

## READ, INTERPRET AND ANALYSE FINANCIAL STATEMENTS

### COURSE INTRODUCTION

Company Secretaries and Key Personnel contribute more strategically if they apply financial knowledge in the business operations of their organizations. This course is specially designed to assist people in developing their skills to use financial tools and techniques. Participants will learn to extend a keen eye in reading and analyzing financial statements to improve business performance. They become sought-after leaders who are sharper and more effective in financial management.

### COURSE OBJECTIVES

The course aims to enhance the participants' financial and business acumen to analyze financial statements and assess business performance using ratio analysis and other financial management tools. Participants will also be better equipped to set policies and goals to better manage any business they are involved in. They learn how to optimize their business to meet goals and KPIs in order to generate superior returns for their shareholders.

### COURSE CONTENTS

- Review of financial fundamentals.
- Comprehending the new challenges in the business environment today.
- Getting to grips of the numbers with corporate financial planning.
- Financial analysis of corporate annual reports of listed entities.
- Published illustrations & group discussions.

### LEARNING OUTCOME

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

- Get a firm grip on the Numbers side of Business.
- Read, Interpret and Analyze Financial Statements.
- Assess Business Trends using Financial Tools.
- Identify Warning Signs of business decline and insolvency.
- Develop new Ideas and Strategies for business.

### METHODOLOGY

The process of this program constitutes using a combination of interactive discourse & problem solving through case studies, quiz, games, print and digital media as well as group discussions, self-assessment and presentations where necessary to test and entrench the knowledge of participants. They learn to apply the principles to scenarios provided besides having the opportunity to discuss dilemmas faced at their workplace.

### ABOUT THE TRAINER

**S. Yoga Thevan** is a Chartered Global Management Accountant and an associate of CIMA (Chartered Institute of Management Accountants, UK). He also obtained an MBA from the renowned Strathclyde University Graduate School of Business, Europe's largest Business School. He has a wide industry exposure from manufacturing to banking & stock-broking. Since 2004 he is a full-time Learning Facilitator. He is also a regular speaker for PSMB, MIA, SSM, SME Corp, MEF, MIHRM and many corporations, both local and foreign. Yoga is also a founding member of MAPS (Malaysian Association of Professional Speakers) and was President in 2008. In 2012 he was engaged by the Malaysian Government to brief all heads of department and top-ranking officers in various Ministries on the concept and impact of Accrual Accounting to the Government Accounts. What you can expect from Yoga in his programs are thorough, exciting, knowledge enhancing sessions filled with action learning divulged in a simple manner. His diverse background and experience coupled with a variety of delivery mechanisms enriches participants' knowledge and retention of this intricate subject.

### WHO SHOULD ATTEND

Company secretaries, board members and 'C' level executives, directors, general managers, heads of department and senior officers with profit responsibility.

#### Note: Program Pre-Requisite

*This program is for people who are familiar with Financial Statements. All participants who are not from a financial background need to have attended a basic course in Finance; such as "Finance for Non-Finance Managers". Professionally qualified Company Secretaries as well as people with accounting qualifications may also attend this workshop to enhance their analytical skills.*

DATE	VENUE	EVENT CODE
19 July 2018	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/18/048
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	<b>RM530.00</b> Standard <b>RM424.00</b> Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

*Fee inclusive of certificate of attendance, compact disc pre-loaded with seminar materials and refreshment.*

Use one form for each participant. Print or type clearly. This form can be downloaded from SSM's website at [www.ssm.com.my](http://www.ssm.com.my). Kindly make copies if more forms are needed.

Please register me for the below programme:

DATE	PROGRAMME

**PARTICIPANT DETAILS:** *(All details must be completed)*

Name \_\_\_\_\_

I/C No. \_\_\_\_\_ Licensed Secretary No. \_\_\_\_\_

Prescribed Body Name & Membership No. \_\_\_\_\_

Designation \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Office Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Email Address \_\_\_\_\_  
*(Please provide your e-mail address as registration confirmation is sent to you via e-mail.)*

Tax Invoice to be issued in the name of \_\_\_\_\_

Name of HR personnel \_\_\_\_\_ Tel. No. \_\_\_\_\_

Vegetarian Meal     Other Diet \_\_\_\_\_

Payment by cheque no. \_\_\_\_\_ amount RM \_\_\_\_\_

**PAYMENT**

- Fee is payable to **SURUHANJAYA SYARIKAT MALAYSIA**
- Payment can be made in cash, cheque, bank draft, credit card, postal order or money order.
- Each programme fee must be paid separately.
- Only cheque issued by company/firm can be accepted. Companies/Firms that issue a non-valid cheque will be blacklisted.
- Personal cheque will not be accepted.
- On the reverse of each instrument of payment, please indicate the participant(s) name (maximum 5), License Secretary no. / Professional Body name (if any), programme date and event code.
- Attach with a copy of the Registration Form (if payment made before the programme date) or Invoice (if payment made after the programme date) when submitting payment.
- Payment can be made at SSM, Level 17, Menara SSM @ Sentral, Kuala Lumpur and at all SSM branches in Malaysia.

**PROGRAMME FEE**

COMTRAC's training and administration fees are subjected to 6% GST under the GST Act 2014. Fee is inclusive of certificate of attendance issued by the Companies Commission of Malaysia (SSM), a pre-loaded CD containing training materials, refreshments and lunch (where applicable).

**FAX YOUR REGISTRATION FORM AND SEND YOUR PAYMENT TO:**

COMTRAC, Level 12, Menara SSM @ Sentral, 7 Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50623 Kuala Lumpur  
 Tel: +(603) 2299 4440 (Zakhir) / 4441 (Priya) / 5308 (Fuza) Fax: +(603) 2299 4451 / 4452 Email: [comtrac@ssm.com.my](mailto:comtrac@ssm.com.my)

**TERMS & CONDITIONS**

Registration is on a first-come-first-served-basis. No walk-in accepted. All registrations MUST be submitted to SSM accompanied with the **full payment five (5) working days before the programme**. Admittance will not be permitted unless payment or letter of guarantee is received. Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment or letter of guarantee is received.

**Cancellation**

No refund is entertained if participant decide to cancel their registration but a substitute is welcome. Written notification of substitute's name must be received by COMTRAC at least three (3) working days prior to programme. Any difference in fee will be charged accordingly. In cases of cancellation/postponement of programme by COMTRAC, the registration fee will be refunded.

**Transfer**

No refund is entertained if participant fails to attend a programme. Transfer of registration fee to another programme is not allowed.

**Replacement Of Certificate**

SSM will charge an administrative fee of RM30.00 (inclusive of 6% GST) 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.

**DISCLAIMER**

SSM reserves the right to cancel 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. Upon submitting the registration form, you are deemed to have read and accepted the terms and conditions.

**PSMB**

Suruhanjaya Syarikat Malaysia is registered as a training provider with **PSMB** under **KERAJAAN1846**.

**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 get 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)