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cdtp



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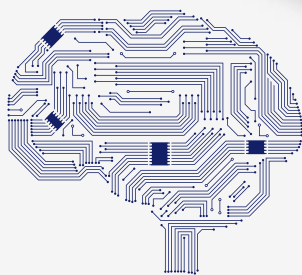
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SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA
(Agensi di bawah KPDNHEP)

2021 DIRECTORY

LEARN • INTERACT • CHANGE



TRAINING & DEVELOPMENT

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY



LEARN • INTERACT • CHANGE



Organisation Profile 06

Our Training Mediums	06
Our Training Methodologies	06
Who Should Attend	06
Customised Training Programmes	07
Mandatory Continuing Professional Education (CEP) for Licensed Company Secretaries	07
Implementation of Continuing Professional Education (CPE) for Practising Certificate of Secretary	07

Malaysia Business Reporting System (MBRS) Programmes 08

MBRS Annual Return	10-11
MBRS for Preparers - Financial Statements	12-14
MBRS for Preparers - Financial Statements (Fast Track)	15-17

Corporate Directors Training Programme (CDTP) 18

CDTP Fundamental 3.0	20-21
CDTP Fundamental 3.0 + Financial Statements 101	22-23
CDTP Fundamental 3.0 + Cyber Security Awareness	24-25

Company Secretaries Training Programme (CSTP) 26

Company Secretaries Training Programme Essential 1.0	28-30
Company Secretaries Training Programme Significant 2.0	31-33

PATHWAY FOR BEGINNERS SERIES ON COMPANY LAW & SECRETARIAL PRACTICE 34

Company Secretary & Getting Started with Companies NEW	37-38
Constitution, Audit and Annual Return	39-40
Directors, Members and Meetings	41-42
Shares and Share Capital	43-44
Cessation of Companies NEW	45-46
Corporate Governance NEW	47

Continuing Education Programmes

48

S241 CPE Category 1 - Company Secretarial Practice, Company and Corporate Law (60%)

• Advanced Minutes Writing	50
• AGM, Accounts, Annual Returns under Companies Act 2016	52
• Borrowing powers of Companies NEW	54
• Cashflow Matters in Your Business NEW	56
• Cessation of Companies & Limited Liability Partnerships	58
• Companies Act 2016: Dealing with Common Issues	61
• Companies Act 2016. Directors Statutory Disclosures	63
• Companies Act 2016. Practical Guide for Company Directors	65
• Companies Act 2016. Practical Guide for Company Secretaries	67
• Companies Act 2016 & Limited Liability Partnerships Act 2012	70
• Companies Limited by Guarantee under the Companies Act 2016	73
• Contract basics for non-lawyers	75
• Corporate Liability for Corruption Offences: MACC ACT Section 17A, Adequate Procedures and ISO 37001 Anti-Bribery Management Systems NEW	77
• Corporate Liability and Establishing Adequate Procedures for Small Medium Enterprises	79
• Cyber Security. A Boardroom Agenda NEW	82
• Cyber Security: How to Mitigate the Impact of Cyber Crime on Your Business	84
• Directors Conflict of Interests – How Company Secretary Is To Advise	86
• Guidelines for Reporting Framework for Beneficial Ownership of Legal Person in Malaysia	88
• Intellectual Property Strategies for the Modern-Day Business Owner: Start, Grow, Expand NEW	90
• Interest Schemes Act 2016 : Duties & Responsibilities of Trustees NEW	92
• Practical Guide to Capital Reduction by Solvency Statement	94
• Preference Shares. Steps to issue, redeem and convert NEW	96
• Protecting your Intellectual Property Rights the Smart Way: Ideas, Technologies, Trends in the Era of Industry 4.0 NEW	98
• Read, Interpret and Analyze Financial Statements For Company Directors and Company Secretaries (Basic Level) NEW	100
• Read, Interpret and Analyze Financial Statements For Company Directors and Company Secretaries (Intermediate Level)	102
• Read, Interpret and Analyze Financial Statements For Company Directors and Company Secretaries (Advanced Level)	104
• Resolving Boardroom and Shareholders Disputes	106
• Retrenchment - Solutions And Pitfalls	108
• Roadmap to Fund Raising via Interest Schemes Act 2016 NEW	110
• Seminar on Insolvency	112
• Shares and Capital Maintenance	116
• Share Registration Practical Issues NEW	118
• Vacation & Removal of Directors NEW	120

S241 CPE Category 3 - Personal Development (15%)

• Business Etiquette for Executives	124
• Critical Thinking for Executives NEW	126
• Effective Negotiation: Acuity & Influence NEW	128
• Emotional Quotient NEW	130
• Finding your Value Add as a Company Secretary using the Business Model Canvas Tool	133
• Interpersonal Communication NEW	135
• Making Effective Decisions and Solving Problems	137
• Managing Challenging Communication	140
• Mapping Critical Thinking for Company Secretaries	143
• Online Image & Influence NEW	146
• Persuasion and Influencing Skills	148
• Selling Ideas. Influencing Decisions NEW	150

Calendar 2021

153

My Training Planner 2021

Updated: 31 May 2021

COMTRAC & KNOWLEDGE MANAGEMENT DIVISION, COMPANIES COMMISSION OF MALAYSIA

The Companies Commission of Malaysia Training Academy (**COMTRAC**) was established on 1 April 2007 to spearhead the Companies Commission of Malaysia's (**SSM**) external stakeholders training initiatives. Its mission is to train and educate a wide array of corporate role-players comprising directors, company secretaries, the management and employees of companies, auditors, entrepreneurs, innovators and members of the professional bodies, consistent with SSM's functions as stipulated under subsection 17(d) and 18(2) of the Companies Commission of Malaysia Act 2001 which states:

Sub-section 17(d) "...to encourage and promote proper conduct amongst directors, secretaries, managers and other officers of a corporations, companies, business, industry groups and professional bodies in the corporate sector in order to ensure that all corporate and business activities are conducted in accordance with established norms of good corporate governance".

Sub-section 18(2) "...to formulate, conduct and implement educational and training programmes relating to the laws specified in the First Schedule"

Being a strong proponent of the philosophy of enforcement by education, COMTRAC strives to educate stakeholders and strengthen public awareness about the major benefits of complying with company law. Our key role is to provide education that complements the effectiveness of SSM's enforcement initiatives in ensuring voluntary compliance.

The Academy is known as **COMTRAC & Knowledge Management Division** from March 2017. Please visit www.ssm.com.my to find out more about SSM and COMTRAC and its training programmes.

OUR TRAINING MEDIUMS

- Online Learning
- Face-to-face (classroom style) learning



OUR TRAINING METHODOLOGIES

- Lecture
- Interactive learning
- Class discussion
- Role playing
- Case studies
- Hands-on workshop



WHO SHOULD ATTEND

- Company Directors
- Chief Executive Officers
- Chief Financial Officers
- Chief Operations Officers
- Entrepreneurs
- S.M.E. Proprietors
- Company Secretaries
- Auditors
- Lawyers
- Bankers
- Corporate Advisers
- Compliance and Risk Officers
- Academicians
- Regulators
- Government agencies
- Undergraduate & Post Graduate Students

CUSTOMISED TRAINING PROGRAMMES

COMTRAC can cater to your specific training and corporate development needs of organization. Our existing training programmes and modules can be modified to suit your organizations training needs. Our consultants will work closely with your organization to identify the training needs, design and develop the contents and training methodology. Kindly contact us for consultation or send your email to comtrac@ssm.com.my.

MANDATORY CONTINUING PROFESSIONAL EDUCATION (CPE) FOR LICENSED COMPANY SECRETARIES

All training programmes stipulated in our Training Calendar carry SSM's CPE points, which are accepted of renewing the license of license secretaries appointed pursuant to S235(2)(b) of the Companies Act 2016.

The license holder shall always enhance his knowledge and quality of service by attending seminars organized by COMTRAC and other courses offered by professional bodies with a minimum total attendance of sixty (60) credit hours within three (3) years effective from the issuance of the license. For further enquiries on SSM CPE requirements and related matters, please contact SSM Corporate Intermediaries Section.

Effective from 1st of January 2021, Companies Commission of Malaysia (SSM) has agreed to recognize 60 Continuing Professional Education (CPE) points for online training during the validity period of license. Based on this new condition, required CPE points can be accumulated either by attending online and/or classroom training without any breakdown of CPE points between these two (2) learning methods.



IMPLEMENTATION OF CONTINUING PROFESSIONAL EDUCATION (CPE) FOR PRACTISING CERTIFICATE OF SECRETARY

The final phase of Section 241 of Companies Act 2016 came into operation on **15 March 2019**.

Company secretaries must always enhance their knowledge and standards of professionalism by attending courses of studies, training and practical experience in the discharge of his duties and responsibilities. For this purpose, the minimum total CPE hours to be complied with during the validity period of a practising certificate are as follows:

	VALIDITY PERIOD OF PRACTISING CERTIFICATE			TYPE OF TRAINING	PERCENTAGE OF CPE HOURS ALLOWED
	1 year	2 years	3 years		
Minimum CPE hours required	20 CPE hours	40 CPE hours	60 CPE hours	Courses relating to company secretarial practice, company and corporate law.	Minimum of 60% of total minimum CPE hours.
				Other courses relating to industry in which a company is operating.	Maximum of 25% of total minimum CPE hours.
				Personal development.	Maximum of 15% of total minimum CPE hours.

**If the validity period of a certificate is more than one (1) year, the CPE hours may be accumulated in the duration of that period.*

Malaysian Business Reporting System





- **MBRS ANNUAL RETURN**
- **MBRS FOR PREPARERS**
- FINANCIAL STATEMENTS
- **MBRS FOR PREPARERS**
- FINANCIAL STATEMENTS
(FAST TRACK)

MALAYSIAN BUSINESS REPORTING SYSTEM

MBRS ANNUAL RETURN

COURSE INTRODUCTION

On 27 September 2018, the Suruhanjaya Syarikat Malaysia (SSM) launched the **Malaysian Business Reporting System** or its acronym, MBRS. MBRS refers to the submission platform based on the eXtensible Business Reporting Language (XBRL) format.

MBRS allows for the submission of:

- i. Annual Returns (AR);
- ii. Financial Statements and Reports (FS); and
- iii. Exemption Applications (EA) related to the FS and AR.

The guiding principles behind the financial and the non-financial scopes for MBRS are based on the Companies Act 2016, Malaysian Private Entities Reporting Standards (MPERS) and Malaysian Financial Reporting Standards (MFRS).

The mandatory submission of annual returns, certificate for private exempt company and unaudited financial statements to SSM was implemented in phases and in zones from November 2018.

Information on MBRS and the MBRS Preparation Tool (mTool) can be accessed for free at <https://www.ssm.com.my/Pages/Services/Other-Services/MBRS.aspx>

COURSE OBJECTIVES

This half-day course aims to provide participants with an in-depth understanding of XBRL format and MBRS platform for the purpose of compliance with the requirements contained in the Companies Act 2016. Participants will gain working knowledge on the MBRS filing requirements and how to optimize the use of the MBRS Preparation Tool (mTool) to ensure smooth submission of annual returns to SSM.

COURSE CONTENTS

1. What is XBRL?
2. Introduction to MBRS.
3. Scope of MBRS.
4. Components of MBRS:
 - SSM Taxonomy (SSMxT);
 - MBRS Preparation Tool (mTool); and
 - MBRS Portal (mPortal).
5. Digital signature registration and renewal.
6. Preparing and filing XBRL file for Annual Return.
7. Common errors in filing Annual Return via MBRS.



LEARNING OUTCOME

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

- Have an overview of the MBRS filing requirements.
- Get started with the preparation tool.
- Filing Annual Return via MBRS.

WHO SHOULD ATTEND

- Company Secretaries
- Directors
- Accountants
- Finance professionals
- Anyone interested to learn about MBRS.

ABOUT THE TRAINERS

SSM Trainer and / or SSM Associate Trainer.



ADMINISTRATIVE DETAILS

DATE	PLATFORM	EVENT CODE
25 January 2021	Webinar @ Microsoft Teams	013/21/MBRS/WEB
16 February 2021	Webinar @ Microsoft Teams	019/21/MBRS/WEB
23 March 2021	Webinar @ Microsoft Teams	036/21/MBRS/WEB
26 April 2021	Webinar @ Microsoft Teams	052/21/MBRS/WEB
27 May 2021	Webinar @ Microsoft Teams	064/21/MBRS/WEB
22 June 2021	Webinar @ Microsoft Teams	076/21/MBRS/WEB
05 July 2021	Webinar @ Microsoft Teams	107/21/MBRS/WEB
26 July 2021	Webinar @ Microsoft Teams	088/21/MBRS/WEB
27 September 2021	Webinar @ Microsoft Teams	126/21/MBRS/WEB
26 October 2021	Webinar @ Microsoft Teams	143/21/MBRS/WEB
23 November 2021	Webinar @ Microsoft Teams	156/21/MBRS/WEB
06 December 2021	Webinar @ Microsoft Teams	166/21/MBRS/WEB
Time	9.00 a.m. - 1.00 p.m.	
Training Methodology	Lecture supported with presentation slides and Q&A session	
Fee	RM250.00	
CPE points	4	

MALAYSIAN BUSINESS REPORTING SYSTEM

MBRS FOR PREPARERS - FINANCIAL STATEMENTS

COURSE INTRODUCTION

On 27 September 2018, the Suruhanjaya Syarikat Malaysia (SSM) launched the **Malaysian Business Reporting System** or its acronym, MBRS. MBRS refers to the submission platform based on the eXtensible Business Reporting Language (XBRL) format.

MBRS allows for the submission of:

- i. Annual Returns (AR);
- ii. Financial Statements and Reports (FS); and
- iii. Exemption Applications (EA) related to the FS and AR.

The guiding principles behind the financial and the non-financial scopes for MBRS are based on the Companies Act 2016, Malaysian Private Entities Reporting Standards (MPERS) and Malaysian Financial Reporting Standards (MFRS).

The mandatory submission of annual returns, certificate for private exempt company and unaudited financial statements to SSM was implemented in phases and in zones from November 2018.

Information on MBRS and the MBRS Preparation Tool (mTool) can be accessed for free at <https://www.ssm.com.my/Pages/Services/Other-Services/MBRS.aspx>

COURSE OBJECTIVES

This 2-day course is specially designed to provide preparers with an in-depth understanding and knowledge in using the MBRS preparation tool (mTool) for **submission of Financial Statements (FS) and Key Financial Indicators (KFI)** to SSM. In this course, participants will be guided with a practical session on preparation of a set of financial statements on MBRS.

COURSE CONTENTS

1. Overview on what is XBRL and MBRS.
2. SSM Taxonomy (SSMxT) and its use.
3. MBRS filing requirements.
4. Financial Statements (FS) and Exemption Application (EA) taxonomy.
5. Getting started – Creation of XBRL instance document and fill scoping questions.
6. How to fill submission document for FS and KFI?
7. Validation and rectification of errors.
8. Generation and submission of XBRL file to SSM.
9. Functions and features of MBRS preparation tool.
10. Hands-on training using mTool for financial statement.

LEARNING OUTCOME

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

- Acquire first-hand knowledge and hands-on training to enter financial statement into MBRS templates.
- Get started with the preparation tool (mTool).
- Navigate the SSMxT.
- Fill submission document for FS and KFI.
- Generate and submit XBRL file to SSM.

WHO SHOULD ATTEND

- Accountants
- Accounting staff
- Finance professionals
- Company Secretaries
- Directors
- Anyone involved in the preparation, review and / or submission of FS under MBRS.

PRE-REQUISITES FOR PARTICIPANTS

1. Proficiency in Microsoft Office Excel skills.
2. Proficiency in statutory financial reporting.

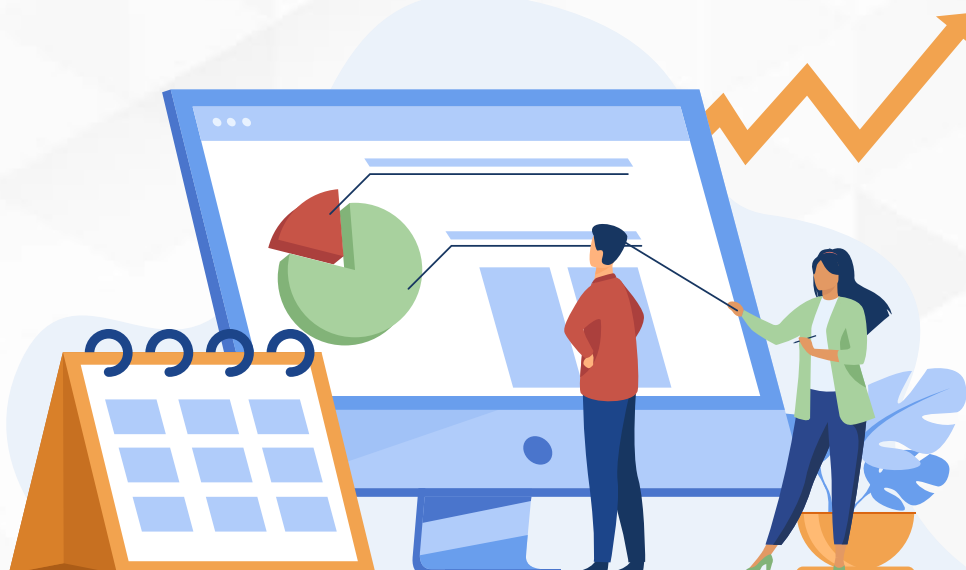
ABOUT THE TRAINERS

SSM Associate Trainers.



