



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA
(Agensi di bawah KPDNHEP)



2019 CORPORATE DIRECTORS TRAINING PROGRAMMES

- CORPORATE DIRECTORS TRAINING PROGRAMME
FUNDAMENTAL 2.0
- CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL
2.0 + CYBER SECURITY AWARENESS
- CORPORATE DIRECTORS TRAINING PROGRAMME
FUNDAMENTAL 2.0 + FINANCIAL STATEMENTS 101

ADMINISTRATIVE DETAILS CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 2.0

DATE	VENUE	EVENT CODE
09 January 2019	Menara SSM@Sentral, Kuala Lumpur	CDTPF/KL/19/001
17 April 2019	Menara SSM@Sentral, Kuala Lumpur	CDTPF/KL/19/039
03 July 2019	Menara SSM@Sentral, Kuala Lumpur	CDTPF/KL/19/054
06 November 2019	Menara SSM@Sentral, Kuala Lumpur	CDTPF/KL/19/094

Time 9:00 am - 5:00 pm

Training Methodology Lecture and Case Discussion

Fee **RM500.00** Standard
RM400.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.

CPE points 8

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

ADMINISTRATIVE DETAILS CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 2.0 + CYBER SECURITY AWARENESS

DATE	VENUE	EVENT CODE
20 - 21 February 2019	Kota Kinabalu, Sabah	CDTPF+CS/KK/19/017
07 - 08 August 2019	Menara SSM@Sentral, Kuala Lumpur	CDTPF+CS/KL/19/061

Time 9:00 am - 5:00 pm

Training Methodology Lecture and Case Discussion

Fee **RM1,000.00** Standard
RM800.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.

CPE points 16

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

ADMINISTRATIVE DETAILS CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 2.0 + FINANCIAL STATEMENTS 101

DATE	VENUE	EVENT CODE
08 - 09 May 2019	Hilton Hotel, Kuching	CDTPF+FS/KCG/19/045
02 - 03 October 2019	Menara SSM@Sentral, Kuala Lumpur	CDTPF+FS/KL/19/079

Time 9:00 am - 5:00 pm

Training Methodology Lecture and Case Discussion

Fee **RM1,000.00** Standard
RM800.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.

CPE points 16

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

CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 2.0

COURSE INTRODUCTION

The corporate scenario of the 21st century is both challenging and exciting, promising numerous opportunities for wealth creation. This is provided the key economic role players in the country are able to navigate the economic landscape. With this in mind, the Companies Commission of Malaysia Training Academy & Knowledge Management Division (CKMD) believes that the directors and key role-players of companies need to be equipped with the fundamental knowledge of their roles and responsibilities under the Companies Act 2016 as well as knowledge on business ethics and integrity. It is hope that with these knowledges gained, it will enable them to manage their companies on a sustainable manner and at the same time remain competitive.

COURSE OBJECTIVES

The CDP Fundamental 2.0 is designed to convey basic yet vital information pertaining to the characteristics, anatomy, life-span of a company and its key role players. The course will also introduce the participants to the fundamental of corporate governance, corporate responsibility, business ethics and integrity. This course also includes an overview of Companies Act 2016.

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: The Fundamentals of Corporate Governance**
Principles and definitions of corporate governance, significance of corporate governance.
- **Module 4: The Fundamentals of Corporate Responsibility**
Principles and definitions of corporate responsibility, significance of corporate responsibility.
- **Module 5: Introduction to Business Ethics and Integrity**
Components of an effective business ethics and integrity system.
- **Module 6: Companies Act 2016**
Highlights of Companies Act 2016 that company directors must know.

LEARNING OUTCOME

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

- Develop a good understanding on the concept, features and significance of a company.
- Outline the roles and responsibilities of directors, company secretaries and auditors.
- Be equipped with the foundational knowledge of corporate governance and corporate responsibility.
- Develop a good understanding on the ethical and integrity issues that business may be facing.
- Be equipped with the essential knowledge on Companies Act 2016.

ABOUT THE TRAINERS

Panel trainers from Suruhanjaya Syarikat Malaysia / Associate Speakers.

CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 2.0 + CYBER SECURITY AWARENESS

COURSE INTRODUCTION

The CDTP Fundamental 2.0 + Cyber Security Awareness is a result of fusing the modules from CDTP Fundamental 2.0 with training on cyber security. There have been massive corporate security breach one after another and board directors are feeling the pressure. When an organization suffers a cyber incident, all eyes will naturally be on the directors to see if they were properly exercising their risk oversight. This course recognizes the importance of cyber security awareness in addition to be equipped with fundamental knowledge of company law and corporate governance.

