



KEMENTERIAN PERDAGANGAN DALAM NEGERI
DAN KOS SARA HIDUP



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

20
23

SSM TRAINING

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.

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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 elements to create a binding contract.
- Termination of contracts.
- Remedies for breach.
- Effect of statutory law on contracts – e.g. Contracts Act, Competition Act, Sale of Goods Act, etc.
- Understanding standard terms of contracts – representations and warranties, limitation clauses, boilerplate provisions.
- Drafting contracts – use of plain English, softening and qualifying language, drafting tips.
- Understanding and negotiating key contractual provisions in Joint Venture Agreements and Acquisition Agreements.
- Case law and examples 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 interests 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 TRAINERS



AHLAN NASRI NASIR is currently the Head of Legal in a large GLC. He was until late 2021, a partner at Kadir Andri & Partners. Ahlan graduated from St. Anne's College, Oxford University with a Bachelor

of Arts in Jurisprudence, obtained the Certificate of Legal Practice and possesses an ACCA Certified Diploma in Accounting and Finance (C.DipAF). He was admitted to the Malaysian Bar in 1998.

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. In his current role, Ahlan deals with all legal matters of the GLC.

Ahlan currently serves as an independent director on the board of MIDF Amanah Investment Bank Berhad.



NORINNE IRA DEWAL is a corporate lawyer with more than 18 years' experience post-qualification. She is currently a partner at Sreesanthan & Co practising in the areas of mergers and

acquisitions, capital markets, securities regulation and general corporate advisory. Norinne graduated with LLB (Hons) from Bristol University, is a non-practising Barrister-at-Law from Lincoln's Inn, UK and possesses a Master's 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 currently serves as an independent director in two financial related institutions.

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Online

ADMINISTRATIVE DETAILS

Date	14 February 2023 7 September 2023
Venue	Virtual platform
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 Society & Advocates Assoc. of Sarawak.
SSM CPE Points	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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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.

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- No refund will be given for participant who failed to attend the programme.
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Transfer

Transfer of registration fee to another training programme is not allowed.

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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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COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

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