



KEMENTERIAN PERDAGANGAN DALAM NEGERI  
DAN KOS SARA HIDUP



SURUHANJAYA SYARIKAT MALAYSIA  
COMPANIES COMMISSION OF MALAYSIA

20  
23

SSM TRAINING

# COMPANIES ACT 2016: PRACTICAL GUIDE FOR COMPANY DIRECTORS

## COURSE INTRODUCTION

Being a director of a company brings many challenges and responsibilities. On appointment, a director automatically assumes onerous duties, responsibilities and personal liability under both common law and statutory law. A director is accountable to various stakeholders and he needs to be alert of the obligations imposed on him and the company which he manages. The pursuit and satisfaction of managing a company is enriched if the director is knowledgeable and is confident in carrying out his fiduciary duties and acting in the best interest of the company.

# COMPANIES ACT 2016: PRACTICAL GUIDE FOR COMPANY DIRECTORS

## COURSE OBJECTIVES

This course aims to provide company directors with a practical guide on carrying out their roles and responsibilities under the Companies Act 2016. This course analyses and describes, mainly from practical standpoint, the duties and liability of directors and intends to clearly explain how directors should behave to fulfil their duties and provides guidelines on how they should perform their functions.

This course is suitable for entrepreneur who is considering to start his own business; owners of private company who wish to know what is expected of him as director and employees who are invited to join the board of directors.

## COURSE CONTENTS

- Powers of company directors.
- Disclosure of interests – at board meetings, financial statement and directors' report.
- Restrictions of powers – loan to directors, tax-free payment, compensation for loss of office, directors' fees and benefits.
- Functions of directors - binding duties, civil liability rules, liability actions, liability for the conduct of executives and defense mechanisms against liability actions.
- The role of the board in terms of its legal authority and relationships.

## LEARNING OUTCOME

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

- Understand how the Companies Act 2016 has enhanced the roles and responsibilities of company directors and how they can take pro-active actions.
- Understand the principles of good governance.
- Understand the changes in corporate restructuring procedure.
- Be aware of the heavier sanctions and actions to take to avoid non-compliance.
- Understand how corporate responsibility can be an integrated element of the business.
- Manage expectations and potential risks whilst fulfilling the role as a director.

## WHO SHOULD ATTEND

Company directors, entrepreneurs, company secretaries, lawyers, accountants, corporate consultants and anyone who wishes to know the roles and responsibilities of company directors.

## ABOUT THE TRAINER



**LEONG OI WAH** is a Fellow Member of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) and has more than 30 years of experience in handling corporate secretarial matters in the profession and the corporate sector.

Oi Wah is also involved in advisory on corporate secretarial requirements including corporate restructuring and compliance with various regulatory bodies such as the Registrar of Companies, Bursa Malaysia Securities Berhad, Securities Commission and other authorities. She is an approved trainer with HRD Corp. and does regular training for the Companies Commission Malaysia Training Academy and other professional bodies. She is also co-author of "Company Meetings, Minutes and Resolutions in Malaysia" published in 2021 by the Malaysian Current Law Journal.

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Online

## ADMINISTRATIVE DETAILS

<b>Date</b>	14 March 2023 21 November 2023
<b>Venue</b>	Virtual platform
<b>Time</b>	9.00 am - 5.00 pm
<b>Training Methodology</b>	Lecture and Case Discussion
<b>Fee</b>	RM500.00      Standard RM400.00      Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak
<b>SSM CPE Points</b>	8 points

## 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 of SSM EzBiz

- 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.

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## 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 for 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.

### 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).

### 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.

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## COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

### Companies Commission of Malaysia

Level 12, Menara SSM@Sentral  
No.7, Jalan Stesen Sentral  
50623 Kuala Lumpur.

Tel : +603 2299 4906/ 4440/ 5308/ 4441  
Email : [comtrac@ssm.com.my](mailto:comtrac@ssm.com.my)  
Website : [www.ssm.com.my](http://www.ssm.com.my)