ADMINISTRATIVE DETAILS

DATE	PLATFORM	EVENT CODE
26 - 27 January 2021	Webinar @ Microsoft Teams	014/21/MBRS/WEB
17 - 18 February 2021	Webinar @ Microsoft Teams	020/21/MBRS/WEB
24 - 25 March 2021	Webinar @ Microsoft Teams	037/21/MBRS/WEB
14 - 15 April 2021	Webinar @ Microsoft Teams	049/21/MBRS/WEB
27 - 28 April 2021	Webinar @ Microsoft Teams	053/21/MBRS/WEB
03 - 04 May 2021	Webinar @ Microsoft Teams	054/21/MBRS/WEB
24 - 25 May 2021	Webinar @ Microsoft Teams	062/21/MBRS/WEB
16 - 17 June 2021	Webinar @ Microsoft Teams	073/21/MBRS/WEB
23 - 24 June 2021	Webinar @ Microsoft Teams	077/21/MBRS/WEB
07 - 08 July 2021	Webinar @ Microsoft Teams	086/21/MBRS/WEB
21 - 22 July 2021	Webinar @ Microsoft Teams	087/21/MBRS/WEB
11 - 12 August 2021	Webinar @ Microsoft Teams	099/21/MBRS/WEB
25 - 26 August 2021	Webinar @ Microsoft Teams	109/21/MBRS/WEB
14 - 15 September 2021	Webinar @ Microsoft Teams	119/21/MBRS/WEB
22 - 23 September 2021	Webinar @ Microsoft Teams	123/21/MBRS/WEB
06 - 07 October 2021	Webinar @ Microsoft Teams	133/21/MBRS/WEB
27 - 28 October 2021	Webinar @ Microsoft Teams	146/21/MBRS/WEB
17 - 18 November 2021	Webinar @ Microsoft Teams	153/21/MBRS/WEB
29 - 30 November 2021	Webinar @ Microsoft Teams	161/21/MBRS/WEB
07 - 08 December 2021	Webinar @ Microsoft Teams	168/21/MBRS/WEB
13 - 14 December 2021	Webinar @ Microsoft Teams	170/21/MBRS/WEB
15 - 16 December 2021	Webinar @ Microsoft Teams	171/21/MBRS/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Lecture supported with presentation slides and Q&A session	
Fee	RM800.00	
CPE points	16	



MALAYSIAN BUSINESS REPORTING SYSTEM

MBRS FOR PREPARERS - FINANCIAL STATEMENTS

(FAST TRACK)

COURSE INTRODUCTION

On 27 September 2018, the Suruhanjaya Syarikat Malaysia (SSM) launched the **Malaysian Business Reporting System** or its acronym, MBRS. MBRS refers to the submission platform based on the eXtensible Business Reporting Language (XBRL) format.

MBRS allows for the submission of:

- i. Annual Returns (AR);
- ii. Financial Statements and Reports (FS); and
- iii. Exemption Applications (EA) related to the FS and AR.

The guiding principles behind the financial and the non-financial scopes for MBRS are based on the Companies Act 2016, Malaysian Private Entities Reporting Standards (MPERS) and Malaysian Financial Reporting Standards (MFRS).

The mandatory submission of annual returns, certificate for private exempt company and unaudited financial statements to SSM was implemented in phases and in zones from November 2018.

Information on MBRS and the MBRS Preparation Tool (mTool) can be accessed for free at <https://www.ssm.com.my/Pages/Services/Other-Services/MBRS.aspx>

COURSE OBJECTIVES

This 8-hours course over two (2) half days is a fast track programme of MBRS for Preparers – Financial Statements. The hands-on course is designed for **preparers with accounting / financial backgrounds**. It aims to provide an in-depth understanding and knowledge in using the MBRS preparation tool (mTool) for submission of Financial Statements (FS) and Key Financial Indicators (KFI) to SSM. In this course, participants will be guided with practical sessions on preparation of a set of financial statements on MBRS.

COURSE CONTENTS

1. Overview on what is XBRL and MBRS.
2. SSM Taxonomy (SSMxT) and its use.
3. MBRS filing requirements.
4. Financial Statements (FS) and Exemption Application (EA) taxonomy.
5. Getting started – Creation of XBRL instance document and fill scoping questions.
6. How to fill submission document for FS and KFI?
7. Validation and rectification of errors.
8. Generation and submission of XBRL file to SSM.
9. Functions and features of MBRS preparation tool.
10. Hands-on training using mTool for financial statement.

LEARNING OUTCOME

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

- Acquire first-hand knowledge and hands-on training to enter financial statement into MBRS templates.
- Get started with the preparation tool (mTool).
- Navigate the SSMxT.
- Fill submission document for FS and KFI.
- Generate and submit XBRL file to SSM.

WHO SHOULD ATTEND

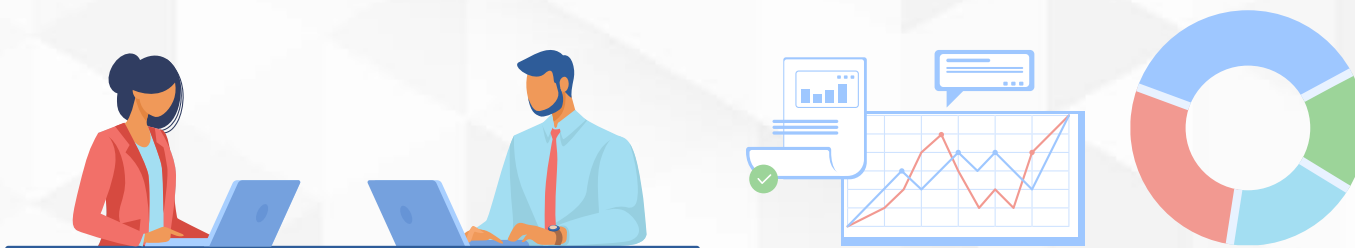
- Accountants
- Accounting personal
- Finance professionals
- Anyone with accounting / financial backgrounds who are involved in the preparation, review and / or submission of FS under MBRS.

ABOUT THE TRAINERS

SSM Associate Trainers.



Comparison of Course Contents		MBRS for Preparers – Financial Statements	MBRS for Preparers – Financial Statements (Fast Track)
Duration		16 hours / 2 full days	8 hours / 2 half-days
DAY 1			
Introduction to MBRS	Theory	✓	✓
SSM Taxonomy (SSMxT)	Theory	✓	✓
MBRS Filing Requirements	Theory	✓	✓
Getting Started	Theory	✓	✓
How to Fill MBRS Template for FS	Theory	✓	
Validation and Rectification of Errors	Theory	✓	
Generation of XBRL File (Zip File)	Theory	✓	
Submission of XBRL File (Zip File) to SSM	Theory	✓	✓
Function and Features	Theory	✓	✓
DAY 2			
Recap of Day 1	Theory	✓	
How to Fill MBRS Template for KFI	Theory	✓	✓
How to Fill MBRS Template for FS	Practical	✓	✓
Validation and Rectification of Errors	Practical	✓	✓
Generation of XBRL File (Zip File)	Practical	✓	✓



ADMINISTRATIVE DETAILS

DATE	PLATFORM	EVENT CODE
21 - 22 April 2021	Webinar @ Microsoft Teams	051/21/MBRS/WEB
05 - 06 May 2021	Webinar @ Microsoft Teams	056/21/MBRS/WEB
02 - 03 June 2021	Webinar @ Microsoft Teams	065/21/MBRS/WEB
27 - 28 July 2021	Webinar @ Microsoft Teams	091/21/MBRS/WEB
04 - 05 August 2021	Webinar @ Microsoft Teams	096/21/MBRS/WEB
01 - 02 September 2021	Webinar @ Microsoft Teams	112/21/MBRS/WEB
28 - 29 September 2021	Webinar @ Microsoft Teams	127/21/MBRS/WEB
20 - 21 October 2021	Webinar @ Microsoft Teams	141/21/MBRS/WEB
10 - 11 November 2021	Webinar @ Microsoft Teams	149/21/MBRS/WEB
24 - 25 November 2021	Webinar @ Microsoft Teams	159/21/MBRS/WEB
01 - 02 December 2021	Webinar @ Microsoft Teams	164/21/MBRS/WEB
Time	9.00 a.m. - 1.00 p.m.	
Training Methodology	Lecture supported with presentation slides, hands-on and Q&A session	
Fee	RM400.00	
CPE points	8	



- **CORPORATE DIRECTORS TRAINING PROGRAMME**
FUNDAMENTAL 3.0

- **CORPORATE DIRECTORS TRAINING PROGRAMME**
FUNDAMENTAL 3.0 + CYBER SECURITY AWARENESS

- **CORPORATE DIRECTORS TRAINING PROGRAMME**
FUNDAMENTAL 3.0 + FINANCIAL STATEMENTS 101

CORPORATE DIRECTORS TRAINING PROGRAMME

FUNDAMENTAL 3.0

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 boardroom dynamics and corporate liability in Malaysia. 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 CDTP Fundamental 3.0 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 boardroom dynamics and corporate liability in Malaysia.

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: Understanding Boardroom Dynamics**
Different facet of boardroom dynamics and why it is becoming increasingly important for companies.
- **MODULE 4: Introduction of Corporate Liability in Malaysia**
From 1 June 2020, directors and top management of commercial organisations will be held personally liable for any acts of corruption committed for the benefit of the business. This module enable participants to understand what is corporate liability for corruption offences as introduced by the MACC (Amendment) Act 2018 and how corruption may impact their company.

LEARNING OUTCOME

By attending this course, 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 boardroom dynamics.
- Develop a good understanding on the corporate liability in Malaysia.

WHO SHOULD ATTEND

Aspiring directors, newly appointed directors, seasoned directors who wish to unlearn and relearn.

ABOUT THE TRAINERS

Panel trainers from Suruhanjaya Syarikat Malaysia / Associate Speakers.



ADMINISTRATIVE DETAILS

DATE	PLATFORM	EVENT CODE
06 January 2021	Webinar @ Microsoft Teams	002/21/CDTPF/WEB
08 April 2021	Webinar @ Microsoft Teams	047/21/CDTPF/WEB
01 July 2021	Webinar @ Microsoft Teams	081/21/CDTPF/WEB
09 September 2021	Webinar @ Microsoft Teams	117/21/CDTPF/WEB
Time	9.00 a.m. - 5.00 p.m.	
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	

CORPORATE DIRECTORS TRAINING PROGRAMME

FUNDAMENTAL 3.0 + FINANCIAL STATEMENT 101

COURSE INTRODUCTION

The CDTP Fundamental 3.0 + Financial Statement 101 is a result of fusing the modules from CDTP Fundamental 3.0 with the introduction topic on understanding financial statements for board of directors.

COURSE OBJECTIVES

The first part of the course on CDTP Fundamental 3.0 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 boardroom dynamics and corporate liability in Malaysia.

The second part of the course is on the module on “Financial Statements 101”. This is specially 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. This course is ideal for professionals who have little or no knowledge in accounting.

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: Understanding Boardroom Dynamics**
Different facet of boardroom dynamics and why it is becoming increasingly important for companies.
- **Module 4: Introduction of Corporate Liability in Malaysia**
From 1 June 2020, directors and top management of commercial organisations will be held personally liable for any acts of corruption committed for the benefit of the business. This module enable participants to understand what is corporate liability for corruption offences as introduced by the MACC (Amendment) Act 2018 and how corruption may impact their company.
- **Module 5: Learn Financial Fundamentals**
Understand basic accounting terms and concepts and discover the significance of the core financial statements.
- **Module 6: Reading and Interpreting Financial Statements**
Link-up, review and interpret Financial Statements. Distinguish the characteristics of Cashflow, Profit, Net Worth and their purposes.

LEARNING OUTCOME

By attending this course, 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 boardroom dynamics.
- Develop a good understanding on corporate liability in Malaysia.
- Identify core financial statements and comprehend related jargon.
- Find the links and chinks between cash and profit.
- Gain business acumen and add value by managing business pragmatically.

WHO SHOULD ATTEND

Aspiring directors, newly appointed directors, seasoned directors who wish to unlearn and relearn.

ABOUT THE TRAINERS

Day 1

Panel trainers from Suruhanjaya Syarikat Malaysia / Associate Speakers.

Day 2

S. Yoga Thevan has 30 years of finance, business and facilitation experience and works with teams to improve financial literacy and business acumen.

- Actively trains directors and company secretaries on financial management and has designed and delivered Finance Programs for MIA and SME Corp to over 6,000 directors, business owners and managers in class sizes of 20-30 persons over a 10-year period.
- On behalf of CIMA and the Accountant General's Office Malaysia, he conducted awareness programs on accrual accounting at 9 Ministries of the Federal Government (2012-2013).
- He is a certified facilitator for Business Today Simulation International
- In 2018, Yoga was bestowed the Social Harmony Award for his persistent efforts towards a holistic approach for cancer (International Conference for Peace and Universal Harmony, Goa, India).

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
23 - 24 February 2021	Webinar @ Microsoft Teams	021/21/CDTPFFS/WEB
23 - 24 June 2021	Webinar @ Microsoft Teams	078/21/CDTPFFS/WEB
Time	9.00 a.m. - 5.00 p.m.	
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	

CORPORATE DIRECTORS TRAINING PROGRAMME

FUNDAMENTAL 3.0 + CYBER SECURITY AWARENESS

COURSE INTRODUCTION

The CDTP Fundamental 3.0 + Cyber Security Awareness is a result of fusing the modules from CDTP Fundamental 3.0 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 dynamics of a company, duties and responsibilities of company directors and introduction of corporate Liability in Malaysia.

COURSE OBJECTIVES

Day 1 of this course is 'CDTP Fundamental 3.0' which is designed to convey basic yet vital information pertaining to the characteristics, anatomy, life-span of a company, roles and responsibilities of the key role players, boardroom dynamics and introduction of corporate liability in Malaysia. 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: Understanding Boardroom Dynamics**
Different facet of boardroom dynamics and why it is becoming increasingly important for companies.
- **Module 4: Introduction of Corporate Liability in Malaysia**
From 1 June 2020, directors and top management of commercial organisations will be held personally liable for any acts of corruption committed for the benefit of the business. This module enable participants to understand what is corporate liability for corruption offences as introduced by the MACC (Amendment) Act 2018 and how corruption may impact their company.
- **Module 7: Cyber Security Awareness**
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 course, 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 boardroom dynamics.
- Develop a good understanding on corporate liability in Malaysia.
- Understand why cyber security is a board level matter.
- How to be cyber resilient?
- How to respond during and after a breach?

WHO SHOULD ATTEND

Aspiring directors, newly appointed directors, seasoned directors who wish to unlearn and relearn.

Note: No IT knowledge required – This course is opened for all who are in e-commerce or involved in electronic transactions in their daily routine.

ABOUT THE TRAINERS

Day 1

Panel trainers from Suruhanjaya Syarikat Malaysia / Associate Speakers.

Day 2

Clement Arul is Chief Executive Officer, Kaapagam Education Services Sdn. Bhd. He is a National and Regional award-winning Cybersecurity Professional with twenty two 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 a security consultant for many multi-national and leading IT companies in APAC region. A frequent speaker in security events in APAC.

Awards and Recognition:

- IFSEC GLOBAL TOP 20 CYBERSECURITY PROFESSIONALS 2020, IFSECGLOBAL, UK
- APAC Cyber Security Professional of the Year 2020, 2019, and 2017, Global Cybersecurity Excellence Awards.
- Cyber Security Professional of the Year 2017, 2014, National Cyber Security Awards, MOSTI, Govt. of Malaysia.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
13 - 14 July 2021	Webinar @ Microsoft Teams	110/21/CDTPFCS/WEB
29 - 30 November 2021	Webinar @ Microsoft Teams	162/21/CDTPFCS/WEB
Time	9.00 a.m. - 5.00 p.m.	
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	

COMPANY SECRETARIES **TRAINING PROGRAMMES**





- **COMPANY SECRETARIES TRAINING PROGRAMME**
(CSTP) ESSENTIAL 1.0

- **COMPANY SECRETARIES TRAINING PROGRAMME**
(CSTP) SIGNIFICANT 2.0

COMPANY SECRETARIES TRAINING PROGRAMME

ESSENTIAL 1.0

COURSE INTRODUCTION

The **Company Secretaries Training Programme (CSTP) Essential 1.0** is a training programme based on the **Companies Act 2016**. It is a mandatory training course under the Companies Commission of Malaysia (SSM) Continuing Professional Education (CPE) points scheme for licensed company secretaries who have been issued with licenses by the Registrar of Companies under S.235(2)(b) of the Companies Act 2016.

There have been cases of licensed company secretaries who attended the mandatory training course more than once for the purpose of fulfilling their CPE requirements. With effect from 1 January 2014, licensed company secretaries are not allowed to repeat their attendance at CSTP Essential in each renewal cycle. CPE points from repeated CSTP Essential will not be accepted for renewal of license purpose.

COURSE OBJECTIVES

CSTP Essential 1.0 is designed to include emerging trends and fresh approaches to the company secretaries' challenges at work. It aims at enhancing the knowledge, skill and competencies of company secretaries in their role as advisor to the board of directors. Although the CSTP Essential 1.0 are primarily targeted at licensed company secretaries, other corporate role-players such as company secretaries of prescribed bodies, company directors, members of the management and support staff can also benefit from this programme and apply what they have learned, in managing their companies.

COURSE CONTENTS

PART A

- **MODULE 1: ANATOMY OF A COMPANY**

The salient features of a company, types of companies, key role-players and the life span of a company. Introduction of more relaxed requirements such as single member and single director for private companies under the Companies Act 2016.

- **MODULE 2: ROLES AND RESPONSIBILITIES OF COMPANY SECRETARIES**

The roles and responsibilities of company secretaries vis-à-vis Companies Act 2016.

PART B

- **MODULE 3: KEY ROLE-PLAYERS IN A COMPANY-DIRECTORS, OFFICERS, SHAREHOLDERS AND AUDITORS**

Roles, duties and responsibilities of key corporate role-players in a company namely directors, auditors and employees. Familiarization of their roles, duties and responsibilities will enable a company secretary to carry out their functions more effectively.

- **MODULE 4: MANAGING THE REGISTERED OFFICE, STATUTORY BOOKS, RETURNS AND OTHER DOCUMENTS**

The requirements and significance of having a registered office of a company and the importance of ensuring information are recorded in all statutory books by the company secretary. Under the Companies Act 2016, the Register of Members (ROM) shall be the prima facie evidence as to the legal title of shares and it is the duty of the company secretary to update the ROM upon any changes as well as notify the Companies Commission of Malaysia of the changes within the stipulated time frame.

PART C

- **MODULE 5: MANAGING COMPANY MEETINGS**

The Companies Act 2016 dispenses with the requirement for a private company to hold an Annual General Meeting (subject to company's constitution) and new provisions have been introduced in consequence of this. Regulatory requirements and key aspects of the management of annual general meeting, extraordinary general meeting and board meetings.

- **MODULE 6: NAVIGATING COMPLIANCE: KEY OFFENCES UNDER COMPANIES ACT 2016**

Highlight of key offences under the Companies Act 2016. Apart from examining the common offences committed by company secretaries, this module also looks into some of the serious offences such as fraud and false statements to Companies Commission of Malaysia.

LEARNING OUTCOME

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

- Develop a good understanding on the concept and features of a company.
- State the role and responsibilities of company secretaries.
- Outline the roles and responsibilities of key role players in a company.
- Apply the knowledge in managing statutory books and company meetings.
- Identify key offences under the Companies Act 2016.

The Company Secretaries Training Programme Essential 1.0 is made up of three parts which comprised of two modules each. Participants are deemed to have completed the CSTP Essential 1.0 upon attending all three parts.

WHO SHOULD ATTEND

Company secretaries below three years of experience, support staff in secretarial department, personal assistants to company secretary, legal administrators and legal secretaries who are involved in corporate secretarial work. Experienced company secretary who wants to unlearn and relearn.

