

# CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 6.0



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## COURSE INTRODUCTION

In today's fast-evolving business environment, corporate directors play a pivotal role in shaping the strategic direction and governance of organizations. The complexities of modern corporate governance, coupled with heightened regulatory scrutiny and emerging global trends, demand that directors continually upgrade their knowledge and skills. Director training is no longer optional.

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## COURSE OBJECTIVES

CDTP Fundamental 6.0 is designed to enhance board's understanding of their roles and responsibilities and strengthen understanding of corporate governance.

It is hoped that with this knowledge gained, it will equip them with the skill to lead effectively and responsibly, enable them to manage their companies in a sustainable manner and at the same time remain competitive.

## 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 | Essential of Corporate Governance for Directors

Principles, definitions and significance of corporate governance.

### MODULE 4 | Introduction to ESG for Directors **NEW**

The session introduces Small and Medium Enterprises (SMEs) to ESG and SEDG fundamentals, practical tools, and real-life case studies to kickstart their sustainability journey with measurable outcomes.

## LEARNING OUTCOMES

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

- Comply with regulatory requirements and stay updated on laws and regulations affecting their role. Helps reduce risks of non-compliance and potential legal challenges.
- Strengthened corporate governance with better understanding of governance frameworks, ensuring decisions align with legal, ethical, and regulatory standards.
- Meet stakeholder expectations on responsible and ethical business practices.
- Lead confidently in their roles, enhance decision-making capabilities and contributing effectively at meetings.

## WHO SHOULD ATTEND

CEOs, COOs, CFOs, entrepreneurs, financial controllers, finance directors/ managers and professionals.



## ABOUT THE TRAINERS

Panel trainers from Suruhanjaya Syarikat Malaysia / Associate Speakers.

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Live Webinar

## ADMINISTRATIVE DETAILS

Date	08 January 2026
	01 April 2026
	01 July 2026
	15 October 2026
Venue	Virtual platform
Time	09.00 am - 05.00 pm
Training Methodology	Lecture and case discussion
Fee	RM550.00     Standard
	RM450.00     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 [www.ssm4u.com.my/ecomtrac](http://www.ssm4u.com.my/ecomtrac)

### 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 FUNDAMENTAL 6.0

## TERMS & CONDITIONS FOR TRAINING PROGRAMMES

### 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 ([www.ssm4u.com.my/ecomtrac](http://www.ssm4u.com.my/ecomtrac)). 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 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.

### LIVE WEBINAR TRAINING

- 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.

### E-LEARNING TRAINING

- Upon successful registration, an email will be sent containing the access link to the pre-recorded webinar and accompanying material will be sent on the start date of the programme.
- Access will be available for a fixed duration of seven (7) days starting from the session's commencement date. After this period, the link will expire, and access to the webinar and materials will no longer be available.

### CERTIFICATE OF ATTENDANCE

- Upon full attendance of the programme and payment is received, participants will be issued an e-Certificate of Attendance.
- Participants can download the e-Certificate of Attendance from e-COMTRAC platform in three (3) working days after the programme or in seven (7) working days for conference / symposium. 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. 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 will incur a fee of RM30.00 for reissuance.

### 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

The speaker(s) or trainer(s) is independent and shall not represent SSM, act as its agent or otherwise represent that their personal views are endorsed by SSM. 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

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