


CORPORATE GOVERNANCE FOR COMPANY DIRECTORS AND COMPANY SECRETARIES



 Pantai Cahaya Bulan, Kelantan

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.

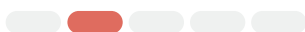
LEARNING OUTCOMES

By attending this programme, participant 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.



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ABOUT THE TRAINER

Dr. Aida Abdul Razak is the Director of the Legal and Justice Research Centre at the School of Law, Universiti Utara Malaysia, with a career rooted in the realities of the Malaysian Bar. Having practiced as an advocate and solicitor in complex civil and criminal litigation, she now leads critical research in corporate law and governance, criminal law, business law and health and safety laws. Dr. Aida's unique background allows her to offer participants a 360-degree view of the legal landscape; making her sessions an essential experience for anyone looking to master corporate governance.

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

ADMINISTRATIVE DETAILS

Date	07 September 2026 17 November 2026
Venue	Virtual platform
Time	09.00 am – 05.00 pm
Training Methodology	Lecture supported with presentation slides and case studies
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



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HOW TO REGISTER?

STEP 1

Strictly via online registration at 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**

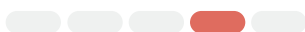
EXISTING USER

- 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.



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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). 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.

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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DISCLAIMER

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