ABOUT THE TRAINERS

Panel trainers from Suruhanjaya Syarikat Malaysia / Associate Trainers.

ADMINISTRATIVE DETAILS

DATE	PART	PLATFORM	EVENT CODE
12 January 2021	A	Webinar @ Microsoft Teams	004/21/CSTPE/WEB
13 January 2021	B	Webinar @ Microsoft Teams	006/21/CSTPE/WEB
14 January 2021	C	Webinar @ Microsoft Teams	008/21/CSTPE/WEB
09 March 2021	A	Webinar @ Microsoft Teams	029/21/CSTPE/WEB
10 March 2021	B	Webinar @ Microsoft Teams	030/21/CSTPE/WEB
11 March 2021	C	Webinar @ Microsoft Teams	031/21/CSTPE/WEB
08 June 2021	A	Webinar @ Microsoft Teams	067/21/CSTPE/WEB
09 June 2021	B	Webinar @ Microsoft Teams	068/21/CSTPE/WEB
10 June 2021	C	Webinar @ Microsoft Teams	070/21/CSTPE/WEB
13 July 2021	A	Webinar @ Microsoft Teams	106/21/CSTPE/WEB
14 July 2021	B	Webinar @ Microsoft Teams	108/21/CSTPE/WEB
15 July 2021	C	Webinar @ Microsoft Teams	111/21/CSTPE/WEB
03 August 2021	A	Webinar @ Microsoft Teams	093/21/CSTPE/WEB
04 August 2021	B	Webinar @ Microsoft Teams	095/21/CSTPE/WEB
05 August 2021	C	Webinar @ Microsoft Teams	097/21/CSTPE/WEB
21 September 2021	A	Webinar @ Microsoft Teams	120/21/CSTPE/WEB
22 September 2021	B	Webinar @ Microsoft Teams	121/21/CSTPE/WEB
23 September 2021	C	Webinar @ Microsoft Teams	124/21/CSTPE/WEB
23 November 2021	A	Webinar @ Microsoft Teams	157/21/CSTPE/WEB
24 November 2021	B	Webinar @ Microsoft Teams	158/21/CSTPE/WEB
25 November 2021	C	Webinar @ Microsoft Teams	160/21/CSTPE/WEB
Time		9.00 a.m. - 5.00 p.m.	
Training Methodology		Lecture and Case Discussion	
Fee		RM500.00 Standard RM300.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
CPE points		8 points per part	



COMPANY SECRETARIES TRAINING PROGRAMME

SIGNIFICANT 2.0

COURSE INTRODUCTION

The Company Secretaries Training Programme (CSTP) Significant 2.0 is designed as a follow up programme from the Company Secretaries Training Programme (CSTP) Essential 1.0. Relevant modules in CSTP Significant 1.0 are based on **Companies Act 2016**. Licensed company secretaries who had completed the Licensed Secretaries Training Programme (LSTP)/CSTP Essential are highly recommended to enroll for this programme.

Becoming a company secretary can be a richly rewarding experience, but the role is not an easy one and it has become even more challenging due to the ever changing regulatory and business environments. This programme is constantly updated and comprises of selected contemporary and important topics for company secretaries. It is specially designed to enhance the competency and equipped for their challenging roles of today. CSTP Significant 2.0 aims to develop and promote good understanding of corporate governance, corporate responsibilities, ethics, integrity, cyber security risk management, financial reports and explores the professional relationship between the board and the company secretary. A company secretary need to consider the many ways in which their pivotal role can best support their board and understand how crucial this relationship is for the delivering and executing good governance within their organizations. The programme will focus on real life situations and by way of discussions, will greater enhance the participants' understanding of the subjects. This programme not only enable effective knowledge delivery but at the same time aims to inspire, motivate and integrate such knowledge in the corporate environment.

COURSE OBJECTIVES

This course aims to enhance the knowledge, competency and quality of company secretaries and to provide variety of corporate learning programmes focusing on their roles, duties and responsibilities. This course also aims to shape the roles of company secretaries as advisors to the board of directors and gatekeepers of corporate governance.

COURSE CONTENTS

PART A

- **MODULE 1: ADVOCATING INTEGRITY AND ETHICS IN THE BOARDROOM**

Concept and significance of corporate ethics and integrity as well as their correlation with corporate governance. Practical tips and guides for company secretaries in advocating corporate governance by inculcating good ethics and integrity in the boardroom.

- **MODULE 2: ROLES AND RESPONSIBILITIES OF COMPANY SECRETARIES IN COMBATING MONEY LAUNDERING AND TERRORISM FINANCING**

Highlights on the position of company secretaries as a reporting institution in combating money laundering and terrorism financing. Practical tips for company secretaries in facilitating the enforcement in these areas.

PART B

- **MODULE 3: COMPANY SECRETARIES: WALKING THE BALANCE BETWEEN PROFESSIONALISM AND PERFORMANCE**

Skills and resources necessary to discharge the company secretaries' statutory and duties in the new Companies Act 2016. This module identifies, examines and deliberates the challenges company secretaries will face in meeting compliance under the new law. Practical perspectives and best practises to navigate the complex and dynamic corporate environment.

- **MODULE 4: INTEGRATING CORPORATE GOVERNANCE INTO COMPANY OPERATIONS**

Methodologies on how corporate governance can be integrated into a Company's operations by the company secretaries. Practical perspective and guide for effective and seamless integration of corporate governance into company operations.

PART C

- **MODULE 5: CYBER SECURITY RISK MANAGEMENT FOR THE BOARDROOM**

This module aims to provide awareness on cyber security at the company level. It addresses a range of topics, each of which is vital to securing the modern enterprise. These topics include review of case studies, company roles, risk management, and responsibilities of Board and management. Company secretaries who plays advisory role to the Board should understand the context and impact of cyber security on the overall company.

- **MODULE 6: UNDERSTANDING FINANCIAL STATEMENT FOR COMPANY SECRETARIES**

Company secretaries will find it enjoyable and easy to understand once the mysteries behind financial statements are removed.

LEARNING OUTCOME

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

- Establish good corporate integrity values and ethics.
- Identify the company secretary's role in combating money laundering and terrorism financing.
- Integrate corporate governance and corporate responsibility into company's operations.
- Identify the key challenges and issues affecting the company secretaries' daily functions.
- Know the cyber security risk management for the boardroom.
- Read and interpret financial statements.

The Company Secretaries Training Programme (CSTP) Significant 2.0 is made up of three parts which comprised of two modules each. Participants are deemed to complete the CSTP Significant upon attending all three parts.

WHO SHOULD ATTEND

Company secretaries, company secretarial assistants, legal administrators, legal secretaries, and corporate consultants who are involved in corporate secretarial work.


ABOUT THE TRAINERS

Panel trainers from Suruhanjaya Syarikat Malaysia / Associate Trainers.

ADMINISTRATIVE DETAILS

DATE	PART	PLATFORM	EVENT CODE
12 January 2021	A	Webinar @ Microsoft Teams	005/21/CSTPS/WEB
13 January 2021	B	Webinar @ Microsoft Teams	007/21/CSTPS/WEB
14 January 2021	C	Webinar @ Microsoft Teams	009/21/CSTPS/WEB
06 April 2021	A	Webinar @ Microsoft Teams	043/21/CSTPS/WEB
07 April 2021	B	Webinar @ Microsoft Teams	045/21/CSTPS/WEB
08 April 2021	C	Webinar @ Microsoft Teams	046/21/CSTPS/WEB
17 August 2021	A	Webinar @ Microsoft Teams	102/21/CSTPS/WEB
18 August 2021	B	Webinar @ Microsoft Teams	103/21/CSTPS/WEB
19 August 2021	C	Webinar @ Microsoft Teams	105/21/CSTPS/WEB
12 October 2021	A	Webinar @ Microsoft Teams	137/21/CSTPS/WEB
13 October 2021	B	Webinar @ Microsoft Teams	138/21/CSTPS/WEB
14 October 2021	C	Webinar @ Microsoft Teams	140/21/CSTPS/WEB
Time		9.00 a.m. - 5.00 p.m.	
Training Methodology		Lecture and Case Discussion	
Fee		RM500.00 Standard RM350.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
CPE points		8 points per part	



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- **COMPANY SECRETARY & GETTING STARTED WITH COMPANIES**
 - **CONSTITUTION, AUDIT AND ANNUAL RETURN**
 - **DIRECTORS, MEMBERS AND MEETINGS**
 - **SHARES AND SHARE CAPITAL**
 - **CESSATION OF BUSINESS**
 - **CORPORATE GOVERNANCE**

PATHWAY FOR BEGINNERS SERIES

COMPANY LAW AND SECRETARIAL PRACTICE

COURSE INTRODUCTION

Pathway for Beginners Series on Company Law and Company Secretarial Practice (CSP) programme is designed and developed for beginners in the company secretarial profession and for those looking for a refresher course. **This programme combines the essential principles of company law in Malaysia under the Companies Act 2016 regime and the practical applications.**

The six topics under this programme for the year 2021 are:

1. Company secretary and getting started with companies.
2. Constitution, audit and annual return.
3. Directors, members and meetings.
4. Shares and share capital.
5. Cessation of companies.
6. Corporate governance for beginners.

COURSE OBJECTIVES

This programme walks the beginners through the basics of company law and CSP in a simple and plain language. It aims to guide them in understanding key legal principles of company law and learn the practical aspects and functions of a company secretary. Participants will acquire the skills to carry out the duties and tasks that have to be performed by a company secretary, think critically about various aspects of Companies Act and its applications. All participants arrive at a similar level and no prior knowledge is assumed.

LEARNING OUTCOME

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

- Develop good understanding of essential principles of company law in Malaysia.
- Learn the basic overview legal framework of the Companies Act 2016.
- Learn the practical applications in administering companies under the Companies Act 2016.
- Identify the scope and apply the role and functions of a company secretary.
- Understand the law and best practice in key functional matters to ensure compliance under the Companies Act 2016.

WHO SHOULD ATTEND

Company secretarial assistants below two years of experience, support staff in secretarial department, personal assistants to company secretary, legal administrators and legal secretaries who are involved in corporate secretarial work.

NOTE TO PARTICIPANTS:

Compulsory to have a copy of Companies Act 2016 as reference at the programme.

PATHWAY FOR BEGINNERS SERIES

COMPANY SECRETARY & GETTING STARTED WITH COMPANIES

COURSE CONTENTS

COMPANY LAW

- Introduction to business entities – Sole proprietorship, partnership, limited liability partnership, company.
- Basic concepts.
- Classification of companies.
- Company limited by shares.
- Company limited by guarantee.
- Unlimited company.
- Private vs public companies.
- Corporate personality.
- Lifting the veil of incorporation.
- Related companies – holding and subsidiary; ultimate holding; wholly owned subsidiary; related companies.
- Company secretary – qualification, disqualification
- Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 (AMLA)
- Foreign companies

CSP

- Incorporation of private, public and CLBG
- Step-by-step incorporation process.
- Conversion from private to public company.
- Conversion from public to private company.
- Exempt private companies.
- Company secretary - appointment, resignation, removal, roles and responsibilities, company secretary and corporate governance.
- Know your customer due diligence.
- Change of company's name
- Common seal
- Registration of foreign companies.



PATHWAY FOR BEGINNERS SERIES

COMPANY SECRETARY & GETTING STARTED WITH COMPANIES

ABOUT THE TRAINERS

Dr. Usharani Balasingam is currently a Senior Lecturer at the Faculty of Law, University of Malaya. Prior to that, her work experience includes being an active legal practitioner of law as an Advocate and Solicitor of the High Court of Malaya. She was also in legal corporate advisory in Kuala Lumpur City Centre Berhad before entering academia. Dr. Usha has taught Company Law and Corporate Governance in the Faculty of Law, University of Malaya. She has researched and presented papers in local and international conferences. She has published articles in local and international journals and book chapters in the areas of education, law and ethics. She has also undertaken consultancy and projects in these areas. Dr Usha is a co-author of Navigating Companies Act 2016 for SMEs (2018, Sweet & Maxwell), as well as, Protecting the Elderly Against Abuse and Neglect (UM Press 2017).

Wong Wei Fong is an associate member of MAICSA and a holder of MBA from Sydney Business School, University of Wollongong. She has been involved in the corporate secretarial practice since year 1992, chalking up more than 28 years of experience in the field. She spent most of her career working in secretarial firms dealing with a wide range of clients from various industries. In the years spanning over 28 years, she has provided countless regulatory updates and briefings to board members to equip them with the right knowledge to discharge their fiduciary duties effectively.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
03 - 04 February 2021	Webinar @ Microsoft Teams	016/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Lecture, Case Laws, Discussions	
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	

PATHWAY FOR BEGINNERS SERIES

CONSTITUTION, AUDIT AND ANNUAL RETURN

COURSE CONTENTS

COMPANY LAW

- Basic concepts
- Constitution.
- Alteration of constitution.
- Object clause.
- Internal management rules
- Contracts – pre-incorporation contracts, provisional contracts and company contracts.
- Contracts with promoter.
- Contracts with directors.
- Contracts of substantial value.
- Auditors

CSP

- Constitution.
- Procedure and lodgement on alteration on object clause.
- Procedure and lodgement on alteration of various clauses in the constitution.
- Third Schedule
- Auditors – procedure for appointment / re-appointment, resignation, removal, remuneration, duties.
- Accounts to be kept.
- Audit matters.
- Preparation and submission of financial statements.
- Audit exemption.
- Step-by-step preparation and submission of Annual Return.

ABOUT THE TRAINERS

Dr. Chan Wai Meng is an associate professor at the Faculty of Business and Accountancy, University of Malaya. She lectures company law since she joined the Faculty in 1998. Wai Meng has published extensively. Among her recent publications on the company law are Essential Company Law in Malaysia: Navigating the Companies Act 2016 and Navigating the Companies Act 2016 for SMEs. She contributed to The Annotated Malaysian Companies Act 2016 published by Sweet & Maxwell Asia. Prior to joining the academia, Wai Meng was in legal practice and in the banking industry for ten years.

Wong Wei Fong is an associate member of MAICSA and a holder of MBA from Sydney Business School, University of Wollongong. She has been involved in the corporate secretarial practice since year 1992, chalking up more than 28 years of experience in the field. She spent most of her career working in secretarial firms dealing with a wide range of clients from various industries. In the years spanning over 28 years, she has provided countless regulatory updates and briefings to board members to equip them with the right knowledge to discharge their fiduciary duties effectively.

PATHWAY FOR BEGINNERS SERIES

CONSTITUTION, AUDIT AND ANNUAL RETURN

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
02 - 03 March 2021	Webinar @ Microsoft Teams	024/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Lecture, Case Laws, Discussions	
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	



PATHWAY FOR BEGINNERS SERIES

DIRECTORS, MEMBERS AND MEETINGS

COURSE CONTENTS

COMPANY LAW

- Directors – Duties and power.
- Contracts with directors.
- Loans to directors.
- Membership, transfer and transmission.
- Members meetings – Notice, venue, quorum and proxy.
- Resolution – Ordinary, special, ordinary requiring special notice, written resolutions.
- Management review.

CSP

- Directors – Appointment, vacation of office, remuneration, etc.
- Members – Membership, shareholdings, etc.
- Board meetings – Pre, during and post matters.
- Members' meetings – Pre, during and post matters.
- Types of resolutions.

ABOUT THE TRAINERS

Dr. Chan Wai Meng is an associate professor at the Faculty of Business and Accountancy, University of Malaya. She lectures company law since she joined the Faculty in 1998. Wai Meng has published extensively. Among her recent publications on the company law are Essential Company Law in Malaysia: Navigating the Companies Act 2016 and Navigating the Companies Act 2016 for SMEs. She contributed to The Annotated Malaysian Companies Act 2016 published by Sweet & Maxwell Asia. Prior to joining the academia, Wai Meng was in legal practice and in the banking industry for ten years.

Samantha Tai Yit Chan is a Fellow Member and Chartered Governance Professional of the Thought Leadership Committee, focussing to drive Corporate Governance initiatives, of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA). With over 20 years of extensive corporate secretarial and advisory work, Samantha is well-respected for her thought leadership and is a much sought-after trainer for in-house trainings and public seminars. She was awarded the Asia Pacific Entrepreneurship Award 2019 (Outstanding Category) for Professional & Business Service Industry. Samantha is a Chief Executive Officer of Boardroom Corporate Services Sdn. Bhd.

PATHWAY FOR BEGINNERS SERIES

DIRECTORS, MEMBERS AND MEETINGS

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
26 - 27 July 2021	Webinar @ Microsoft Team	089/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Lecture, Case Laws, Discussions	
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	



PATHWAY FOR BEGINNERS SERIES

SHARES AND SHARE CAPITAL

COURSE CONTENTS

COMPANY LAW

- Share capital.
- No par value regime.
- Allotment and issuance of shares.
- Classes of shares.
- Variation of class rights.
- Share buyback.
- Share financing.
- Dividend.

CSP

- Share capital - Types of shares, nature etc.
- Preference shares.
- Allotment and issuance of shares.
- Share certificate.
- Transfer and transmission of shares.
- Dividend.

ABOUT THE TRAINERS

Dr. Chan Wai Meng is an associate professor at the Faculty of Business and Accountancy, University of Malaya. She lectures company law since she joined the Faculty in 1998. Wai Meng has published extensively. Among her recent publications on the company law are Essential Company Law in Malaysia: Navigating the Companies Act 2016 and Navigating the Companies Act 2016 for SMEs. She contributed to The Annotated Malaysian Companies Act 2016 published by Sweet & Maxwell Asia. Prior to joining the academia, Wai Meng was in legal practice and in the banking industry for ten years.

Samantha Tai Yit Chan is a Fellow Member and Chartered Governance Professional of the Thought Leadership Committee, focussing to drive Corporate Governance initiatives, of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA). With over 20 years of extensive corporate secretarial and advisory work, Samantha is well-respected for her thought leadership and is a much sought-after trainer for in-house trainings and public seminars. She was awarded the Asia Pacific Entrepreneurship Award 2019 (Outstanding Category) for Professional & Business Service Industry. Samantha is a Chief Executive Officer of Boardroom Corporate Services Sdn. Bhd.

