



KEMENTERIAN PERDAGANGAN DALAM NEGERI
DAN KOS SARA HIDUP



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

20
23

SSM TRAINING

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 21st 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

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)**
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.



Online

ADMINISTRATIVE DETAILS

Date	05 January 2023 04 April 2023 14 June 2023 03 October 2023
Venue	Virtual platform
Time	9.00 am - 5.00 pm
Training Methodology	Lecture and Case 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

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)**
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 are 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



Online

ABOUT THE TRAINERS

Day 1

Panel trainers from Suruhanjaya Syarikat Malaysia / Associate Speakers.

Day 2



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).
- 2022 Organizing Chair for the 1st CanSurvive Global Symposium (Online Webinar) titled Cancer Chronicles - My Personal Journey featuring 6 Local and International Speakers.

ADMINISTRATIVE DETAILS

Date	07 – 08 March 2023 16 - 17 August 2023
Venue	Virtual platform
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 Society & 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 + 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 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)**
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?

WHO SHOULD ATTEND

Prospective and existing LLP partners, LLP compliance officers, company secretaries, accountants, lawyers, corporate advisors and anyone who interested to learn about LLP Act 2012 and MyLLP system.

ABOUT THE TRAINER

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



Online

ADMINISTRATIVE DETAILS

Date	23 – 24 May 2023 28 – 29 November 2023
Venue	Virtual platform
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 Society & Advocates Assoc. of Sarawak.
SSM CPE Points	16 points

CORPORATE DIRECTORS TRAINING PROGRAMME

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.

CORPORATE DIRECTORS TRAINING PROGRAMME

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.

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).

Copyrights

The materials of the training programme are solely for participants' personal use. No part of these materials may be stored, reproduced or transmitted in any form or by any means, including photocopying, e-mailing and recording, without the written permission of the author or The Companies Commission of Malaysia (SSM). Information contained in these documents is understood to be correct at the time of writing. The assessments and views expressed in these materials shall be treated/ regarded purely for public information and discussion and it does not constitute formal advice. The views provided are for general information to provide better clarity and understanding of the subject matter. It should not be relied upon as an alternative to specific legal advice from your lawyer or other professional service provider. If you have any specific issues and/ or questions about any legal matter, you should consult your lawyer or other professional service provider. In no event shall the Companies Commission of Malaysia (SSM) be liable for any damages, whether in an action of contract, negligence or other tort, arising from the contents in these materials.

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.

SSM shall not be responsible for any problems or technical malfunction, including, without limitation, the acts, omissions, problems or malfunctions of any telephone network or lines, computer online systems, servers, computer equipment, software, failure of e-mail, traffic congestion on the internet or at any web or combination thereof.

All information contained in the brochure is correct and accurate at the time of publication.

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
Website : www.ssm.com.my