COURSE OBJECTIVES

Day 1 of this course is 'CDTP Fundamental 2.0' which is designed to convey basic yet vital information pertaining to the characteristics, anatomy, life-span of a company and its key role players. Day 2 will focus on cyber security awareness which aims to prepare the members of the board and other senior management of an organization to understand, assess and take a proactive posture in cyber security. Members of the board will be introduced to the threats from Ransomware, BEC, Malwares, and Social Engineering to Advanced Persistent Threats that can decimate an organization. This course will highlight why cyber security is a board level problem and how to mitigate and manage it.

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: The Fundamentals of Corporate Governance**
Principles and definitions of corporate governance, significance of corporate governance.
- **Module 4: The Fundamentals of Corporate Responsibility**
Principles and definitions of corporate responsibility, significance of corporate responsibility.
- **Module 5: Introduction to Business Ethics and Integrity**
Components of an effective business ethics and integrity system.
- **Module 6: Companies Act 2016**
Highlights of Companies Act 2016 that company directors must know.
- **Module 7: Cyber Security Awareness | NEW |**
Understand why cyber security is a boardroom activity, security obligations by role, risk management framework and how to handle during and after a breach.

LEARNING OUTCOME

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

- Develop a good understanding on the concept, features and significance of a company.
- Outline the roles and responsibilities of directors, company secretaries and auditors.
- Be equipped with the foundational knowledge of corporate governance and corporate responsibility.
- Develop a good understanding on the ethical and integrity issues that business may be facing.
- Be equipped with the essential knowledge on Companies Act 2016.
- Understand why cyber security is a board level matter.
- How to be cyber resilient?
- How to respond during and after a breach?

ABOUT THE TRAINERS

Day 1

Panel trainers from Suruhanjaya Syarikat Malaysia / Associate Speakers

Day 2

CLEMENT ARUL is Chief Operating Officer – Technology, Evangelist, Vigilant Asia (M) Sdn Bhd. He is a National and Regional award winning Security Professional with twenty years of IT experience in Security, Ethical Hacking, Cyber Security Framework, Security Risk & Governance, Systems Analysis, Big Data, IoT, Design, Development, Secure Coding, Implementation, Digital Forensics and Project Management. Clement is also the Founder, CEO of Kaapagam Technologies, and Kaapagam Education Services. A Security Consultant for many Multi-National and leading IT companies in APAC region. A Frequent Speaker in Security Event in APAC.

CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 2.0 + FINANCIAL STATEMENTS 101

COURSE INTRODUCTION

The CDTP Fundamental 2.0 + Financial Statement 101 is a result of fusing the modules from CDTP Fundamental 2.0 with the introduction topic on understanding financial statements for board of directors.

COURSE OBJECTIVES

The module on Financial Statements 101 is designed for directors to get a firm grasp on the numbers side of business. The primary goal is to help them develop sound financial knowledge to read and understand financial reports; helping them to look at the linkages in the financial statements in order to understand their business operations better. This course recognizes that being able to read and interpret financial statements is a vital skill in addition to be equipped with fundamental knowledge of company law and corporate governance.

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: The Fundamentals of Corporate Governance**
Principles and definitions of corporate governance, significance of corporate governance.
- **Module 4: The Fundamentals of Corporate Responsibility**
Principles and definitions of corporate responsibility, significance of corporate responsibility.
- **Module 5: Introduction to Business Ethics and Integrity**
Components of an effective business ethics and integrity system.
- **Module 6: Companies Act 2016**
Highlights of Companies Act 2016 that company directors must know.
- **Module 7: Financial Statements 101 | NEW |**
How to read financial statement, significance of financial statements, basic financial / accounting terms and concepts.

LEARNING OUTCOME

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

- Develop a good understanding on the concept, features and significance of a company.
- Outline the roles and responsibilities of directors, company secretaries and auditors.
- Be equipped with the foundational knowledge of corporate governance and corporate responsibility.
- Develop a good understanding on the ethical and integrity issues that business may be facing.
- Be equipped with the essential knowledge on Companies Act 2016.
- Be able to read, interpret and analyse financial statements.
- Assess business trends using financial tools.
- Identify warning signs of business decline and insolvency.

ABOUT THE TRAINERS

Day 1

Panel trainers from Suruhanjaya Syarikat Malaysia / Associate Speakers

Day 2

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.



Use one form for each participant. Print or type clearly. This form can be downloaded from SSM's website at www.ssm.com.my. Kindly make copies if more forms are needed. Please register me for the below programme:

DATE	EVENT CODE	PROGRAMME

PARTICIPANT DETAILS: (All details must be completed)

Name _____

I/C No. _____ Licensed Secretary No. _____

Professional 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 TERMS

- 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

Fee is inclusive of certificate of attendance issued by the Companies Commission of Malaysia (SSM), training materials, refreshments and lunch (where applicable).

FAX OR EMAIL YOUR REGISTRATION FORM WITH PAYMENT RECEIPT TO:

COMTRAC & Knowledge Management Division, 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

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 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 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.