PATHWAY FOR BEGINNERS SERIES

SHARES AND SHARE CAPITAL

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
06 - 07 September 2021	Webinar @ Microsoft Team	114/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Lecture, Case Laws, Discussions	
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	



PATHWAY FOR BEGINNERS SERIES

CESSATION OF COMPANIES

COURSE CONTENTS

COMPANY LAW

- Basic concepts
- Striking off by ROC
- Members voluntary winding-up
- Liquidator
- Management of assets of dissolved companies
- Compulsory winding-up
- Effects of winding-up

CSP

- Striking off by ROC
- Members' voluntary winding-up
- Liquidator
- Management of assets of dissolved companies
- Creditors' voluntary winding-up
- Compulsory winding-up

ABOUT THE TRAINERS

Dr. Chan Wai Meng is an associate professor at the Faculty of Business and Accountancy, University of Malaya. She lectures company law since she joined the Faculty in 1998. Wai Meng has published extensively. Among her recent publications on the company law are Essential Company Law in Malaysia: Navigating the Companies Act 2016 and Navigating the Companies Act 2016 for SMEs. She contributed to The Annotated Malaysian Companies Act 2016 published by Sweet & Maxwell Asia. Prior to joining the academia, Wai Meng was in legal practice and in the banking industry for ten years.

Samantha Tai Yit Chan is a Fellow Member and Chartered Governance Professional of the Thought Leadership Committee, focussing to drive Corporate Governance initiatives, of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA). With over 20 years of extensive corporate secretarial and advisory work, Samantha is well-respected for her thought leadership and is a much sought-after trainer for in-house trainings and public seminars. She was awarded the Asia Pacific Entrepreneurship Award 2019 (Outstanding Category) for Professional & Business Service Industry. Samantha is a Chief Executive Officer of Boardroom Corporate Services Sdn. Bhd.

Khoo Poh Poh is a Senior Executive Director, Transaction Advisory Services at Ernst & Young PLT, Malaysia. She has over 25 years of extensive experience in all facets of formal insolvency and corporate rescue mechanism, including judicial management, receivership, liquidation and restructuring of companies in various industries, and specialises in Legal Entity Rationalisation and resolution of regulated entities. She is a member of the Chartered Institute of Management Accountants, Chartered Global Management Accountants, and Malaysian Institute of Accountants (MIA). She is an elected council member of the Insolvency Practitioners' Association of Malaysia, an alternate member of the Insolvency Practitioners' Sub-Committee under MIA, and an active contributing member of the Technical Working Group for Resolving Insolvency, under the Special Task Force to Facilitate Business (PEMUDAH).

PATHWAY FOR BEGINNERS SERIES

CESSATION OF COMPANIES

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
09 - 10 November 2021	Webinar @ Microsoft Team	148/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Lecture, Case Laws, Discussions	
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	



PATHWAY FOR BEGINNERS SERIES

CORPORATE GOVERNANCE

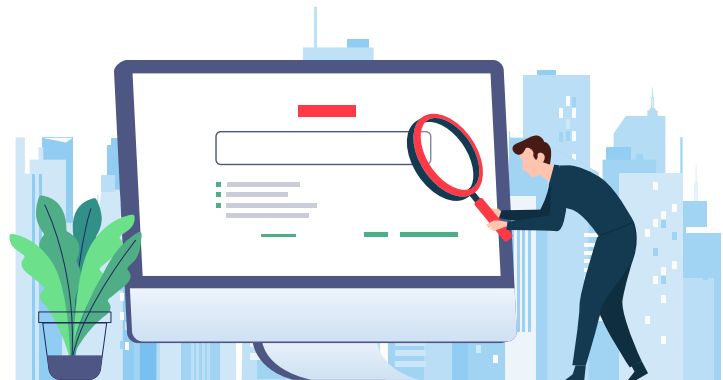
COURSE CONTENTS

COMPANY LAW

- Basic concepts.
- Why corporate governance
- Theories
- Safeguards in the Companies Act 2016

CSP

- Malaysia Code of Corporate Governance
- Green book
- Malaysian Code for Institutional Investors
- Application to non-public listed companies



ABOUT THE TRAINERS

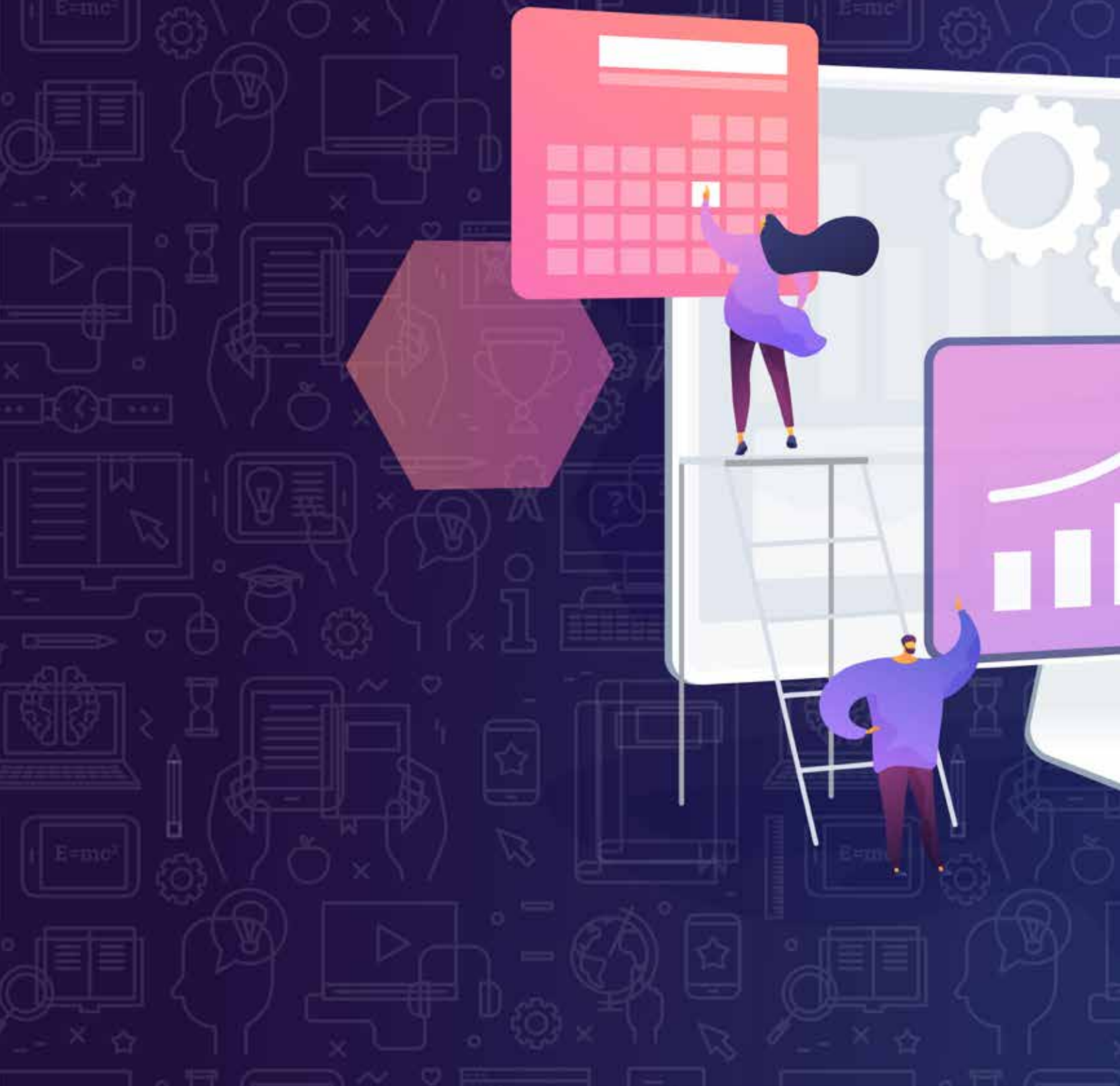
Dr. Usharani Balasingam is currently a Senior Lecturer at the Faculty of Law, University of Malaya. Prior to that, her work experience includes being an active legal practitioner of law as an Advocate and Solicitor of the High Court of Malaya. She was also in legal corporate advisory in Kuala Lumpur City Centre Berhad before entering academia. Dr. Usha has taught Company Law and Corporate Governance in the Faculty of Law, University of Malaya. She has researched and presented papers in local and international conferences. She has published articles in local and international journals and book chapters in the areas of education, law and ethics. She has also undertaken consultancy and projects in these areas. Dr Usha is a co-author of Navigating Companies Act 2016 for SMEs (2018, Sweet & Maxwell), as well as, Protecting the Elderly Against Abuse and Neglect (UM Press 2017).

Samantha Tai Yit Chan is a Fellow Member and Chartered Governance Professional of the Thought Leadership Committee, focussing to drive Corporate Governance initiatives, of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA). With over 20 years of extensive corporate secretarial and advisory work, Samantha is well-respected for her thought leadership and is a much sought-after trainer for in-house trainings and public seminars. She was awarded the Asia Pacific Entrepreneurship Award 2019 (Outstanding Category) for Professional & Business Service Industry. Samantha is a Chief Executive Officer of Boardroom Corporate Services Sdn. Bhd.

ADMINISTRATIVE DETAILS

DATE	PLATFORM	EVENT CODE
02 December 2021	Webinar @ Microsoft Team	165/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Lecture, Case Laws, Discussions	
Fee	RM500.00 RM400.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	8	

CONTINUING EDUCATION PROGRAMMES





- **COMPANY SECRETARIAL PRACTICE,
COMPANY AND CORPORATE LAW**

ADVANCED MINUTES WRITING

COURSE INTRODUCTION

Company secretaries frequently find themselves called upon to take minutes, with little guidance on how they are expected to produce an accurate record of what transpired at the meeting. Writing minutes can be a daunting task. Minutes are record of decisions and discussions made at meetings and serve as prima facie evidence. A good set of minutes will protect the company directors from negligence and allegations of abuse of power as the records will reveal the meeting deliberations and discussions in an accountable and transparent manner.

COURSE OBJECTIVES

This two-day minutes writing course is an advanced course for company secretary and provides practical guidance on how to overcome most problems faced by minute takers and to achieve accurate minute taking. Participants will learn how to overcome the common problems faced by minute takers and develop a toolkit of personal skills to raise their confidence in writing accurate minutes. This is a highly interactive workshop and participants are expected to participate and complete case studies/exercises.

COURSE CONTENTS

- Special rules of grammar and language for minutes.
- Purpose and use of minutes.
- Preparation for taking minutes.
- Useful terminology and how to use it.
- Minutes presentations.
- What minutes should include and what should be left out.
- Tasks of the effective minute taker.
- The role of the chairperson and how to work with him.
- Effective listening.
- Tips and tricks for note-taking.
- The importance of minutes.
- Problems of the minute-taker.
- Types of minutes.
- Note taking skills.
- Minute-taker's checklist.
- Paragraphing and sentence structure.
- Listen well to write well.
- Importance of speed in minutes writing.
- Minutes taking in practice (an interactive exercise)

LEARNING OUTCOME

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

- Gain practical tips and valuable practice in minutes taking.
- Take accurate and relevant minutes.
- Make efficient use of the pre and post meeting actions to improve quality of minutes.
- Present minutes concisely, clearly and in appropriate style.
- Address the frequent problems and issues when drafting and preparing minutes of meetings.
- Work effectively with the Chairperson.
- Develop a tool kit for personal use.

WHO SHOULD ATTEND

Company secretaries and company secretarial staff with more than one year of secretarial experience.

ABOUT THE TRAINER

Liew Lee Kee has more than 20 years experience in the corporate secretarial and consultancy services industry. She is currently the Managing Director of Erdington Corporate Asia Sdn. Bhd. She has vast experience in advising and servicing multinational corporations and locally incorporated companies. She also has vast experience in servicing foreign companies wishing to set up businesses in various industries in Malaysia such as Representative/Regional offices, Branch Offices and liaison with the relevant government authorities such as MIDA, Immigration, Registry of Trade mark, etc. She is a trainer and professional speaker and has conducted numerous business seminars, talks and conferences to professionals, directors, entrepreneurs, executives, foreign investors, etc. She is a Certified Professional Trainer, UK, PSMB Approved Trainer and Certified Trainer of the Ministry of Tourism.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
29 - 30 March 2021	Webinar @ Microsoft Team	039/21/CEP/WEB
18 - 19 August 2021	Webinar @ Microsoft Team	104/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Lecture and Case Discussion	
Fee	RM1,000.00 RM800.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	16	

AGM, ACCOUNTS, ANNUAL RETURNS UNDER THE COMPANIES ACT 2016

COURSE INTRODUCTION

In line with providing flexibility in managing the affairs of companies under the Companies Act 2016, AGM is mandatory for public company. Whereas, private company may need to hold AGM if required under its constitution. The law also introduced the decoupling of the requirement to lodge audited financial statements and annual returns. These change the way companies handle their yearly compliance matters. This seminar will attempt to provide clarities on matters pertaining to annual compliance of companies under the Companies Act 2016.

COURSE OBJECTIVES

This course is designed for company secretaries and experienced support staff with the aim to assist them by providing support and guidance on a range of common tasks to do with AGM, accounts, audit and annual returns under the Companies Act 2016. It will also guide participants through the key compliance issues that must be addressed and provide hands-on training arising from the company secretary's duties.

COURSE CONTENTS

- Holding of AGM under the Companies Act 2016.
- Retirement of directors.
- Appointment/resignation /removal of auditors.
- Retirement of auditors/directors.
- Audit exemption.
- Audited financial statements and exempt private company.
- Annual returns under the Companies Act 2016.
- Decoupling of lodgement of audited financial statement and annual returns.
- Extension of time to hold AGM.
- Hybrid and virtual AGMs.
- Proxy and poll.
- SSM Practice Directives.
- Shareholders' activism at meetings.
- Shareholders' rights.
- Rights of minorities.
- FAQs at AGM.
- Maintenance of statutory registers/minutes books and related issues.
- Company secretaries' duties and responsibilities under the Companies Act 2016 relating to AGM, financial statements and annual return.
- Offences under the Companies Act 2016 relating to annual compliance matters.
- Best practices at AGM.

LEARNING OUTCOME

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

- Comply with the Companies Act 2016's requirements and execute the common tasks relating to AGM, audited financial statements and annual returns.
- Identify and resolve pitfalls arising from annual compliance matters.
- Describe best practices of AGM.
- Update, maintain and extract information from statutory books, statutory returns and other related documents.

WHO SHOULD ATTEND

Company secretaries, company secretarial staff, legal manager, auditors, accountants, company directors and anyone who are involved in AGM, preparing of financial statements and annual returns.

ABOUT THE TRAINER

Liew Lee Kee has more than 20 years experience in the corporate secretarial and consultancy services industry. She is currently the Managing Director of Erdington Corporate Asia Sdn. Bhd. She has vast experience in advising and servicing multinational corporations and locally incorporated companies. She also has vast experience in servicing foreign companies wishing to set up businesses in various industries in Malaysia such as Representative/Regional offices, Branch Offices and liaison with the relevant government authorities such as MIDA, Immigration, Registry of Trade mark, etc. She is a trainer and professional speaker and has conducted numerous business seminars, talks and conferences to professionals, directors, entrepreneurs, executives, foreign investors, etc. She is a Certified Professional Trainer, UK, PSMB Approved Trainer and Certified Trainer of the Ministry of Tourism.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
07 January 2021	Webinar @ Microsoft Teams	003/21/CEP/WEB
01 April 2021	Webinar @ Microsoft Teams	042/21/CEP/WEB
29 July 2021	Webinar @ Microsoft Teams	092/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
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	

BORROWING POWERS OF COMPANIES

COURSE INTRODUCTION

A company, in carrying on its business, would inadvertently require further working capital and could either issue more shares or borrow from shareholders, related corporations or financial institutions. Before raising money on loan, a company should ascertain that it has powers to borrow and if the power is restricted, the contemplated borrowing and outstanding loans will not exceed the limit imposed. Whilst powers are usually set out in the Constitution, with the Companies Act 2016 dispensation with the requirement for a company to have a constitution, the Company would have to refer to the provisions of the law.

COURSE OBJECTIVES

This course is to provide participants with an understanding of the powers given to a company to borrow in the Companies Act 2016 and the obligations when exercising such powers in the mortgage or charge of the company's undertaking, property or issue of debentures and other securities for any debt, liability, or obligation of the company or of any third party.

COURSE CONTENTS

- Company's powers to borrow – implied or expressed.
- Directors' exercise of borrowing powers.
- Security for loans.
- Difference between debenture and charges.
- Different types of charges and rights of the company in dealing with assets charged for facilities.
- Registration of charges and satisfaction of charge.
- Remedies for lenders.

LEARNING OUTCOME

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

- Distinguish between debentures, fixed and floating charge.
- Have a better understanding of the obligations of the company and its officers in the registration of charges and the subsequent discharge.
- Update the Register of Charges and the section on charges in the Annual Return

WHO SHOULD ATTEND

Company secretaries, company secretarial assistants, company directors, lawyers, accountants, and corporate consultants.

ABOUT THE TRAINER

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	PLATFORM	EVENT CODE
30 June 2021	Webinar @ Microsoft Teams	080/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
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	

CASHFLOW MATTERS IN YOUR BUSINESS

COURSE INTRODUCTION

In a perfect world, businesses would have a cash inflow occurring each time there is cash outflow. However, in the REAL WORLD, it is not often the case. Instead, cash outflows and inflows occur at different times. More often than not, there is delay between cash inflows and cash outflows and therefore leaving the business short of money. As cash is the life-blood of a company, a strong balance sheet and a healthy cash flow plays an important part in enabling the company to not only survive, but thrive into the future.

COURSE OBJECTIVES

Businesses fail the day their cash reserves dry up. Hence in time of uncertainty, cash management has to be the priority concern of top management - one that stretches all the way to the CEO's desk. This course gives a broad overview towards obtaining greater visibility and control of cash flows across the business. It is critical that management understands how cash flows through the enterprise, where it gets stuck, and why; and what can be done about it. Participants will be challenged to step up to identify and necessitate the strategic changes in order to put the business back on track with a healthy cash-flow.

COURSE CONTENTS

- Capital structure, dividend policy, long-term asset and liability management for a healthy cash flow.
- Relevant ratios designed for cash-flow in working capital management.
- Long term project investments appraisal using discounted cashflow principles (DCF).

LEARNING OUTCOME

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

- Compute and manage your business cash-flow cycle.
- Plan a budgetary control system to optimize cash utilization in sustaining and expanding operations.
- Use relevant ratios for effective working capital management.
- Manage the company's assets and liabilities effectively for optimum cash-flow.
- Discover the five distinct stages in the capital budgeting process.

WHO SHOULD ATTEND

Pre-requisite: This course is for those who are familiar with financial statements.

This course is tailored for the middle-to-senior level non-financial decision-makers who want to attain a greater functional understanding of finance and financial statements. It is highly suitable for business owners, managers, executives and mid-career professionals who need to enhance their understanding and ability to analyze published financial statements. Those with accounting qualifications may also attend this course to enhance their analytical skills.

METHODOLOGY

The methodology for this course consists using a combination of interactive discourse and problem solving through case studies, quizzes, games, prints and digital media. There will be group discussions, self-assessments and presentations, where necessary, to test and reinforce knowledge. Participants will learn to apply the principles to scenarios and discuss dilemmas faced at their workplace.

