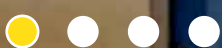


CONTRACT BASICS FOR NON-LAWYERS

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.



CONTRACT BASICS FOR NON-LAWYERS

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.
- Understanding and negotiating standard terms of contracts, including representations and warranties, limitation clauses, boilerplate provisions and other key contractual terms
- Case Law, reference to the Contracts Act and example throughout the session

LEARNING OUTCOMES

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 and wish to understand the underlying principles of contract.



ABOUT THE TRAINER

Norinne Ira Dewal is a corporate lawyer with 20 years' experience post-qualification. She is currently a partner at Wei Chien & Partners 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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ADMINISTRATIVE DETAILS

Date	24 September 2024	
Venue	Virtual platform	
Time	9.00AM – 1.00PM	
Training Methodology	Lecture and 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	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

- 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.



CONTRACT BASICS FOR NON-LAWYERS

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 to 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.

Human Resources Development Corporation

Suruhanjaya Syarikat Malaysia is registered as a training provider with HRD Corp under GOV1000117857. All trainings are claimable under SBL Scheme subject to HRD Corp approval. Participant's employer needs to apply for grant at least one day before the commencement of training.

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.

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Disclaimer

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COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

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