

# CORPORATE DIRECTORS TRAINING PROGRAMME

- CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 5.0
- CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 5.0 + CYBER SECURITY AWARENESS
- CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 5.0 + FINANCIAL STATEMENTS 101



# 1 CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 5.0

## 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 on the dynamics of a company, their roles and responsibilities under the Companies Act 2016, awareness on adequate procedures in place to prevent corrupt acts in organisation and also significance of corporate governance. It is hoped that with this knowledge gained, it will enable them to manage their companies in a sustainable manner and at the same time remain competitive.

## COURSE OBJECTIVES

CDTP Fundamental 5.0 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. In addition, this course offers insight into basic governance for board member.

## 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: Basic Governance for Board Member**  
**NEW**

Principles and definitions of corporate governance, significance of corporate governance.

- **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.



# 1 CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 5.0

## LEARNING OUTCOMES

By attending this course, 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.
- Possess a solid understanding of corporate governance fundamentals.
- Develop a good understanding on corporate liability in Malaysia.

## WHO SHOULD ATTEND

- CEOs, COOs, CFOs.
- Entrepreneurs.
- Financial Controllers.
- Finance Directors/Managers.
- Professionals.



## ABOUT THE TRAINERS

Panel trainers from Suruhanjaya Syarikat Malaysia / Associate Speakers.



Online

## ADMINISTRATIVE DETAILS

Date	04 January 2024 02 April 2024 04 July 2024 02 October 2024
Platform	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



# 2 CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 5.0 + CYBER SECURITY AWARENESS

## COURSE INTRODUCTION

The CDTP Fundamental 5.0 + Cyber Security Awareness is a result of fusing the modules from CDTP Fundamental 5.0 with training on cyber security. There have been massive corporate security breach one after another and board directors are feeling the pressure. When an organization suffers a cyber incident, all eyes will naturally be on the directors to see if they were properly exercising their risk oversight. This course recognizes the importance of cyber security awareness in addition to be equipped with fundamental knowledge of dynamics of a company, duties and responsibilities of company directors and introduction of corporate liability in Malaysia.

## COURSE OBJECTIVES

The first part of the course on CDTP Fundamental 5.0 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. In addition, this course offers insight into basic governance for board member.

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: Basic Governance for Board Member**  
**NEW**  
Principles and definitions of corporate governance, significance of corporate governance.
- **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 5: 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.



# 2 CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 5.0 + CYBER SECURITY AWARENESS

## LEARNING OUTCOMES

By attending this course, 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.
- Possess a solid understanding of corporate governance fundamentals.
- 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

- CEOs, COOs, CFOs.
- Entrepreneurs.
- Financial Controllers.
- Finance Directors/Managers.
- Professionals.



## ABOUT THE TRAINERS

### Day 1

Panel trainers from Suruhanjaya Syarikat Malaysia / Associate Speakers.

### Day 2

**Dr. 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 2022, 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.



# 2 CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 5.0 + CYBER SECURITY AWARENESS



## ADMINISTRATIVE DETAILS

<b>Date</b>	21 – 22 February 2024
<b>Platform</b>	Virtual platform
<b>Time</b>	9.00AM – 5.00PM
<b>Training Methodology</b>	Lecture and case discussion
<b>Fee</b>	RM1,000.00 Standard RM800.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
<b>SSM CPE Points</b>	16 Points



# 3 CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 5.0 + FINANCIAL STATEMENTS 101

## COURSE INTRODUCTION

The CDTP Fundamental 5.0 + Financial Statement 101 is a result of fusing the modules from CDTP Fundamental 5.0 with the introduction topic on understanding financial statements for board of directors.

## COURSE OBJECTIVES

The first part of the course on CDTP Fundamental 5.0 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. In addition, this course offers insight into basic governance for board member.

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 number 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 being 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: Basic Governance for Board Member**  
**NEW**  
Principles and definitions of corporate governance, significance of corporate governance.
- **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 5: Business, Finance and Accounting**  
An overview of business, finance and the role of accounting in business before getting a grip on financial numbers.



# 3 CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 5.0 + FINANCIAL STATEMENTS 101

- **Module 6: Fundamental Accounting Concept**

Fundamental financial knowledge helps to convey the basic understanding of accounting terms and concepts. This will lead to appreciating core financial statements and their linkages.

- **Module 7: Accrual Accounting**

It is of utmost important to appreciate the principles of revenue and expense recognition. Participants will learn this via a simple card game and layman illustrations.

- **Module 8: Able to Read & Make Sense of Financial Statements**

Link-up, review and interpret financial statements. Distinguish the characteristics of cash flow, profit, net worth and their purposes.

## LEARNING OUTCOMES

By attending this course, 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.
- Possess a solid understanding of corporate governance fundamentals.
- 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.
- Appreciate the principles of Accrual Accounting.

## WHO SHOULD ATTEND

- CEOs, COOs, CFOs.
- Entrepreneurs.
- Financial Controllers.
- Finance Directors/Managers.
- Professionals.



## 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.





# 3 CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 5.0 + FINANCIAL STATEMENTS 101

## ADMINISTRATIVE DETAILS



<b>Date</b>	28 – 29 May 2024
<b>Venue</b>	Virtual Platform
<b>Time</b>	9.00AM – 5.00PM
<b>Training Methodology</b>	Lecture and case discussion
<b>Fee</b>	RM1,000.00 Standard RM800.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
<b>SSM CPE Points</b>	16 Points



<b>Date</b>	05 – 06 November 2024
<b>Venue</b>	Virtual Platform
<b>Time</b>	9.00AM – 5.00PM
<b>Training Methodology</b>	Lecture and case discussion
<b>Fee</b>	RM1,000.00 Standard RM800.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
<b>SSM CPE Points</b>	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

- 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 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](mailto:comtrac@ssm.com.my).

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### Exclusion of Liability

The speaker(s) or trainer(s) is independent and shall not represent Suruhanjaya Syarikat Malaysia, act as its agent or otherwise represent that their personal views are endorsed by Suruhanjaya Syarikat Malaysia. The assessments and views expressed during the programme are entirely the speakers'/trainers' own. SSM shall not be liable for whatever circumstances arising from any engagement between the speaker(s) or trainer(s) and the participant(s).

### 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](mailto:comtrac@ssm.com.my)  
Website : [www.ssm.com.my](http://www.ssm.com.my)