ABOUT THE TRAINER

S. Yoga Thevan is a much sought-after financial management trainer as he has actively trained directors and company secretaries on financial management. He also designs and delivers highly interactive finance programmes for MIA and SME Corporation Malaysia as well as multinational companies. He has trained over 6,000 directors, business owners and managers in class sizes of 20-30 persons over the past 10 years. He has a MBA with 30 years of experience in finance, business, NGO administration as well as training and facilitation. He is a Certified Facilitator for Business Today Simulation International. Yoga was the President of Malaysian Association of Professional Speakers in 2008 and remains as Advisor for CanSurvive Centre Malaysia (A Non-Profit Cancer Charity) since 2010. For his indomitable community effort, he was bestowed the Social Harmony Award at the International Conference for Peace and Universal Harmony in Goa, India in 2018.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
30 September 2021	Webinar @ Microsoft Teams	128/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	As Above	
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	

CESSATION OF COMPANIES & LIMITED LIABILITY PARTNERSHIPS

COURSE INTRODUCTION

The Companies Act 2016 has streamlined and modernised the methods for closing down a company. The winding up process allows for an ordered realisation of the company's assets. It can be utilised where the company is either solvent or insolvent. Striking the company off the register allows for the removal of, among others, dormant companies. The provisions on the management of assets of dissolved companies empower the Registrar to represent dissolved companies and vesting of outstanding assets with the Registrar. This course will also cover the winding up process and the striking off of Limited Liability Partnerships (LLP) provided under the Limited Liability Partnerships Act 2012.

COURSE OBJECTIVES

Participants will learn of the improvements made to the winding up laws set out in the Companies Act 2016. The voluntary winding up process is maintained and is divided into members' voluntary winding up and creditors' voluntary winding up. However, there are changes in the court winding up process, starting from the statutory demand up to after the winding up order is granted. Participants will also learn about the changes in the striking off provisions including the procedure and the new guidelines. Finally, learn how the assets of dissolved companies are managed. At this seminar, participants will hear about the legal framework from the regulator's perspective and get insights of practical issues from the practitioner's viewpoint.

COURSE CONTENTS

Companies

- The members' voluntary winding up process - the requirements of solvency.
- The creditors' voluntary winding up process - where the company is insolvent.
- The conversion from members' voluntary winding up to creditors' voluntary winding up.
- The effect of a voluntary winding up on transactions and legal proceedings.
- The court winding up process on the ground of the company's inability to pay debts.
- The ability to stay and terminate winding up proceedings.
- The new rights and duties of secured creditors in winding up.
- Striking the company off the register.
- How to reinstate a struck off company?
- Considerations for applying to strike off a company and for reinstatement.
- The management of assets of dissolved companies.

Limited Liability Partnerships

- Method of dissolution - court ordered winding up and voluntary winding up.
- Guidelines on declaration of dissolution in a voluntary winding up.
- Strike off a LLP from the register.

LEARNING OUTCOME

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

- Understand the process of winding up and its impact on the company, creditors and liquidators.
- Appreciate the difference in the two voluntary winding up processes.
- Identify the different effects of voluntary winding up on legal proceedings.
- Recognise the different grounds to initiate the court winding up process.
- Understand the court winding up process from the statutory demand until the winding.
- Be aware of the striking off procedure and to avoid striking off.
- How to apply for the striking off for a dormant company.
- Applying for the reinstatement of a struck off company.
- Learn on the practical issues arising from the management of assets of dissolved companies.
- Understand the winding up and striking off procedures for LLPs.

WHO SHOULD ATTEND

Insolvency practitioners, company directors, company secretaries, finance managers, lawyers, accountants, bankers, regulators, government officers, business owners, corporate consultants who need the knowledge on insolvency law and practice.

ABOUT THE TRAINERS

Norhaslinda Salleh joined Companies Commission of Malaysia in January 2004. She is the Head of Insolvency in the Registration Services Division since June 2015. She is responsible to ensure and monitor the process of striking off names, winding up and management of the asset of dissolved companies and limited liability partnerships are in accordance with the related Acts and Guidelines. Prior to heading the Insolvency Section, she was the Head of Corporate Planning & Strategy in the Corporate Planning & Policy Division of SSM (2011-2015) where she was responsible for the strategic planning and project management of SSM and implementation of the Corporate Responsibility Agenda of SSM and also the Head of the Law Reform, Policy & International Affairs of the same Division (2004-2011) where she was largely involved in activities relating to the reform of the law and drafting amendments of the legislations administered by SSM, policy guidelines and practice notes. Norhaslinda obtained her LLB (Honours) from University Technology Mara (UiTM), Malaysia in 1991. She was called to the Malaysian Bar and was admitted as an Advocate & Solicitor of the High Court of Malaya on 22 May 1992. Prior to joining SSM in January 2004, Norhaslinda Salleh was in private legal practice where she was largely responsible in handling civil and commercial litigation.

Lee Shih is a litigation and arbitration partner. He acts regularly in matters involving corporate litigation and shareholder disputes. He is listed in the Chambers Asia-Pacific, Legal 500 Asia-Pacific and Benchmark Litigation Asia-Pacific, where he has been described as “well regarded for his expertise in company law, as well as restructuring and insolvency cases”. He is the co-author of the textbook ‘Companies Act 2016: The New Dynamics of Company Law in Malaysia’, authored the chapter on ‘Companies and Securities’ in Bullen & Leake & Jacob’s Malaysian Precedents of Pleadings, and authored the chapter on ‘Cross-border insolvency’ in the Law and Practice of Corporate Insolvency in Malaysia.

He graduated with a LLB (Hons) degree from the University of Bristol. He is a Barrister-at-Law (Gray’s Inn) and an Advocate and Solicitor of the High Court of Malaya. He regularly speaks at various conferences and seminars on the Companies Act 2016 and on company law in general. He has spoken at the SSM National Conference, the MIA International Accountants Conference and the MAICSA Annual Conference.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
18 March 2021	Webinar @ Microsoft Team	035/21/CEP/WEB
08 November 2021	Webinar @ Microsoft Teams	147/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Lecture and Case Discussion	
Fee	RM500.00 RM400.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	8	

COMPANIES ACT 2016: DEALING WITH COMMON ISSUES

COURSE INTRODUCTION

This course deals with the common issues facing companies in moving from the regimen of the Companies Act 1965 to the Companies Act 2016. More importantly, it deals with the inherent uncertainty that accompanies any new Act, let alone an Act of such extensive impact, and the different approaches that may be taken to deal with those uncertainties.

COURSE OBJECTIVES

Any new legislation, however well drafted, raises certain ambiguities in the interpretation of its provisions. The objective of this course is to examine the more common ambiguities raised by the Companies Act 2016 and to work out the best methods of dealing with those ambiguities until there are judicial pronouncements or statutory amendments to resolve them.

COURSE CONTENTS

The course will be in two parts. In the first part, common difficulties in interpretation of the Companies Act 2016 being faced by companies will be examined. These include the manner and effect of execution of corporate documents, the liability for representations made by directors and officers, the effect on the company of documents filed with the Registrar of Companies no longer being constructive notice, the legal effect of the new Act on company warrants, and similar issues. The second part will be an examination of how courts deal with ambiguities and a historical look at other legislation, in particular, the Companies Act 1965, and how companies dealt with the latent ambiguities in those legislation until they were resolved, as a guide to the best approach to dealing with ambiguities in the Companies Act 2016.

LEARNING OUTCOME

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

- Understand inherent uncertainties in new legislation, such as the Companies Act 2016.
- Examine the legal pathways to remove or clarify such uncertainties.
- Appreciate the possible approaches to adopt pending such removal or clarification.

WHO SHOULD ATTEND

Company secretaries, managers, directors, general managers, business owners and anyone who wants to learn about management of business.

ABOUT THE TRAINER

Paul Subramaniam was a practising litigation lawyer for 29 years specializing in corporate and financial litigation. He then focused on the training of and knowledge management of corporate lawyers for 6 years before taking on the role of Chief Risk Officer in 2014 in ZICO Holdings Inc, a company listed on the Singapore Stock Exchange. He is a much sort after speaker and trainer have presented at international and national forums and industry-level conferences and symposiums. Some of his recent engagements include the Commonwealth Law Conference in Melbourne, Australia, the In-House Congress in Singapore and Hong Kong, the Malaysian Institute of Chartered Secretaries and Administrators' Malaysian Company Law Conference all in 2017. He is currently area of interests are psychology and group behaviour.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
30 March 2021	Webinar @ Microsoft Teams	040/21/CEP/WEB
06 July 2021	Webinar @ Microsoft Teams	084/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
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	

COMPANIES ACT 2016. DIRECTORS STATUTORY DISCLOSURES

COURSE INTRODUCTION

The Companies Act 2016 ("the Act") imposes on a director of a company, a general duty to make disclosure in writing to the company of the particulars relating to the shares, debentures, participatory interests, rights, options and contracts of which he has an interest and any changes thereto and of such events and matters affecting or relating to himself as are necessary for the purposes of compliance with the requirements of the Act by the company. Section 8 of the Act defines what constitute an 'interest in shares' and it is common to come across the term 'direct interest' and 'indirect interest/deem interest' in shares but these terms are not found in Section 8 of the Act.

COURSE OBJECTIVES

The course will facilitate the participants to have an understanding of the situation where a director is said to have a 'direct interest' or 'indirect/deem interest' in shares and the statutory requirements imposed on the director to disclose his interest in shares to the Company. It will highlight to the participants, the obligation imposed on the company to update the Register of Directors' Shareholding and the disclosure to be included in the Directors' Report.

COURSE CONTENTS

- Difference between 'direct interest' and 'indirect interest/deem interest' in shares.
- Limitation on the application of definition on interest in shares.
- Situations where a right to the shares does not constitute an interest in a share.
- Discuss the situations where an interest in a share shall be disregarded as an interest.
- Statutory requirements for the disclosure of directors' interest in shares, options and debentures of the company.
- Updating the Register of Directors' Shareholding.

LEARNING OUTCOME

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

- Differentiate between 'direct interest' and 'indirect interest/deem interest' in shares.
- Have a better understanding of the extent of the disclosures required in relation to interest in shares, options and debentures.
- Ensure the Register of Directors' Shareholdings are properly updated.
- Learn the obligations of the company secretary in meeting the company's compliance with the Act.

WHO SHOULD ATTEND

Company secretaries, company secretarial assistants, company directors, lawyers, accountants and corporate consultants.

ABOUT THE TRAINER

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	PLATFORM	EVENT CODE
13 April 2021	Webinar @ Microsoft Teams	048/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
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	

COMPANIES ACT 2016: PRACTICAL GUIDE FOR COMPANY DIRECTORS

COURSE INTRODUCTION

Being a director of a company brings many challenges and responsibilities. On appointment, a director automatically assumes onerous duties, responsibilities and personal liability under both common law and statutory law. A director is accountable to various stakeholders and he needs to be alert of the obligations imposed on him and the company which he manages. The pursuit and satisfaction of managing a company is enriched if the director is knowledgeable and is confident in carrying out his fiduciary duties and acting in the best interest of the company.

COURSE OBJECTIVES

This course aims to provide company directors with a practical guide on carrying out their roles and responsibilities under the Companies Act 2016. This course analyses and describes, mainly from practical standpoint, the duties and liability of directors and intends to clearly explain how directors should behave to fulfil their duties and provides guidelines on how they should perform their functions.

This course is suitable for entrepreneur who is considering to start his own business; owner of private company who wish to know what is expected of him as director and employees who are invited to join the board of directors.

COURSE CONTENTS

- Powers of company directors.
- Disclosure of interests - at board meetings, financial statement, directors' report.
- Restrictions of powers - loan to directors, tax-free payment, compensation for loss of office, directors' fees and benefits.
- Functions of directors - binding duties, civil liability rules, liability actions, liability for the conduct of executives and defense mechanisms against liability actions.
- The role of the board in terms of its legal authority and relationships.

LEARNING OUTCOME

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

- Understand how the Companies Act 2016 has enhanced the roles and responsibilities of company directors and how they can take pro-active actions.
- Understand the principles of good governance.
- Understand the changes in corporate restructuring procedure.
- Note the heavier sanctions and actions to take to avoid non-compliance
- Understand how corporate responsibility can be an integrated element of the business.
- Manage expectations and potential risks whilst fulfilling the role as a director.

WHO SHOULD ATTEND

Company directors, entrepreneur, company secretaries, lawyers, accountants, corporate consultants and anyone who wishes to know the roles and responsibilities of company directors.

ABOUT THE TRAINER

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	PLATFORM	EVENT CODE
19 April 2021	Webinar @ Microsoft Teams	050/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
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	

COMPANIES ACT 2016. PRACTICAL GUIDE FOR COMPANY SECRETARIES

COURSE INTRODUCTION

Company secretaries must have a good understanding of the provisions of the Companies Act 2016 ("Act") in order to guide the company and its directors on the compliance matters under the Act as well as to craft new secretarial procedures to meet the deadlines as set out in the Act. The Companies Commission of Malaysia Act 2001 gives power to the Companies Commission of Malaysia ("SSM") to issue guidelines, practice notes, directive, notices or circulars ("Subsidiary Legislations") as it considers appropriate and may impose any condition or restriction as SSM thinks fit. Section 610 of the Act gives powers to SSM to determine the particulars, form and manner of information contained in documents required to be lodged under the Act. This means that the company secretaries have to be constantly vigilant of the new Subsidiary Legislations issued by SSM, understand the new provisions and how to apply it.

COURSE OBJECTIVES

This course allows participants to quickly obtain the basic, yet comprehensive essential company secretarial procedures on the routine assignments on administration of companies, dealing with pre-emptive rights to new shares, declaration of dividend and handling the subsidiary legislations issued by the Registrar of Companies.

COURSE CONTENTS

- **Administration of Companies**
 - Publication of name and company number.
 - Documents to be kept at registered office.
 - Register of Members
 - Annual Return – Step by step guide to completing the return.
- **Beneficial Ownership ("BO")**
 - Identifying the BO
 - Obtaining the BO information
 - Verifying the BO information
 - Updating the Register of BO
- **Pre-emptive rights to new shares**
 - Circumstances of application of pre-emptive rights.
 - Procedures on undertaking a rights issue for a private company.
- **Declaration of dividend**
 - Assessment of solvency.
 - Who has powers to declare dividend.
 - Significance of declaration date and payment date.

- **Practice Directives (PD), Practice Notes (PN) and Guidelines**

- PD 1/2017: Documents under the Companies Act 2016, the lodgement requirements and related matters.
- PD 2/2017: Notification of change in the business address and/or nature of business.
- PD 3/2017: Qualifying criteria for audit exemption for certain categories of private companies.
- PD 5/2018: Lodgment of annual return and changes or updates of particulars of a company to be lodged in the annual return.
- PD 6/2020: Extension of time for AGM and Lodgement of Financial Statement.
- PN 6/2019: Circumstances and procedures for rectification of documents lodged and registered with the Companies Commission of Malaysia.
- PN 4/2018: Procedures on resignation of secretary under section 237 of the Companies Act 2016.
- PN 5/2019: Queries issued on documents and applications lodged with the registrar.
- Guidelines on company limited by guarantee.
- Guidelines on striking off and reinstatement.
- Guidelines relating to practicing certificate for secretaries under section 241 of the Companies Act 2016.

LEARNING OUTCOME

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

- Develop a good understanding on the features and significance of a CLBG.
- Outline the roles and responsibilities of company director of CLBG.
- Understand corporate liability for corruption offences as introduced by the MACC (Amendment) Act 2018.

WHO SHOULD ATTEND

Company secretaries, lawyers, accountants, corporate consultants.

ABOUT THE TRAINER

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	PLATFORM	EVENT CODE
01 April 2021	Webinar @ Microsoft Teams	041/21/CEP/WEB
22 June 2021	Webinar @ Microsoft Teams	075/21/CEP/WEB
23 November 2021	Webinar @ Microsoft Teams	155/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Lecture and Case Discussion	
Fee	RM500.00 RM400.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	8	

COMPANIES ACT 2016 & LIMITED LIABILITY PARTNERSHIPS ACT 2012

COURSE INTRODUCTION

The modern legal framework in the Companies Act 2016 came into force on 31 January 2017. It consists of 5 parts, 620 sections and 13 schedules as compared to the Companies Act 1965 which was made up of 12 parts, 374 sections and 10 schedules. The provisions in the Companies Act 2016 have introduced many key changes to the principal legislation that governs the formation, operation, termination, regulation and compliance of companies in Malaysia.

The Limited Liability Partnership (LLP) is governed by the Limited Liability Partnerships Act 2012 (Act 743) and was enforced on 26 December 2012. LLP is an alternative form of business vehicle which complements the traditional options of carrying on a business either by way of a sole proprietorship, partnership or company. LLP provides the protection of limited liability for its partners and flexibility of a partnership arrangement for the internal management of its business.

COURSE OBJECTIVES

- Provide overview and underlying policies of the Companies Act 2016.
- Raise the level of understanding on the new provisions in the Companies Act 2016.
- Change mindset on how business will be conducted under the Companies Act 2016.
- Identify specific actions required under the new compliance and disclosure requirements.
- Provide a better understanding on the Limited Liability Partnerships Act 2012 (Act 743) and the Limited Liability Partnerships Regulations 2012.
- Understand why LLP was introduced in Malaysia and its distinct characteristics and features.
- Duties and responsibility of partners and compliance officer in understanding the basic compliance under LLP Act 2012.
- A platform for participants to network, learn and seek clarification about company, LLP and related matters from our experienced speakers.

COURSE CONTENTS

Companies Act 2016 (Act 777)

- Starting business in Malaysia.
- Directors, company secretary, auditor and shareholder.
- Share capital, audit and financial reporting.
- Company meetings.
- Corporate insolvency framework.
- Compliance requirements under Companies Act 2016.

Limited Liability Partnerships Act 2012 (Act 743)

- Limited Liability Partnerships Act 2012 (Act 743) and Limited Liability Partnerships Regulations 2012.
- Rational for introducing LLP in Malaysia.
- Fundamentals of LLP.
- Formation and registration, approval letter from governing bodies for professional practice.
- Conversion of conventional partnership and private company into LLP.
- Partners' duties and liabilities, cessation of partner, effect of bankruptcy of a partner.
- Duties of compliance officer.
- Compliance requirements: registered office, annual declaration, registers and statutory records.
- Method of dissolutions - court ordered winding up, voluntary winding up and striking off.
- Guidelines for declaration of dissolution in a voluntary winding up of a LLP.
- Foreign limited liability partnership.
- Enforcement.
- Lodging of documents with the Registrar.
- MyLLP System.

