



ONBOARDING PROGRAMME FOR FIRST-TIME DIRECTORS

- COMPANY AND KEY PLAYERS EXPLAINED.
- CORPORATE GOVERNANCE MATTERS FOR THE BOARD.
- ESSENTIALS OF COMPANY MEETINGS AND RESOLUTIONS.
- BOARDROOM DYNAMICS AND CONFLICTS.

ONBOARDING PROGRAMME FOR FIRST-TIME DIRECTORS

COURSE INTRODUCTION

Onboarding a first-time director is a critically important process for the board of directors. A structured induction programme that introduces new directors to the company, to the industry and to the principles of corporate governance will shorten their learning curve and help them become a productive board member sooner. Essentially an induction programme should cover four broad areas: general company information; board background and modus operandi; operational overview and director's role and governance matters.

This training programme focus on the induction of directors' role and governance matters under the Malaysia Companies Act 2016. As a first-time director, you now bear personal liability and it is vital that you understand what your statutory duties are. It is important for you to understand the roles and responsibilities of all parties involved. You need to understand disclosures from directors, what constitutes a conflict of interest and how such matters are properly resolved. This induction programme aims to equip you as a new director on the basic knowledge needed to become an effective board member, importance and benefits of corporate compliance and governance in general.

The four topics under this programme for the year 2025 are:

1. **Company and key players explained.**
2. **Corporate governance matters for the board.**
3. **Essentials of company meetings and resolutions.**
4. **Boardroom dynamics and conflicts.**

COURSE OBJECTIVES

The objective of this course is to provide participants an understanding on the characteristics of a company incorporated under Companies Act 2016 and roles and responsibilities of its key role players i.e. company directors, company secretary and auditors. This course conveys basic yet vital information on the importance of corporate governance. This course also provides in-depth discussion on essential requirements, rules and principles in meetings, minutes and resolutions. This course explores the different facet of boardroom dynamics and why it is becoming increasingly important for companies. It also explores why it is crucial for directors to manage conflict at board level.



WHO SHOULD ATTEND

Newly appointed company directors, corporate consultants and anyone who wishes to know the roles and responsibilities of company directors.

ONBOARDING PROGRAMME FOR FIRST-TIME DIRECTORS : COMPANY AND KEY PLAYERS EXPLAINED

COURSE CONTENTS



- Fundamentals of a company.
- Formation and incorporation of company.
- Meetings and decision making.
- Reporting requirements under Companies Act 2016.
- Cessation of company.
- Roles and responsibilities of directors, secretaries and auditors.

LEARNING OUTCOMES

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



- Explain the types of company in Malaysia and its key characteristics.
- State the roles and responsibilities of directors, company secretary, auditors, employees and shareholders.

ABOUT THE TRAINERS

Ravinderjit Kaur is currently the Manager at Regulatory Development & Services Division, Suruhanjaya Syarikat Malaysia. She develops and formulate policies pertaining Companies Act 2016, and all other statutes administered by SSM. She has also served as Head of Unit of COMTRAC, the training arm of SSM. She joined SSM in 2008 as the Head of Unit (Surveillance) in the Compliance Division of SSM. She has served various units and divisions in SSM such Senior Investigating Officer in Investigation Division, investigating serious fraud and breaches of corporate governance cases. Before joining Investigation Division, she was a Senior Legal Officer in Legal Services Division heading a dedicated Anti-Money Laundering/ Counter Financing of Terrorism unit. She was delegated with the secretariat task for the Sub-Committee on Non-Profit Organizations in Malaysia. She has been actively involved in numerous projects on counter financing of terrorism organized by United Nations Terrorism Executive Directorate.

She graduated with Bachelor of Law (Hons) from University of London in 1995 and she obtained her Certificate of Legal Practice Certificate in 1998. She had been admitted as an Advocates & Solicitor of the High Court of Malaya in 1999. She has practiced as Advocate & Solicitor for 8 years as a litigator and corporate lawyer.

She is a speaker for Companies Commission of Malaysia Training Academy (COMTRAC) and trains on topics such as directors and company secretaries roles and responsibilities, common offences committed under Companies Act 1965, roles and responsibilities of Designated Non-Financial Businesses and Professions in Combating Money Laundering and Financing of Terrorism, corporate governance, statutory books under Companies Act.

She is also a trainer registered with Pembangunan Sumber Manusia Berhad and also a Certified Trainer for Certificate IV in Training and Assessment by Australia.

ONBOARDING PROGRAMME FOR FIRST-TIME DIRECTORS : COMPANY AND KEY PLAYERS EXPLAINED

ADMINISTRATIVE DETAILS

Date	25 February 2025 22 July 2025
Platform	Virtual platform
Time	9.00 am - 1.00 pm
Training Methodology	Lecture and case 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	4 points

ONBOARDING PROGRAMME FOR FIRST-TIME DIRECTORS : CORPORATE GOVERNANCE MATTERS FOR THE BOARD

COURSE CONTENTS



- Introduction to corporate governance.
- Stakeholders of the company and dynamic relationship between management and board.
- Malaysian Code on Corporate Governance 2021 and relevant acts.
- Latest trend on corporate governance.

