



# CORPORATE GOVERNANCE FOR COMPANY DIRECTORS AND COMPANY SECRETARIES

## COURSE INTRODUCTION

This training programme is based on the governing laws namely the statutes and case laws. It introduces participants to the principles of corporate governance and statutory provisions related to them. It also examines current best practice in all aspects of good corporate governance i.e. from the new role of board committees and directors' responsibilities and powers to the implementation of good governance.

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## COURSE OBJECTIVES



Corporate governance is becoming increasingly important across all sectors; large or small, private or public. This programme offers an in-depth knowledge and sound understanding of governance related matters to enhance standards of best practices. This programme will discuss the approaches, strategies, benefits and the ethics of corporate governance. Moreover, it will explore the challenges of corporate governance that organisations need to improve.

## COURSE CONTENTS

### **Module 1: Principles of Corporate Governance**

- What is corporate governance?
- Why is corporate governance important?
- What are the examples of good corporate governance?
- What are the examples of poor corporate governance?
- What are the challenges in corporate governance?
- What is your role?

### **Module 2: Disclosure of Corporate Information**

- Disclosure requirement and corporate governance.
- Disclosure of directors' interest.
- Disclosure of companies' information.

### **Module 3: Duties and Responsibilities of Company Officers**

- Who are directors or corporate officers?
- What are the directors'/ officers' duties and responsibilities?  
To whom? Shareholders/ members/ creditors/ employees?

### **Module 4: Governance Best Practices**

- Introduction of corporate governance best practices.
- The Malaysian Code on Corporate Governance (MCCG).
- The MCCG concept of COMPREHEND – APPLY – REPORT.
- The MCCG 3 key principles.

### **Module 5: Achieving Strong Corporate Governance with Technology (Technological shifts)**

- Introduction to the digital revolution.
- The Corporate Governance Strategic Priorities 2017-2020.
- The Corporate Governance Strategic Priorities 2021- 2023.
- Governance in a glance.
- Digital tools to enhance transparency.
- Challenges in adopting technology.

Each module uses a "hands-on" approach, "learning through experience" including theory, group discussions, problem based learning and real case studies-by applying real samples and examples used in the organization. The execution of these modules refers to the Companies Act 2016, Bursa Malaysia Listing Requirements and Practice Notes.



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## LEARNING OUTCOMES

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



- Develop a good understanding of principles of corporate governance and disclosure of corporate information.
- Outline the role of company officers.
- Develop an understanding of corporate governance best practices.
- Be equipped with the foundational knowledge of utilizing technology to improve corporate governance.

## WHO SHOULD ATTEND

Aspiring directors, newly appointed directors, seasoned directors, company secretaries, support staff in secretarial department, personal assistants to company secretary, legal administrators and legal secretaries who are involved in corporate secretarial work, individuals who are interested to learn about corporate governance.

## ABOUT THE TRAINER

**Dr. Aida Abdul Razak** was called to the Malaysian Bar in 2010 and practiced as an advocate and solicitor at Messrs Jesvinderjit Singh. She focused on civil litigation (companies restructuring, companies winding up, Order 14 RHC, foreclosures and others) and criminal litigation (s302 Penal Code, s39A DDA 1952 and others). In 2013, she moved to academia, where she started as a Tutor in the School of Law at Universiti Utara Malaysia. In 2019, Aida has been appointed as a Senior Lecturer in the School of Law, Universiti Utara Malaysia. Aida's research interests are focused in the discipline areas of corporate law and governance, criminal law, business law and health and safety laws.

She will be assisted by co-facilitators from the School of Law, Universiti Utara Malaysia, Government and International Studies (UUM COLGIC) and associates.

## ADMINISTRATIVE DETAILS

Date	03 September 2025
Platform	Virtual platform
Time	9.00 am - 5.00 pm
Training Methodology	Lecture supported with presentation slides and case studies
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

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## HOW TO REGISTER?

### STEP 01

Strictly via online registration at <https://e-comtrac.ssm.com.my>

### STEP 02

#### 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 03

- 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

### PROGRAMME FEE

- Fee is payable to SURUHANJAYA SYARIKAT MALAYSIA.
- Admittance to training programme shall be granted only upon registration and full payment is received.

### PAYMENT MODE

- Registrations and payment for training programmes MUST be made through online at e-COMTRAC (<https://e-comtrac.ssm.com.my>). Upon submitting the registration application, participants are deemed to have read and accepted the terms and conditions herein.
- Payment by cash and cheque is not acceptable effective from January 2021.

### CLASSROOM TRAINING

- For classroom-based training, a confirmation e-mail will be sent to participants at least 1 working day prior to the programme.
- Participants are required to present Malaysia's identification card (MyKAD/NRIC) and foreign participants are required to present passport at the registration counter for verification and admission to training programme.
- Admittance may be denied upon failure to present identification card / passport.

### WEBINAR ACCESS LINK

- A notification e-mail with the webinar access link will be sent to participants at least 1 working day prior to the webinar.
- The access link is unique for registered participants and should not be forwarded or shared with others.

### CERTIFICATE OF ATTENDANCE

- Upon full attendance of the programme and payment is received, participants will be issued an e-Certificate of Attendance. For this purpose, it is imperative to fill in the email address correctly.
- Participants can download the e-Certificate of Attendance from e-COMTRAC platform in three (3) working days after the programme. Please take note that the certificate is available for download up to 30 days from the conclusion of the programme. An administrative fee of RM30.00 per copy is chargeable for downloading the certificate after the 30th day and 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 participants 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](mailto:comtrac@ssm.com.my).

### HUMAN RESOURCES DEVELOPMENT CORPORATION

SSM 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.

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### EXCLUSION OF LIABILITY

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### DISCLAIMER

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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

### Companies Commission of Malaysia

Level 12, Menara SSM@Sentral  
No.7, Jalan Stesen Sentral 5  
Kuala Lumpur Sentral  
50623 Kuala Lumpur

 +603 2299 4440 / 4441 / 5308

 +603 2299 4451 / 4452

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