LEARNING OUTCOME

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

- Learn the overview of the legal framework of the Companies Act 2016.
- Understand the flexibility in administering companies under the Companies Act 2016.
- Understand how business will be conducted under the Companies Act 2016.
- Get update on the implementation of Companies Act 2016.
- Understand the characteristics and features of LLP in Malaysia.
- Understand duties of partners, compliance officer and compliance requirements of LLP.
- Know the general guidelines for registration of LLP.

WHO SHOULD ATTEND

Prospective and existing LLP partners, LLP compliance officers, business owners, company directors, CEOs, shareholders, investors, accountants, company secretaries, lawyers and legal advisers, joint ventures partners, venture capitalists, bankers, corporate advisors and anyone who wants to learn more about Companies Act 2016 & LLP Act 2012.

ABOUT THE TRAINERS

Speakers from Suruhanjaya Syarikat Malaysia.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
25 February 2021	Webinar @ Microsoft Teams	022/21/CEP/WEB
01 July 2021	Webinar @ Microsoft Teams	082/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Lecture and Case Discussion	
Fee	RM500.00 RM400.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	8	

COMPANIES LIMITED BY GUARANTEE UNDER THE COMPANIES ACT 2016

COURSE INTRODUCTION

Companies limited by guarantee (CLBG) under the Companies Act 2016 (CA 2016) are companies which the liability of the members are limited by the constitution to the amount which the members have undertaken or 'guarantee' to contribute to the assets of the company on winding-up. All guarantee companies shall be public companies and are usually formed for the non-profit activities such as providing recreation, amusement, promotion of commerce, industry, art, science, religion, charity etc.

COURSE OBJECTIVES

This course is designed for company directors to have a better understanding on CLBG and the related sections in the CA 2016. This course will explain the procedures and guidelines required when submitting applications to the Minister of Domestic Trade, and Consumer Affairs such as incorporation, soliciting fund and amendment to the constitution. This course will also provide introduction to the National Anti-Corruption Plan of Malaysia and explain Section 17A of the Malaysian Anti-Corruption Commission (MACC) (Amendment) Act 2018 relating to corporate liability and guidelines on adequate procedures.

COURSE CONTENTS

- Procedures of incorporation of a CLBG under the Companies Act 2016.
- Guidelines for operation and management of a CLBG and other related laws.
- Responsibilities and duties of directors of CLBG.
- Corporate governance and internal control from CLBG's perspective.
- Key compliance sections under the CA 2016 for CLBG.
- CLBG is also subjected to international standards in combating money laundering and terrorism financing.
- Briefing on corporate liability and adequate procedures under MACC (Amendment) Act 2018.
- Introduction to National Anti-Corruption Plan of Malaysia.

LEARNING OUTCOME

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

- Develop a good understanding on the features and significance of a CLBG.
- Outline the roles and responsibilities of company director of CLBG.
- Understand corporate liability for corruption offences as introduced by the MACC (Amendment) Act 2018.

WHO SHOULD ATTEND

Company directors of CLBG, advisors and management consultants and anyone who are keen to learn about CLBG.

ABOUT THE TRAINERS

Panel of speakers from Suruhanjaya Syarikat Malaysia and Suruhanjaya Pencegahan Rasuah Malaysia (SPRM)

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
16 March 2021	Webinar @ Microsoft Team	034/21/CEP/WEB
25 May 2021	Webinar @ Microsoft Team	063/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Lecture and Case Discussion	
Fee	RM500.00 RM400.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	8	

CONTRACT BASICS FOR NON-LAWYERS

COURSE INTRODUCTION

Commercial agreements play a vital role in achieving successful business results. However, understanding contract law can be a challenge for business owners, directors, managers, and employees who may have to understand, structure or negotiate commercial arrangements. A basic knowledge of contract law can help you avoid legal disputes.

COURSE OBJECTIVES

This course is designed for people with no or little understanding of contract law. It aims to guide participants in understanding the pre-requisites in the formation of contracts and agreements, basic contract law principles and salient terms of agreements faced in their day-to-day corporate environment.

COURSE CONTENTS

- Essential elements to create a binding contract
- Termination of contracts
- Remedies for breach
- Effect of statutory law on contracts – e.g. Contracts Act, Competition Act, Sale of Goods Act, etc
- Understanding standard terms of contracts – representations and warranties, limitation clauses, boilerplate provisions
- Drafting contracts – use of plain English, softening and qualifying language, drafting tips.
- Understanding and negotiating key contractual provisions in Joint Venture Agreements and Acquisition Agreements
- Case law and examples throughout the session

LEARNING OUTCOME

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

- Know the crucial ingredients and key terms in a contract
- Obtain skills for practical application of fundamental principles of drafting and reviewing contracts in their day-to-day business environment
- Have more confidence around legal terminology and contractual obligations to protect their commercial interest and avoid disputes

WHO SHOULD ATTEND

- Company directors and company secretaries who deal with, negotiate, review or enter into commercial agreements in the course of work.
- Persons who deal with commercial contracts in their day-to-day business environment.
- People who work with contracts on a routine basis without understanding the reasons and risks associated with the underlying principles of contract.

ABOUT THE TRAINERS

Ahlan Nasri Nasir is a partner at Kadir Andri & Partners. Graduated from St. Anne's College, Oxford University with a Bachelor of Arts in Jurisprudence under a Shell Malaysia Scholarship, obtained a Malaysian Certificate of Legal Practice and possesses an ACCA Certified Diploma in Accounting and Finance (C.DipAF). He was admitted to the Malaysian Bar in 1994.

Ahlan has a wealth of knowledge from his years in active practice (as a former partner in Zaid Ibrahim & Co) and in-house (as a former Director of Legal and Company Secretary in Danajamin Nasional Berhad). Ahlan's legal practice focuses on corporate and commercial matters, including mergers and acquisitions, equity capital market, securities, general corporate advisory and transactional matters. He also has experience in general banking and debt capital market work.

Ahlan currently serves as an independent director on the boards of MIDF Amanah Investment Bank Berhad and MIDF Amanah Asset Management Berhad.

Norinne Ira Dewal is a partner at Kadir Andri & Partners. Graduated with LLB (Hons) from Bristol University and is a non-practising Barrister-at-Law from Lincoln's Inn, UK and possesses a Masters in International Business and Management from Westminster University. She was admitted to the Bar of England and Wales in 2001 and to the Malaysian Bar in 2003. Norinne has had experience as a corporate lawyer in the practice areas of mergers and acquisitions, capital markets, securities regulation and general corporate advisory. She currently heads the Firm's knowledge management initiative.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
17 June 2021	Webinar @ Microsoft Teams	074/21/CEP/WEB
17 November 2021	Webinar @ Microsoft Teams	152/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Lecture and 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	

CORPORATE LIABILITY FOR CORRUPTION OFFENCES: MACC ACT SECTION 17A, ADEQUATE PROCEDURES AND ISO 37001 ANTI-BRIBERY MANAGEMENT SYSTEMS

COURSE INTRODUCTION

Section 17A of the MACC (Amendment) Act 2018 came into effect on 1st June 2020 and introduced corporate liability for corruption offences for the first time in Malaysia. The amendment means that company directors and senior management will now be held personally liable for acts of corruption committed by the company, either by their own personnel or by parties acting on behalf the organisation. Penalties include fines and prison sentences of up to 20 years for those in charge of the business. The prosecution can be conducted where the director or manager did not participate in the action, or even know about it. However, companies which have been proactive in preventing corruption occurring can present the defence of having “adequate procedures” in place, to prove the necessary measures were taken to prevent the incident occurring and therefore those in charge should not be held liable.

COURSE OBJECTIVES

The half-day online training will explain the law amendment and guide participants on how to establish the necessary adequate procedures using the Malaysian Government’s “Guidelines on Adequate Procedures” as the framework. Participants will be equipped with an in-depth understanding of the new legislation, what the adequate procedures require in practice and direction on how to set up the main procedures, including monitoring and enforcement. An overview of ISO 37001:2016 for Anti-Bribery Management Systems (ABMS) will also be provided.

COURSE CONTENTS

- Anti-corruption legislative landscape: Malaysian and international laws covering corporate liability for bribery and corruption offences.
- Adequate procedures requirements: Exploration of the principles and practical application using the T-R-U-S-T framework:
 - Top-level commitment
 - Risk assessment for corruption
 - Undertake control measures
 - Systematic review, monitoring and enforcement
 - Training and communication
- Introduction to ISO 37001

LEARNING OUTCOME

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

- Understand how corporate liability for corruption works and what adequate procedures are needed to protect the company.
- Develop an understanding on the components of an effective anti-corruption programme based on the “Guidelines on Adequate Procedures”.
- Understand the principles of monitoring and enforcement for the programme.
- See the ISO 37001 structure and how the ISO relates to the adequate procedures requirements.

WHO SHOULD ATTEND

Company secretaries, company owners, CEOs, MDs, directors of small enterprises, managers in charge of risk, governance, anti-corruption or corporate affairs; integrity managers, internal auditors and external auditors.

ABOUT THE TRAINER

Dr Mark Lovatt is CEO of Trident Integrity Solutions Sdn Bhd, and internationally recognised as an expert in anti-corruption, business integrity and ethics. Prior to leading Trident, Dr Lovatt was the Business Integrity Programme Manager for Transparency International Malaysia, and concurrently the Managing Director of TI BIP Malaysia Sdn Bhd, the consultancy wing of the chapter. He holds a BA (Hons) and PhD from Nottingham University, UK, and has a background in IT, corporate regulation and business development in the power and gas sector. One of the few PECB-certified Lead Implementers for ISO 37001, he is also a Member of the UN Development Programme Private Sector Advisory Group, leading on overcoming corruption challenges in large-scale infrastructure projects. He speaks at conferences across the region and has worked with governments, global agencies, multinationals and GLCs to deliver effective measures for building business integrity.

ADMINISTRATIVE DETAILS			
DATE	PLATFORM		EVENT CODE
04 February 2021	Webinar @ Microsoft Teams		017/21/CEP/WEB
11 March 2021	Webinar @ Microsoft Teams		032/21/CEP/WEB
19 May 2021	Webinar @ Microsoft Teams		058/21/CEP/WEB
08 September 2021	Webinar @ Microsoft Teams		115/21/CEP/WEB
Time	9.00 a.m. - 1.00 p.m.		
Training Methodology	Lecture and Case Discussion		
Fee	RM300.00 RM250.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
CPE points	4		

CORPORATE LIABILITY AND ESTABLISHING ADEQUATE PROCEDURES FOR SMALL MEDIUM ENTERPRISES

COURSE INTRODUCTION

The corporate liability amendments to the MACC (Amendment) Act 2018 was enforced on 1 June 2020.

What does this mean? Are you at risk?

From 1 June 2020, directors and top management of companies - of all sizes - will be held personally liable for any acts of corruption committed for the benefit of the business. Penalties include huge fines and jail sentences of up to 20 years for those in charge of the company, even if they had no personal involvement in the incident. The sole defence is that the company had established “Adequate Procedures” prior to the act: an anti-corruption programme as specified by the Government which proves that the company did all that was reasonably possible to prevent the incident from occurring in the first place. The National Centre For Governance, Integrity and Anti-Corruption (GIACC) has issued the Guidelines on Adequate Procedures pursuant to section 17A(5) of the MACC Act.

How ready is your organisation to safeguard its directors, partners, top management and personnel against a corruption prosecution?

WORKSHOP INTRODUCTION

This is a dynamic 2-day workshop for small enterprises (companies of less than 250 personnel), during which participants will be briefed on corporate liability as stated in the MACC (Amendment) Act 2018. They will develop their own in-house anti-corruption system using simple pre-prepared templates, which they can then implement at their company following the course.

COURSE OBJECTIVES

- Enable participants to understand how corruption may impact their company, what corporate liability for corruption offences means and what constitute the effective measures required by the Government.
- Equip small enterprises with a set of materials for their anti-corruption programme to help protect the organisation, managers and directors against corporate liability arising from a corruption incident.

COURSE CONTENTS

1. Introduction to National Anti-Corruption Plan of Malaysia.
2. Briefing on Corporate Liability: MACC Act 2009; 2018 Amendment; Adequate
3. Procedures project management for Adequate Procedures programme
4. Development of tailored materials for implementation in participants companies, using the Adequate Procedures framework:
 - T:** Top Level Commitment
 - R:** Risk Assessment for Bribery
 - U:** Undertake Control Measures
 - S:** Systematic Monitoring, Review and Enforcement
 - T:** Training and Communication

LEARNING OUTCOME

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

- Understand corporate liability for corruption offences as introduced by the MACC (Amendment) Act 2018.
- Comprehend the “Adequate Procedures” companies are required to establish as stated in the official Malaysian Government Guidelines.
- Develop materials based on the said Guidelines which can be taken back to the company for use in their anti-corruption programme.
- Understand how to implement the materials using a simple project plan.

WHO SHOULD ATTEND

- Company owners, CEOs, MDs, directors of small enterprises
- Managers in charge of risk, governance, anti-corruption or corporate affairs
- Company secretaries
- Integrity officers / managers
- Auditors (internal / external)

ABOUT THE TRAINER

Dr Mark Lovatt, Chief Executive Officer of Trident Integrity Solutions Sdn Bhd, is an internationally recognised expert in private sector corruption. Resident in Malaysia for over 10 years, he speaks regularly at conferences across the region, and has worked with governments, global agencies, multinationals, GLCs and anticorruption organisations to deliver effective measures to combat corruption. He holds a BA (Hons) and PhD from Nottingham University, United Kingdom.

ADMINISTRATIVE DETAILS

DATE	PLATFORM	EVENT CODE
19 - 20 January 2021	Webinar @ Microsoft Teams	011/21/CEP/WEB
05 - 06 May 2021	Webinar @ Microsoft Teams	057/21/CEP/WEB
09 - 10 June 2021	Webinar @ Microsoft Teams	069/21/CEP/WEB
04 - 05 October 2021	Webinar @ Microsoft Teams	129/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
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	

CYBERSECURITY: A BOARDROOM AGENDA

COURSE INTRODUCTION

With all the news and stories about hackers, botnets and breaches involving personal information, it is easy for the security message to sound over-used and tired. It is easy for one to say, "It won't happen here."

Studies and surveys repeatedly show that the human factor (what employees do or don't do) is the biggest threat to information systems and assets. People, just like computers, store, process and transfer highly valuable information. Yet people remain highly insecure due to lack of education on this. As a result, cyber attackers are actively targeting the human element. Until you address the human issue, technology alone cannot secure your organization. Humans are the weakest link in the IT security chain clubbed with technology and process vulnerabilities are making it worse.

COURSE OBJECTIVES

This training prepares members of the board and other senior management of an organization to understand, assess and take a proactive stand in cybersecurity. Along the way, 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. Understand why cybersecurity is a board level concern and how to mitigate and manage it.

COURSE CONTENTS

Introduction to Cyber Security

- What is security, vulnerabilities & O-Days, attack life cycle, different attack vectors?
- Threats vs. risks, why perimeter defences are failing? Why anti-virus is not enough?
- Financial implications of a cyber attack.
- Why cybersecurity is a C – level activity?

Latest Attack Trends

- Business email compromise (BEC) (Demo).
- Ransomware (Demo).
- Advanced persistent threat (Demo).
- Mobile malwares (Demo).
- Identity theft (Demo).
- Web data breach (Demo).
- Technologies, policies and strategies to defend these attacks.

LEARNING OUTCOME

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

- Understand why cyber security is a boardroom activity.
- Learn the security obligations by role.
- Appreciate the risk management framework.
- Manage cyber risk through a governance framework.
- Mitigate risk through cyber insurance.
- Apply business intelligence to cybersecurity.
- Handle situation during and after a breach

WHO SHOULD ATTEND

Members of the board, senior management of an organization, Company directors, company secretaries, company secretarial assistants, lawyers, accountants, corporate consultants and anyone who wants to learn about cyber safety.

Note: No IT knowledge required. Open for all who use computers / smart devices

ABOUT THE TRAINER

Clement Arul is Chief Executive Officer, Kaapagam Education Services Sdn. Bhd. He is a National and Regional award-winning Cybersecurity Professional with twenty two 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 a security consultant for many multi-national and leading IT companies in APAC region. A frequent speaker in security events in APAC.

Awards and Recognition:

- IFSEC GLOBAL TOP 20 CYBERSECURITY PROFESSIONALS 2020, IFSECGLOBAL, UK
- APAC Cyber Security Professional of the Year 2020, 2019, and 2017, Global Cybersecurity Excellence Awards.
- Cyber Security Professional of the Year 2017, 2014, National Cyber Security Awards, MOSTI, Govt. of Malaysia.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
19 January 2021	Webinar @ Microsoft Teams	010/21/CEP/WEB
22 September 2021	Webinar @ Microsoft Teams	122/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Presentation, Live Demos and Discussion	
Fee	RM300.00 Standard RM250.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
CPE points	4	

CYBER SECURITY: HOW TO MITIGATE THE IMPACT OF CYBER CRIME ON YOUR BUSINESS

COURSE INTRODUCTION

Will problems of hackers, ransomware and breaches involving personal or business information be solved when you install the defense technologies? Can you confidently saying that “It won’t happen to me as I’m just a small medium business operator.” Studies and surveys have repeatedly showed that the human factor (what employees do or don’t do) is the biggest threat to information systems and assets. Come and learn Best Practices to mitigate the impact of cyber crime to your business.

COURSE OBJECTIVES

- Understand the basics of security and cyber-attack lifecycle.
- Demystify the common cyber myths with live demos.
- Understand how hackers phish data from you and use it against you.
- Learn cyber security best practices.

COURSE CONTENTS

- Introduction to anatomy of cyber-attack.
- Mythbuster – Live Demos:
 - Antivirus will protect from all viruses;
 - WiFi hotspots are safe;
 - Mobile Apps downloaded are safe;
 - Online business is safe using marketplaces; and
 - Address from email is genuinely sent by real user.
- Social engineering, privacy and password management.
 - Privacy and social media;
 - Email file attachment attacks;
 - WhatsApp, telegram and similar messaging system attacks; and
 - Phone call and sweet talk.
- Cyber security best practices.

LEARNING OUTCOME

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

- Learn the basics of security, hacking attacks and understand about vulnerabilities and exploits and how defence technologies like Anti-Virus work.
- Understand and overcome the common myths on using website, antivirus, using own electronic devices, online transaction and USB as storage medium.
- Learn cybersecurity best practices for email, messaging, social media, browsing, password management, how to handle during and after a breach and on cyber insurance.

WHO SHOULD ATTEND

Company directors, business owners, company secretaries, company secretarial assistants, lawyers, accountants, corporate consultants and anyone who wants to learn about cyber security best practices in the digital era. Note: No IT knowledge required - This course is opened for all who are in e-commerce or involved in electronic transactions in their daily routine.