LEARNING OUTCOMES

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



- Evaluate problems and practical issues in organization governance.
- Propose solutions to address issues on organization governance.
- Compose relevant conclusion on current corporate governance issues.

ABOUT THE TRAINERS

Dr. Ahmed Razman Abdul Latiff is an Associate Professor and MBA Program Director of Putra Business School, Malaysia. He earned his Bachelor of Art (Honours) in Accounting & Finance from Lancaster University, UK, Master of Accountancy from Nanyang Technological University, Singapore and Master Research in Accounting & Financial Management from Lancaster University, UK. He also has a PhD from Liverpool John Moores University, UK.

He is an Associate Member of Malaysian Institute of Accountants (MIA), Vice President (Finance) of Case Writers' Association of Malaysia (CWAM) and Vice Chairman of Movement for Monetary Justice (MMJ). He provided consultations on strategic planning, risk management, corporate governance and human governance to government agencies and private sectors. He is active on mass media talking on the latest economic and financial management issues.

ADMINISTRATIVE DETAILS

Date	27 March 2025 30 September 2025
Platform	Virtual platform
Time	9.00 am - 1.00 pm
Training Methodology	Lecture and case 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	4 points

ONBOARDING PROGRAMME FOR FIRST-TIME DIRECTORS : ESSENTIALS OF COMPANY MEETINGS AND RESOLUTIONS

COURSE CONTENTS



- Introduction to the role of a director.
- Overview of company meetings.
- Preparing for company meetings.
- Conducting and participating in meetings.
- Resolutions: Drafting, types and approvals.
- Legal and governance considerations.
- Tools and resources for directors.

LEARNING OUTCOMES

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



- Gain practical guide on handling meetings under the Companies Act 2016 and the rules and procedures.
- List the various requirements to adhere and ensure that meetings convened will be valid.
- Explain the different types of resolutions and the purposes for which they can be passed.
- Be better equipped when dealing with rights of members.

ABOUT THE TRAINERS

Dr. Zubaidah Zainal Abidin is a distinguished Chartered Governance Professional and Chartered Secretary with over 25 years of expertise in Corporate Secretarial Practice (CSP) and governance. A retired Professor from Universiti Teknologi MARA (UiTM), Dr. Zubaidah is widely recognized for her academic contributions and leadership in governance education.

Dr. Zubaidah has authored several influential books on CSP, published by UiTM Press, and is the author of the MAICSA Study Manual on CSP (Malaysian Version) for the prestigious Chartered Governance Institute (CGI) Qualifying Programme.

As a certified HRD Corp Trainer, Dr. Zubaidah is a sought-after speaker and trainer for MAICSA and other leading organizations. She regularly conducts high-impact workshops and training programs on topics such as:

- SME Governance
- Public Sector Governance
- AI Governance and Next-Generation Governance
- ESG and Sustainability
- Boardroom Dynamics
- Fundamentals of Board Governance
- Board Evaluation

Zubaidah's thought leadership spans diverse industries and governance frameworks, making her a trusted advisor for boards, governance professionals, and organizations striving for excellence in governance and sustainability.

ONBOARDING PROGRAMME FOR FIRST-TIME DIRECTORS : ESSENTIALS OF COMPANY MEETINGS AND RESOLUTIONS

ADMINISTRATIVE DETAILS

Date	29 April 2025 29 October 2025
Platform	Virtual platform
Time	9.00 am - 1.00 pm
Training Methodology	Lecture and case 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	4 points

ONBOARDING PROGRAMME FOR FIRST-TIME DIRECTORS : BOARDROOM DYNAMICS AND CONFLICTS

COURSE CONTENTS



- The ABCs of board dynamics- Attitude, Behaviour, Candor.
- From board to boardroom dynamics.
- Boardroom dynamics – Culture, Cohesion and Challenge.
- Conflict of interests and law.
- Key considerations in managing conflicts in the boardroom.
- Actions for directors and boards – Set clear expectations, good policies and procedures in place so that all decisions are made fairly and transparently, what to do when there is conflict of interest and board evaluations.

LEARNING OUTCOMES

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



- Understand the definitions of board dynamics.
- Understand how different structural compliance factors influence board functioning.
- Understand how different individual demographic factors influence board functioning.
- Appreciate the general leadership attributes required from board directors; and understand how other cognitive, emotional and ethical competencies are required of excellent board directors.

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ONBOARDING PROGRAMME FOR FIRST-TIME DIRECTORS : BOARDROOM DYNAMICS AND CONFLICTS

ADMINISTRATIVE DETAILS

Date	20 May 2025 25 November 2025
Platform	Virtual platform
Time	9.00 am - 1.00 pm
Training Methodology	Lecture and case discussion
Fee	RM300.00 Standard RM250.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
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ONBOARDING PROGRAMME FOR FIRST-TIME DIRECTORS

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.

ONBOARDING PROGRAMME FOR FIRST-TIME DIRECTORS

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.

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

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

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