

# 2022

## SSM Webinar



**ONBOARDING PROGRAMME FOR FIRST-TIME DIRECTORS.  
STATUTORY ROLES AND GOVERNANCE MATTERS**

# ONBOARDING PROGRAMME FOR FIRST-TIME DIRECTORS. STATUTORY ROLES AND GOVERNANCE MATTERS

## 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.

## 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 also conveys basic yet vital information on the importance corporate governance and company meetings.

## COURSE CONTENTS

### Module 1: Companies under the Companies Act 2016.

Types of companies in Malaysia and their key characteristics, incorporation requirements, management and closure of a company.

### Module 2: Roles and Responsibilities of Company Directors, Company Secretary and Auditors.

Description and duties and responsibilities of directors, company secretary, auditors, employees and shareholders.

### Module 3: Corporate Governance.

The core corporate governance framework and importance of implementing good governance practices.

### Module 4: Nuts and Bolts of Company Meetings and Resolutions.

The statutory requirements in the Companies Act 2016 that are relevant and applicable to a board meeting and general meeting. Highlights on procedures for passing written resolutions and the new manner of communication with the members.

## LEARNING OUTCOME

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.
- Be equipped with corporate governance practices to be adopted at company.
- 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.
- Be better equipped when dealing with rights of members.

## ABOUT THE TRAINER

Panel trainers from Suruhanjaya Syarikat Malaysia and Associate Speakers.

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## ADMINISTRATIVE DETAILS

Date	02 November 2022
Platform	Virtual platform
Time	9.00 am – 5.00 pm
Training Methodology	Lecture and Case Discussion
Fee	<b>RM500.00</b> – Standard <b>RM400.00</b> – Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
SSM CPE Points	8 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).

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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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