ABOUT THE TRAINER

Clement Arul is Chief Executive Officer, Kaapagam Education Services Sdn. Bhd. He is a National and Regional award-winning Cybersecurity Professional with twenty two 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 a security consultant for many multi-national and leading IT companies in APAC region. A frequent speaker in security events in APAC.

Awards and Recognition:

- IFSEC GLOBAL TOP 20 CYBERSECURITY PROFESSIONALS 2020, IFSECGLOBAL, UK
- APAC Cyber Security Professional of the Year 2020, 2019, and 2017, Global Cybersecurity Excellence Awards.
- Cyber Security Professional of the Year 2017, 2014, National Cyber Security Awards, MOSTI, Govt. of Malaysia.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
04 March 2021	Webinar @ Microsoft Teams	025/21/CEP/WEB
27 October 2021	Webinar @ Microsoft Teams	145/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Presentation, Live Demos and Discussion	
Fee	RM500.00 RM400.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	8	

DIRECTORS CONFLICT OF INTERESTS – HOW COMPANY SECRETARY IS TO ADVISE

COURSE INTRODUCTION

There is a position of trust placed on the director upon his appointment to the Board. He must therefore avoid situations in which his own interest conflict with those of the company. It is enshrined in the Companies Act 2016 that the duty of a director is to disclose all conflict of interest and avoid conflict unless the company releases the director from that duty. Non-disclosure of a conflict of interest can lead to criminal action, so it is essential for the company secretary to understand the duties of the director and to advise accordingly.

COURSE OBJECTIVES

This course offers insights into the potential conflict of interest faced company individual directors and the board as a whole when making decision for the company. It will guide the secretary to identify the factors that constitute a conflict of interest and from there, to advise the directors accordingly on the statutory obligations imposed on the director in terms of disclosure and their fiduciary duties towards the company on the transaction that is to be entered by the company. The secretary is also to advise when conflict arises, how the director can either avoid, mitigate, manage and monitor this conflict on an ongoing basis.

COURSE CONTENTS

- Statutory provisions on director's duty in relation to conflict of interest.
- Examples of conflict of interest.
- Penalties for breaching the duty to avoid conflict of interest.
- Step to avoid, mitigate, manage and monitor the conflict of interest.
- Mechanisms available to the board of directors in assessing and dealing with conflict of interest.
- Application and extent of the duty to persons connected to directors.

LEARNING OUTCOME

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

- Understand the legal requirements on disclosure of conflict and even potential conflict.
- Identify potential conflict of interest.
- Appreciate frameworks when addressing conflict of interest.
- Identify the role of the director and the board in managing conflict of interest.
- Assess the legal ramifications of failing to address conflict of interest.

WHO SHOULD ATTEND

Company secretaries, company directors, CEOs, lawyers, accountants and corporate consultants.

ABOUT THE TRAINER

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	PLATFORM	EVENT CODE
25 March 2021	Webinar @ Microsoft Team	038/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Lecture and Case Discussion	
Fee	RM500.00 RM400.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	8	

GUIDELINES FOR REPORTING FRAMEWORK FOR BENEFICIAL OWNERSHIP OF LEGAL PERSON IN MALAYSIA

COURSE INTRODUCTION

The Companies Commission of Malaysia has issued the “Guidelines for the Reporting Framework for Beneficial Ownership (“BO”) of Legal Persons” and it came into effect on 1 March 2020. The Guidelines set out a reporting framework to identify and disclose the beneficial ownership of entities. Companies, limited liability partnerships and businesses have up to 31 December 2020 to obtain and update their beneficial ownership information. Any company that failed to provide the beneficial owner’s information in the Annual Statement could be subjected to legal action under Section 68 of the Companies Act 2016 with a maximum fine of RM50,000.

COURSE OBJECTIVES

This half-day course aims to provide clarity on the definition of ‘beneficial owner’ and the criteria of the BO based on ownership and control. This course also will give a clear reporting framework for BO information, identify the persons responsible to the BO information through ownership and control under the Companies Act 2016 and specify the obligation to obtain, record, maintain and lodge the BO information with the Registrar.

COURSE CONTENTS

- Definition of BO and criteria of BO based on ownership and control.
- BO reporting obligation, identification and verification.
- Who are exempted from BO reporting?
- What is timeline of BO reporting obligation?
- Invoking Section 56 on BO reporting & procedures.
- Annual update of BO for annual return.
- Board resolution samples.
- Updating Register of Members of MYCOID.
- Case illustrations on updating register of BO.
- Adopting appropriate internal policy on beneficial ownership reporting.
- Steps companies need to take during transitional (1 March - 31 December 2020) and post transitional period (1 January 2021 and onwards).

LEARNING OUTCOME

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

- Understand the roles and responsibilities of board, members and company secretary.
- Assist the company and directors to comply with the BO framework.
- Able to identify and verify your BO, complete and update the BO Register.
- Implement internal processes to comply with the applicable Guidelines.

WHO SHOULD ATTEND

Company secretaries, company directors, shareholders, investors, lawyers, accountants, corporate consultants and all who are involved in corporate advisory work.

ABOUT THE TRAINERS

Norhaiza Jemon is Director of Regulatory Development and Services Division of Suruhanjaya Syarikat Malaysia since October 2017. Prior to her current position, Norhaiza served as Head of Law Reform, Section of the Corporate Development and Policy Division of SSM from October 2010. She is also the Project Manager for Dynamic Legal Framework under the Second Strategic Direction Plan of SSM, an initiative to create conducive business environment in Malaysia through the review of legislations under the purview of SSM. Under the project, SSM has implemented the Limited Liability Partnerships Act 2012, in 2013 as well on the new Companies Act 2016 and the Interest Schemes Act 2016 which were implemented on 31 January 2017. She joined SSM since July 2004 and graduated with LLB (Hons) from Coventry University, United Kingdom.

OR

Khairani M Yusof is the Head of Regulatory Review Unit at the Suruhanjaya Syarikat Malaysia. She plays a major role in the development of the beneficial ownership reporting framework in SSM. She was admitted as an advocate and solicitor of Malaysia in 2004 and holds LLM in Corporate Law and a LLB (Hons) from Mara University of Technology (UiTM).

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	PLATFORM	EVENT CODE
05 January 2021	Webinar @ Microsoft Teams	001/21/CEP/WEB
03 February 2021	Webinar @ Microsoft Teams	015/21/CEP/WEB
02 March 2021	Webinar @ Microsoft Teams	023/21/CEP/WEB
04 May 2021	Webinar @ Microsoft Teams	055/21/CEP/WEB
15 June 2021	Webinar @ Microsoft Teams	071/21/CEP/WEB
06 July 2021	Webinar @ Microsoft Teams	083/21/CEP/WEB
03 August 2021	Webinar @ Microsoft Teams	094/21/CEP/WEB
02 September 2021	Webinar @ Microsoft Teams	113/21/CEP/WEB
21 September 2021	Webinar @ Microsoft Teams	176/21/CEP/WEB
04 October 2021	Webinar @ Microsoft Teams	177/21/CEP/WEB
02 November 2021	Webinar @ Microsoft Teams	178/21/CEP/WEB
16 November 2021	Webinar @ Microsoft Teams	150/21/CEP/WEB
01 December 2021	Webinar @ Microsoft Teams	163/21/CEP/WEB
07 December 2021	Webinar @ Microsoft Teams	167/21/CEP/WEB
Time	9.00 a.m. - 1.00 p.m.	
Training Methodology	Lecture and Case Discussion	
Fee	RM300.00 RM250.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	4	

INTELLECTUAL PROPERTY STRATEGIES FOR THE MODERN-DAY BUSINESS OWNER: START, GROW, EXPAND

COURSE INTRODUCTION

These days, we can't go anywhere without seeing a McDonald's or Starbucks, and while it may be difficult to imagine, they were once start-ups too. But let us start at the very beginning. How did these businesses, selling common goods, even succeed as start-ups, much less grow into the international business operations they are today? Where do Intellectual Property ("IP") rights come into play?

From starting up, we then move on to business growth and expansion. Nowadays, online marketplaces are ideal for brand owners to do business in a cost-effective way. In 2019, even before COVID-19 hit, the internet economy in Southeast Asia hit the US\$100 billion mark in gross merchandise value, a nearly 40% increase compared to 2018 (Source: e-Conomy SEA 2019 report by Google, Temasek and Bain & Company). Franchising is another way to maximise business potential. With minimum capital outlay required to help business owners build a stronger brand value, this course will share why franchising may be the best business model moving forward.

COURSE OBJECTIVES

This course is to create awareness on the importance and relevance of IP and how companies can use their IP rights to grow, expand and give them a competitive advantage in the marketplace.

COURSE CONTENTS

- IP fundamentals for start-ups
- IP rights in e-commerce: What you need to know?
- Franchising: Is this the best business model post-COVID-19 pandemic?

LEARNING OUTCOME

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

- Protect your own IP rights.
- Create more IP.
- Make more money from your IP.
- Protect brand owners against copycats online.
- Expand franchising without using your own capital.
- Know the differences between licensing and franchising.
- Know types of franchises.
- Gain insights to the advantages and disadvantages of being a franchisor or franchisee.

WHO SHOULD ATTEND

Company director, business owner, sole-proprietors, start-ups to small medium enterprises, universities, R&D institutions and anyone who is keen to learn about IP.

ABOUT THE TRAINER

Geetha Kandiah is a leading IP expert in Malaysia with over 16 years of experience in the field. She has extensive experience in strategizing with companies in various industries on how to boost their value and expedite their growth using IP. She frequently shares her expertise on BFM89.9, Bernama TV and regularly contributes articles to local and foreign publications. Geetha is a highly sought-after speaker who has been invited to speak at engagements and conferences in Tokyo, Osaka and Nagoya (Japan Institute for Promoting Invention and Innovation), Taipei (Taiwan Technology Industry Legal Officers Association), Ahmedabad (Indian Drug Manufacturer's Association) and more. Geetha is a Director of KASS International Sdn Bhd.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
07 July 2021	Webinar @ Microsoft Team	085/21/CEP/WEB
Time	9.00 a.m. - 1.00 p.m.	
Training Methodology	Lecture and Case Discussion	
Fee	RM300.00	Standard
	RM250.00	Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	4	

INTEREST SCHEME ACT 2016: DUTIES AND RESPONSIBILITIES OF TRUSTEES

COURSE INTRODUCTION

Creative business mind knows no bound. New asset classes have emerged that are no longer based on outright ownership of property or right. One such asset class is interest. Interest can exist or be creatively structured in many forms with unlimited potential. It can be structured as:

- A right to enjoy or use certain vacation accommodation or recreational or sporting facilities on shared basis in common with other users over a course of specific duration.
- An investment unit beyond the traditional investment instruments which confer the holder of the unit the right to the sharing of profits or other benefits realised from any common enterprise undertaken by the promoter of the scheme. In view of the wide reach and huge potential of interest as a basis of any innovative business scheme which is open for exploitation by irresponsible quarters to cause public to contribute money in unregulated environment, the provisions under Division 5 Part IV of the now repealed Companies Act 1965 have been revised, enhanced and regenerated in the form of the new Interest Schemes Act 2016, which came into force on 30 January 2017.

COURSE OBJECTIVES

This seminar will guide participants on the legal framework for interest schemes in Malaysia regarding with the trust deeds, trustees and prospectus (Part III of the Interest Schemes Act 2016). Participants will learn about trust deed, trustees, prospectus and product disclosure statement. The speaker will address the applicable legal issues through specific duties and responsibilities of the trustees and their boundaries with SSM enforcement.

COURSE CONTENTS

- Eligibility, appointment and removal/resignation of trustees.
- Roles, responsibilities and fiduciary duties of trustees.
- Preparing trust deed and prospectus – legal and statutory requirements, promoting transparency, fair and proper disclosure.

LEARNING OUTCOME

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

- Discover the role of the trustee.
- Know the duties and responsibilities of the trustee.
- Gain insights to the content of the trust deed/contractual agreement and prospectus/product disclosure statement.

WHO SHOULD ATTEND

Business owners looking for new or creative business model and alternative fund raising method, company secretary, company director, auditor, lawyer, legal counsel, compliance officer, investor, corporate advisor and anyone who wants to learn about the new Interest Schemes Act 2016.

ABOUT THE TRAINER

Ngeh Tee Hiang joined Asia International Trust Berhad as the Director in year 2012 and holding the position of Chief Executive Officer since 2017. He has about twenty-six (26) years of banking and financial experience. He joined Malayan Banking Berhad as an officer in 1980 and mainly involved in credit analysis and legal documentation. He was the Acting Head overseeing the credit works for Johore and Malacca region. In 1994, he joined Maybank Investment Bank Berhad as an independent stockbroker.

In 2006, he joined Pacific Trustees Berhad as the first Chief Operating Officer until his retirement in year 2011. During his tenure of 6 years, he set up the various operational system for Private Debt Securities (PDS), Interest Schemes (IS) and other corporate trust services and Private Trust.

He holds a Master Degree in Business Studies (Banking and Finance) awarded by the University College Dublin, Ireland and a Diploma in Accounting and Finance (Awarded by ACCA).

While at Pacific Trustees Berhad, he wrote the Operation Manual for Interest Schemes. When the Interest Scheme Act 2016 was gazetted, he rewrote and updated the operational manual and improvised additional checklists to cater for investment schemes and memorial parks.

He also introduced the Risk Register where operational risks are identified, documented and recommend the mitigation measures to reduce or eliminate the risks.

Masleena Zaid is the founding partner of Messrs. Masleena, Yee & Partners. She was admitted to the High Court of Malaya as an advocate and solicitor in 2001. She is also a registered Trade Mark Agent. Her predominantly areas of practise are corporate and commercial law. Her portfolio includes providing advises to corporate clients which matters varies from liaising with relevant authorities for clients, dealing with talent management issues as well as drafting agreements.

Prior to founding Messrs. Masleena, Yee & Partners in 2010, Masleena was with the Securities Commission of Malaysia and the Companies Commission of Malaysia. Driven by her passion for law and corporate affairs, she has equipped herself with sound technical knowledge and developed a reputation for her expertise particularly in alternative fund raising mechanism.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
28 September 2021	Webinar @ Microsoft Team	174/21/CEP/WEB
Time	9.00 a.m. - 1.00 p.m.	
Training Methodology	Lecture, Case Laws, Discussions.	
Fee	RM300.00 RM250.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	4	

PRACTICAL GUIDE TO CAPITAL REDUCTION BY SOLVENCY STATEMENT

COURSE INTRODUCTION

Under the previous legislation, a capital reduction could only be done by a special resolution confirmed by the court. Section 117 of Companies Act 2016 (“Act”) now provides an alternative to the court procedure where a company can reduce its capital by special resolution supported by a solvency statement. A capital reduction process will decrease a company's shareholder equity through share cancellations and this is done for numerous reasons; including increasing shareholder value and producing a more efficient capital structure.

COURSE OBJECTIVES

The objective of this course is to provide the participants with circumstances that warrants a capital reduction and to provide a practical guide to carrying out a capital reduction under Section 117 of the Act. Participants will also be guided on and how to advise the Directors on their responsibilities in relation to the solvency statement that is to be signed by them.

COURSE CONTENTS

- Drivers for initiating a capital reduction exercise.
- How a company can satisfy the solvency test?
- The statutory requirements on capital reduction.
- Creditors rights to object to capital reduction.
- A step by step guide in handling a capital reduction exercise, the actions to be taken before and after the capital reduction.

LEARNING OUTCOME

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

- Have a better understanding of the situations where a capital reduction can be carried out.
- Aware of the obligations of the company in the various filings and notifications to the Registrar of Companies.
- Discuss on the varied scenarios that may have an adverse impact on the company and directors when dealing with the solvency provisions.

WHO SHOULD ATTEND

Directors, company secretaries, auditors, accountants and any one who wants to know about capital reduction.

ABOUT THE TRAINER

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	PLATFORM	EVENT CODE
26 January 2021	Webinar @ Microsoft Teams	012/21/CEP/WEB
Time	9.00 a.m. - 1.00 p.m.	
Training Methodology	Lecture and Case Discussion	
Fee	RM300.00	Standard
	RM250.00	Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	4	

PREFERENCE SHARES. STEPS TO ISSUE, REDEEM AND CONVERT

COURSE INTRODUCTION

A company may raise working capital by the traditional way of issuing ordinary shares. However, the return on such investments may not be attractive enough for certain type of investors who would prefer fixed dividends and return of capital at an earlier period. Unlike ordinary shares, preference shares give the investors greater upside potential and a level of downside protection in return for their investments. The Companies (Amendment) Act 2019 ("the Act") has introduced a new redemption method for preference shares i.e. redemption out of capital of the company which enables a company to redeem the preference shares even though there is insufficient profit. This proves advantageous as the company can still commit to the return of capital without the need to undertake a capital reduction exercise to return the preference capital.

COURSE OBJECTIVES

This course will guide participants on the regulations surrounding the issuance and redemption or conversion of preference shares and its use as a financial instrument. The different rights attached to the preference shares would be explained with illustration to enable the participants to appreciate the strategic considerations for the issuance of preference shares. This course will review the steps to undertake on issuance of such preference shares. It will provide participants with a better understanding on how to choose the three different manners of redemption as provided in the Act.

COURSE CONTENTS

- Strategic consideration for issuance of preference shares – advantages and disadvantages.
- Types of preference shares – cumulative, redeemable, participative and convertible.
- Variation of rights of preference shares.
- Differentiating the classification of preference shares as equity or liability.
- Step by step guide to issuance of preference shares including determination of the rights.
- Step by step guide to redemption of preference shares.
- Step by step guide to conversion of preference shares.

LEARNING OUTCOME

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

- Understand the use of preference shares and the reason companies would opt for such issuance.
- Learn the statutory requirements for the issuance and redemption of the preference shares.
- Differentiate the conversion of preference shares to redemption.
- Completion of the various statutory notifications to be made to the Registrar of Companies.

WHO SHOULD ATTEND

Company secretaries, company secretarial assistants, company directors, lawyers, accountants and corporate consultants.

ABOUT THE TRAINER

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	PLATFORM	EVENT CODE
08 June 2021	Webinar @ Microsoft Teams	066/21/CEP/WEB
21 October 2021	Webinar @ Microsoft Teams	142/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
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	

PROTECTING YOUR INTELLECTUAL PROPERTY RIGHTS THE SMART WAY: IDEAS, TECHNOLOGIES, TRENDS IN THE ERA OF INDUSTRY 4.0

COURSE INTRODUCTION

Intellectual Property (IP) rights have been instrumental in the growth of the industry and its progress from Industry 1.0 to Industry 4.0, with its digitization of manufacturing processes through the use of sensors, interconnected machines/objects and artificial intelligence. The scope and protection offered by IP rights, too, have evolved to keep up with the rapid changes in technology.

