



KEMENTERIAN PERDAGANGAN DALAM NEGERI
DAN KOS SARA HIDUP



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

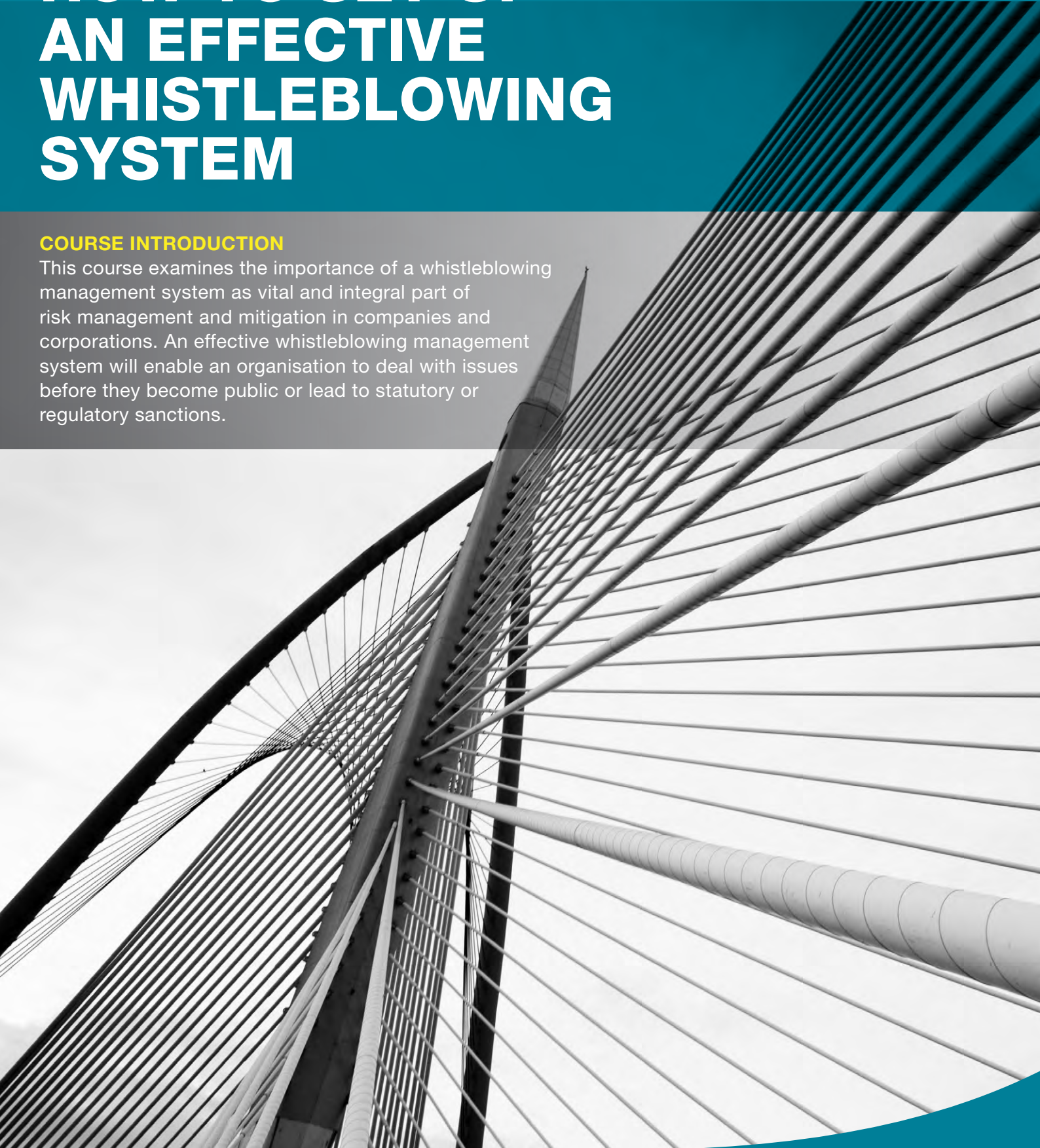
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SSM TRAINING

HOW TO SET UP AN EFFECTIVE WHISTLEBLOWING SYSTEM

COURSE INTRODUCTION

This course examines the importance of a whistleblowing management system as vital and integral part of risk management and mitigation in companies and corporations. An effective whistleblowing management system will enable an organisation to deal with issues before they become public or lead to statutory or regulatory sanctions.



HOW TO SET UP AN EFFECTIVE WHISTLEBLOWING SYSTEM

COURSE OBJECTIVES

The course has three major objectives. The first is to demonstrate the importance of whistleblowing as an essential component in managing risk. The second is to provide a roadmap to enable companies and corporations develop their own whistleblowing management systems. The third objective is to provide participants pointers in how to maintain and optimise whistleblowing so that it becomes an effective management tool.

COURSE CONTENTS

The course will be in three parts. In the first part, the concepts around whistleblowing and where it sits in a risk management system will be discussed. In this part legislation concerning whistleblowing and legal constraints will also be examined. In the second part, the roadmap towards setting up a whistleblowing management system will be described. In this part, the essential components and processes involved in establishing such a system will be examined together with indicative timelines to establish the system. In the third part, the course will focus on the tweaks that may be needed to maintain and effectively run a whistleblowing system, as well as integrating it into a comprehensive risk management system.

LEARNING OUTCOMES

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

- Evaluate the extent and scale of a workable whistleblowing system for their organisation.
- Identify the tools and processes needed to establish and maintain an effective whistleblowing system for their organisation.
- Learn from case studies of the experience of companies that have effectively deployed whistleblowing systems, and its impact on risk management in those companies.

WHO SHOULD ATTEND

Risk management executives, company secretaries, auditors, managers, directors, general managers, business owners and anyone who wants to learn about whistleblowing, in particular, and its role as an aspect of risk management, in general.

ABOUT THE TRAINER



PAUL SUBRAMANIAM was a practising litigation lawyer for 29 years specializing in corporate and financial litigation. He then focused on the training of and knowledge management of corporate lawyers for 6 years before taking on the role of Chief Risk Officer in 2014 in ZICO Holdings Inc, a company listed on the Singapore Stock Exchange. He is a much sort after speaker and trainer have presented at international and national forums and industry-level conferences and symposiums. Some of his recent engagements include the Commonwealth Law Conference in Melbourne, Australia, the In-House Congress in Singapore and Hong Kong, the Malaysian Institute of Chartered Secretaries and Administrators' Malaysian Company Law Conference all in 2017. He is currently area of interests are psychology, corporate governance and ESG.



Online

ADMINISTRATIVE DETAILS

Date	23 February 2023	
Venue	Virtual platform	
Time	9.00 am - 1.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee	RM300.00	Standard
	RM250.00	Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak
SSM CPE Points	4 points	

HOW TO SET UP AN EFFECTIVE WHISTLEBLOWING SYSTEM

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.

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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