

## DISCLOSURES BY DIRECTORS AND SHAREHOLDERS

### COURSE INTRODUCTION

Company directors have fiduciary duties to act in the best interests of the company, rather than of themselves. This fiduciary duty would be affected if they have not disclosed interests which are in conflict with the company's interest. The dealing in the securities by the company directors and shareholders if not made known to the Company, investors and regulators, may enable such company directors and shareholders to manipulate the market. For this reason, disclosure rules and regulations have been embedded in the Companies Act 2016 ("CA2016"), Capital Market & Services Act 2007 ("CMSA") and Bursa Securities Listing Requirements ("LR") to safe-guard the interests of the investors.

### COURSE OBJECTIVES

The course will look at the statutory requirements of such disclosures and the duties imposed on the directors, shareholders and other persons where such disclosures are warranted. It will also highlight the restricted dealing periods for such persons and the mechanism for listed companies to ensure those privy to material information do not undertake share transaction.

### COURSE CONTENTS

- Review the duties imposed on directors in a position of conflict.
- Review the statutory requirements for the disclosure of directors' interest in shares, options, and debentures of the company.
- Discuss what constitutes an interest in shares and debentures.
- Review the disclosure of emoluments.
- Discuss the directors' and substantial shareholders' duty to notify the company and other regulators.
- Restricted dealing periods.
- Best practices to comply with the regulatory requirements.

### LEARNING OUTCOME

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

- Have a better understanding of the extent of the disclosures required in relation to interest in shares, options and debentures.
- Differentiate the disclosure requirements under the CA2016, CMSA and LR.
- Gain insights into the obligations of the company secretary in meeting the Company's compliance with the CA2016 and CMSA.

### WHO SHOULD ATTEND

Company directors, shareholders, investors, company secretaries, auditors, accountants of listed companies and those who are assisting the Directors' in their disclosures.

### ABOUT THE TRAINERS

**Leong Oi Wah** is a Fellow Member of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) and has more than 30 years of experience in handling corporate secretarial matters in the profession and the corporate sector.

Oi Wah is also involved in advisory on corporate secretarial requirements including corporate restructuring and compliance with various regulatory bodies such as the Registrar of Companies, Bursa Malaysia Securities Berhad, Securities Commission and other authorities. She is an approved trainer with Pembangunan Sumber Manusia Berhad and does regular training for the Companies Commission Malaysia Training Academy and other professional bodies.

ADMINISTRATIVE DETAILS		
DATE	VENUE	EVENT CODE
11 March 2019	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/19/023
<b>Time</b>	9:00 am - 5:00 pm	
<b>Training Methodology</b>	Lecture & Case Discussion	
<b>Fee</b> <i>Fee inclusive of certificate of attendance, compact disc pre-loaded with seminar materials and refreshment</i>	<b>RM500.00</b> <b>RM400.00</b>	Standard Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak
<b>CPE points</b>	8	

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
11 MARCH 2019	DISCLOSURES BY DIRECTORS AND SHAREHOLDERS

**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 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 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](mailto:comtrac@ssm.com.my)