity Professional 2021 & 2020, IFSECGLOBAL, USA
- Cybersecurity Influencer of the Year 2021, Cybersecurity Awards, UK
- APAC Cyber Security Professional of the Year 2020, 2019, and 2017, Global Cybersecurity Excellence Awards.
- Cyber Security Professional of the Year 2017, 2014, National Cyber Security Awards, MOSTI, Govt. of Malaysia.



# CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 4.0 + CYBER SECURITY AWARENESS

## ADMINISTRATIVE DETAILS

Date	08 – 09 June 2022
	08 – 09 November 2022
Platform	Virtual platform
Time	9.00 am – 5.00 pm
Training Methodology	Lecture and case discussion
Fee	<b>RM1000.00</b> – Standard <b>RM800.00</b> – Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
SSM CPE Points	16 points

## HOW TO REGISTER?

1

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

2

### NEW USER (First Time Login)

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

### EXISTING USER of SSM EzBiz

- Key in USERNAME and PASSWORD
- Click on SIGN IN

3

- Select event code: XXX/22/CEP/WEB
- 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.*

# TERMS & CONDITIONS

## for Registration of Training Programmes under COMTRAC

All registrations MUST be applied through e-COMTRAC. Upon submitting the registration application, you are deemed to have read and accepted the terms and conditions.

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.

No walk-in is accepted and no admission to the training programme without the confirmation slip for classroom training.

### Webinar Access Link

A notification e-mail with the webinar access link will be sent at least 1 day 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. 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 application is entertained if participant decides to cancel his registration or fails to attend a programme. Replacement of registered participant is not allowed.

### Transfer

Transfer of registration fee to another programme is not allowed.

### 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](mailto:comtrac@ssm.com.my).

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### Human Resources Development Corporation

Suruhanjaya Syarikat Malaysia is registered as a training provider with HRD Corp under GOV1000117857. This training is claimable under SBL Scheme (employer needs to apply for grant at least one day before the commencement of training).

### 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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