In addition to looking at the role of IP rights in Industry 4.0, we discuss the fundamentals of protecting these technologies, inventions and ideas – what can be protected, why, when and how, and what IP management strategies can be employed during times of crisis, in line with your business strategy.

COURSE OBJECTIVES

This course addresses the misconceptions surrounding the protection of ideas using IP rights, offers strategies for managing IP assets during times of crisis and provides an insight into technological trends and how companies can use their IP rights to survive and thrive in the era of Industry 4.0.

COURSE CONTENTS

Bullet proofing ideas:

- Where do you start?
- What can you protect?
- How do you know if your invention is getting sufficient protection?
- What do you have that will stop your competitors in their tracks?

Intellectual Property rights in the Era of Industry 4.0:

- Who are the industry players and which jurisdictions are patent applications being filed in?
- How to protect such technologies via patent rights?
- New trademark provisions.
- Various type of IPs and how they could be used to provide holistic protection for any product or service.

Intellectual Property strategies for the COVID-19 period:

- Tips, measures and strategies on managing your IP portfolio based on your business strategy.

LEARNING OUTCOME

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

- Understand whether ideas can be protected.
- Learn what constitutes a strong patent.
- Develop an awareness of the strategies that can be employed to manage their IP portfolios during times of uncertainty.
- Know what to consider when acquiring brands and technologies.
- Obtain a holistic view of trends, technologies and IP rights in the Industry 4.0 realm.

WHO SHOULD ATTEND

Company director, business owner, sole-proprietors, start-ups to small medium enterprises, universities, R&D institutions and anyone who is keen to learn about IP.

ABOUT THE TRAINER

Geetha Kandiah is a leading IP expert in Malaysia with over 16 years of experience in the field. She has extensive experience in strategizing with companies in various industries on how to boost their value and expedite their growth using IP. She frequently shares her expertise on BFM89.9, Bernama TV and regularly contributes articles to local and foreign publications. Geetha is a highly sought-after speaker who has been invited to speak at engagements and conferences in Tokyo, Osaka and Nagoya (Japan Institute for Promoting Invention and Innovation), Taipei (Taiwan Technology Industry Legal Officers Association), Ahmedabad (Indian Drug Manufacturer's Association) and more. Geetha is a Director of KASS International Sdn Bhd.

Megha Anand is a Registered Patent Agent in India and Malaysia and a Certified Patent Valuation Analyst. The resident computer science, IT, telecommunications and electronics expert at KASS International Sdn Bhd, she oversees the patent team and handles patent drafting and prosecution for local and international patent applications, audits, reinstatement, pre-grant opposition representations and third-party observations, patentability searches and opinions including freedom-to-operate, validity, infringement and market landscape. She is well versed on patent laws pertaining to the APAC, the US and the European region, and advises clients on patent strategies and effective use of international programmes such as GPPH, PPH and ASPEC. She has worked with individual inventors, start-up companies, educational institutions, and multinational companies. Megha has spoken at several seminars on the awareness of patents in the computer science field and has provided guidance and key inputs to stakeholders across various levels on various IP related matters via seminars and workshops conducted across various educational institutes and forums. Megha is the Manager of the Patents Division at KASS International Sdn Bhd.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
06 October 2021	Webinar @ Microsoft Team	132/21/CEP/WEB
Time	9.00 a.m. - 1.00 p.m.	
Training Methodology	Lecture and Case Discussion	
Fee	RM300.00 Standard RM250.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
CPE points	4	

READ, INTERPRET AND ANALYZE FINANCIAL STATEMENTS FOR COMPANY DIRECTORS AND COMPANY SECRETARIES (FUNDAMENTAL BASIC LEVEL)

COURSE INTRODUCTION

Globality presents both threats and opportunities to all business players. Long established players face tough and new challenges but these can be met and turned to advantage. New global players stand at the brink of huge opportunities but face barriers to seizing them. Possibly the most critical success factor today is to make sure every employee is cost-conscious and understands basic finance to help their organization to progress smoothly and profitably. Financial knowledge and business acumen must be enhanced at all levels of management to ensure not just survival but also the long-term success of organisations.

COURSE OBJECTIVES

This course is designed for directors, company secretaries and business managers from any industries to get a firm grasp on the numbers side of business. The primary goal is to help them to develop a sound financial knowledge to read and understand financial reports and help them to lead their organizations successfully in a highly competitive globalized business arena. This course will also help participants to look at the linkages in the financial statements to understand the company's operations better. With these new knowledges, participants will be able to improve relationship with vendors and customers plus be more confident in working with finance professionals and top management. These are healthy cross-functional working relationships that enhance organizational value.

This course is ideal for professionals who have little or no knowledge in accounting

COURSE CONTENTS

- Identify core financial statements and unlock the essentials of finance.
- Comprehend cost & cash-flow.
- Link-up & review financial statements.

LEARNING OUTCOME

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

- Identify basic financial statements and jargons.
- Understand financial concepts.
- Read and understand financial reports.
- Distinguish the characteristics of cashflow, profit, net worth and their purposes.
- Understand the limitations of financial statements.
- Learn to ask finance professionals the right questions.

WHO SHOULD ATTEND

Directors, company secretaries, board members and 'C' level executives, general managers, heads of department and senior officers who want to comprehend financial statements, terminology and underlying concepts.

METHODOLOGY

The methodology of this course constitutes using a combination of interactive discourse and problem solving through case studies, quizzes, games, prints and digital media. There will be group discussions, self-assessment and presentations, where necessary, to test and reinforce entrench the knowledge of participants. Participants will learn to apply the principles to scenarios and discuss dilemmas faced at their workplace.

ABOUT THE TRAINER

S. Yoga Thevan is a much sought-after financial management trainer as he has actively trained directors and company secretaries on financial management. He also designs and delivers highly interactive finance programmes for MIA and SME Corporation Malaysia as well as multinational companies. He has trained over 6,000 directors, business owners and managers in class sizes of 20-30 persons over the past 10 years. He has a MBA with 30 years of experience in finance, business, NGO administration as well as training and facilitation. He is a Certified Facilitator for Business Today Simulation International. Yoga was the President of Malaysian Association of Professional Speakers in 2008 and remains as Advisor for CanSurvive Centre Malaysia (A Non-Profit Cancer Charity) since 2010. For his indomitable community effort, he was bestowed the Social Harmony Award at the International Conference for Peace and Universal Harmony in Goa, India in 2018.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
08 March 2021	Webinar @ Microsoft Teams	027/21/CEP/WEB
05 October 2021	Webinar @ Microsoft Teams	130/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	As Above	
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	

READ, INTERPRET AND ANALYZE FINANCIAL STATEMENTS FOR COMPANY DIRECTORS AND COMPANY SECRETARIES (INTERMEDIATE LEVEL)

COURSE INTRODUCTION

The course aims to enhance the participants' financial and business acumen to lead a small business unit or even run a big corporation. You will learn to extend a keen eye in reading and analyzing financial statements to improve business performance. By applying this financial knowledge, you will be able to contribute more strategically in the business operations of your organization.

COURSE OBJECTIVES

The course has been specially designed to develop your skills using financial tools and techniques. Participants will learn how to prepare and execute a business plan as well as uncover all the intricacies involved in an annual budgeting exercise. Next, participants will learn to analyze financial statements and assess business performance using ratio analysis and other financial tools. This course also guide participants on setting policies and goals to manage any enterprise.

COURSE CONTENTS

- Key financial statements review: A financial management perspective.
- Linking budgets with strategy: Budgets as a global management tool for financial stewardship.
- Financial analysis: Introduction to analytical tools for business efficacy.

LEARNING OUTCOME

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

- Familiarize with business trends and recognize new challenges in today's business environment.
- Prepare a simple business plan with the accompanying financial statements.
- Get the grip on numbers thru hands-on exercises on corporate financial planning.
- Interpret and assess business trends using available financial tools and reports.
- Be sharp and spot-on with the right questions and comments as you review financial pages.

WHO SHOULD ATTEND

Pre-requisite: This course is for those who are familiar with financial statements.

This course is tailored for the middle-to-senior level non-financial decision-makers who want to attain a greater functional understanding of finance and financial statements. It is highly suitable for business owners, managers, executives and mid-career professionals who need to enhance their understanding and ability to analyze published financial statements. Those with accounting qualifications may also attend this course to enhance their analytical skills.

METHODOLOGY

The methodology for this course consists using a combination of interactive discourse and problem solving through case studies, quizzes, games, prints and digital media. There will be group discussions, self-assessments and presentations, where necessary, to test and reinforce knowledge. Participants will learn to apply the principles to scenarios and discuss dilemmas faced at their workplace.

ABOUT THE TRAINER

S. Yoga Thevan is a much sought-after financial management trainer as he has actively trained directors and company secretaries on financial management. He also designs and delivers highly interactive finance programmes for MIA and SME Corporation Malaysia as well as multinational companies. He has trained over 6,000 directors, business owners and managers in class sizes of 20-30 persons over the past 10 years. He has a MBA with 30 years of experience in finance, business, NGO administration as well as training and facilitation. He is a Certified Facilitator for Business Today Simulation International. Yoga was the President of Malaysian Association of Professional Speakers in 2008 and remains as Advisor for CanSurvive Centre Malaysia (A Non-Profit Cancer Charity) since 2010. For his indomitable community effort, he was bestowed the Social Harmony Award at the International Conference for Peace and Universal Harmony in Goa, India in 2018.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
09 March 2021	Webinar @ Microsoft Teams	028/21/CEP/WEB
06 October 2021	Webinar @ Microsoft Teams	131/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	As Above	
Fee	RM500.00 RM400.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	8	

READ, INTERPRET AND ANALYZE FINANCIAL STATEMENTS FOR COMPANY DIRECTORS AND COMPANY SECRETARIES (ADVANCED LEVEL)

COURSE INTRODUCTION

Most successful people have the self-motivation and determination to succeed. These are the people who have succeeded in developing themselves as well as growing their business or other sources of income intelligently. However, having gained the wealth and power there are those who are unable to sustain and preserve it, simply due to the lack of financial knowledge or not having financially competent managers. Those who take the time to learn and apply financial intelligence in their business and lifestyle have a better chance of keeping and growing what they and their predecessors had worked so hard for.

COURSE OBJECTIVES

Entrepreneurs and company directors can make their business units more successful and sustainable by applying financial analysis in their operations. This course gives a broad overview of the various roles and responsibilities and interaction required in running an organization. Participants will learn how to manage various stakeholders and integrate finance and operations successfully. They will learn how to set policies and optimize business to meet shareholders' expectation. They will also be challenged to step up and necessitate the strategic changes in order to put the business on track, if and when necessary. These skills come with knowledge and experience and it is where this course will help in shortening the learning curve.

COURSE CONTENTS

- Financial competencies of the perfect manager.
- Financial analysis of corporate and published annual reports.
- Strategic financial management for business performance revitalization.

LEARNING OUTCOME

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

- Manage a business more effectively using financial tools.
- Evaluate financial news and publications to identify good, bad and dodgy financial results.
- Develop the ability to review, analyze and present financial statements in a critical manner.
- Identify warning signs of business decline and foresee insolvency.
- Develop practical business turnaround stratagems to succeed in challenging times.
- Think strategically, work in teams and present ideas to audience succinctly.

WHO SHOULD ATTEND

Pre-requisite: This is a practical course for people who are familiar with financial statements.

Business owners, board members, directors, 'C' level executives, general managers, head of departments and senior officers with profit responsibility. Participants will work together and share their experiences to manage different scenarios of financial situations. This course for those who wish to apply financial management principles at the workplace.

METHODOLOGY

The methodology of this course constitutes using a combination of interactive discourse and problem solving through case studies, quizzes, games, prints and digital media. There will be group discussions, self-assessment and presentations, where necessary, to test and reinforce the knowledge of participants. Participants will learn to apply the principles to scenarios and discuss dilemmas faced at their workplace

ABOUT THE TRAINER

S. Yoga Thevan is a much sought-after financial management trainer as he has actively trained directors and company secretaries on financial management. He also designs and delivers highly interactive finance programmes for MIA and SME Corporation Malaysia as well as multinational companies. He has trained over 6,000 directors, business owners and managers in class sizes of 20-30 persons over the past 10 years. He has a MBA with 30 years of experience in finance, business, NGO administration as well as training and facilitation. He is a Certified Facilitator for Business Today Simulation International. Yoga was the President of Malaysian Association of Professional Speakers in 2008 and remains as Advisor for CanSurvive Centre Malaysia (A Non-Profit Cancer Charity) since 2010. For his indomitable community effort, he was bestowed the Social Harmony Award at the International Conference for Peace and Universal Harmony in Goa, India in 2018.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
07 October 2021	Webinar @ Microsoft Teams	134/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	As Above	
Fee	RM500.00 RM400.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	8	

RESOLVING BOARDROOM AND SHAREHOLDERS DISPUTES

COURSE INTRODUCTION

The management powers of a company are often exclusively vested in the board of directors. The directors have to discharge these powers in a fiduciary capacity and to act in the best interest of the company. Nonetheless, the shareholders of a company will often want their views to also be considered and to be taken into account. In some cases, the minority shareholders' interests may be sidelined. The majority vote, whether at the board or the shareholder level, may overrule all other views. This course will cover the common areas of dispute and disagreement that may occur among directors, shareholders, and where the Companies Act 2016 provides remedies to resolve certain deadlock situations.

COURSE OBJECTIVES

Participants will learn from practical case studies and from reported court decisions on the common scenarios of disputes among directors and shareholders. There will be tips and lessons on how to avoid and resolve such disputes. If the disputes have to be litigated, it is then important to know the legal remedies offered under the Companies Act 2016.

COURSE CONTENTS

Directors: Lessons Learnt from Boardroom Disputes

- Directors' rights and responsibilities.
- Case studies of common scenarios of disputes among directors and shareholders.
- Deadlock at board level and disagreements.
- Removal or suspension of directors.

Decision-making Process: Division between Directors and Shareholders

- The Federal Court case of Petra Perdana and the lessons learnt.
- The shareholders' right of management review.
- When shareholders' approval is required.

Shareholder Remedies: The WMDs

- Winding up on the just and equitable ground when there is a breakdown in relationship.
- Minority oppression relief.
- Derivative action by the aggrieved shareholder.
- Other common legal remedies by shareholders.

The Role of Company Secretaries in These Disputes

- Case studies on the important role of company secretaries in such disputes.
- The importance of the Guidelines Relating to Practicing Certificate for Secretaries.
- The duties and responsibilities of company secretaries.

LEARNING OUTCOME

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

- Understand the common scenarios where there may be disputes among directors and shareholders.
- Identify possible strategies to resolve such disputes and disagreements.
- Learn from case studies and court decisions on how the Court has interpreted the legal provisions.
- Recognise the different shareholder remedies and director remedies offered under the Companies Act 2016.
- Understand the different roles and responsibilities of directors, company secretaries and shareholders when a dispute arises.

WHO SHOULD ATTEND

Company directors, company secretaries, shareholders, institutional shareholders, business owners, lawyers, accountants, and corporate consultants.

ABOUT THE TRAINER

Lee Shih is a litigation and arbitration partner. He acts regularly in matters involving corporate litigation and shareholder disputes. He is listed in the Chambers Asia-Pacific, Legal 500 Asia-Pacific and Benchmark Litigation Asia-Pacific, where he has been described as “well regarded for his expertise in company law, as well as restructuring and insolvency cases”.

He is the co-author of the textbook ‘Companies Act 2016: The New Dynamics of Company Law in Malaysia’, authored the chapter on ‘Companies and Securities’ in Bullen & Leake & Jacob’s Malaysian Precedents of Pleadings, and authored the chapter on ‘Cross-border insolvency’ in the Law and Practice of Corporate Insolvency in Malaysia.

He graduated with a LLB (Hons) degree from the University of Bristol. He is a Barrister-at-Law (Gray’s Inn) and an Advocate and Solicitor of the High Court of Malaya

He regularly speaks at various conferences and seminars on the Companies Act 2016 and on company law in general. He has spoken at the SSM National Conference, the MIA International Accountants Conference and the MAICSA Annual Conference.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
10 February 2021	Webinar @ Microsoft Teams	018/21/CEP/WEB
20 May 2021	Webinar @ Microsoft Teams	060/21/CEP/WEB
11 October 2021	Webinar @ Microsoft Teams	135/21/CEP/WEB
Time	9.00 a.m. - 1.00 p.m.	
Training Methodology	Lecture and Case Discussion	
Fee	RM300.00 Standard RM250.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
CPE points	4	

RETRENCHMENT – SOLUTIONS AND PITFALLS

COURSE INTRODUCTION

In the last 50 years, the world and Malaysia has witnessed several cycles of economic down turn. As recent as 1 year ago, the COVID 19 pandemic has created havoc on economies of countries world - wide and sparing none in its wake as a result of loss of lives, lockdowns and business interruptions. These resulted in the emergence of new technological approaches for business continuity, reorganisation of conventional business models which led to lay - offs / reduction of manpower.

Whilst the right to reorganise is a recognised right, challenges to these rights have been frequent too. What went wrong? This seminar is the platform to dissect this issue and provide practical solutions.

COURSE OBJECTIVES

This seminar will familiarise participants on understanding what is “reorganisation”, “redundancy” and “retrenchment”; the parameters of management’s prerogatives and application of good practices.

COURSE CONTENTS

- What is retrenchment?
- The applicable laws and code of conduct
- The employers’ rights
- Solutions and pitfalls

LEARNING OUTCOME

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

- Have insights on practical application of Malaysian employment laws and its considerations when performing a retrenchment exercise.
- Dissecting the thoughts of third party arbitration bodies through the study of precedent and case studies.
- Avoiding pitfalls of lengthy and costly industrial litigation.

WHO SHOULD ATTEND

Business owners, plant / factory managers, human resources leaders / managers / executives or any persons tasked to perform or for general understanding of the relevant and practical aspects of retrenchment exercise.

ABOUT THE TRAINER

Vincent Lee Hock Guan is a consultant, speaker and professional trainer in the field of Human Resource Management and Industrial Relations. With more than 20 years of professional hands on experience, Vincent has served in senior management capacity of group human resources of local main board companies with diversified interests including services, banking, construction and property development, manufacturing, warehousing and logistics. He holds an MBA specializing in Industrial Relations and possesses a solid track record in the area.

Vincent represents employers for arbitration or hearings at either labour / industrial relations offices and labour courts throughout Malaysia and having a track record of over 40 favorable cases. Vincent was also appointed on the Employer's Panel in the Industrial Court of Kuala Lumpur for two terms from 2001 to 2003 to hear disputes on collective agreement cases involving the banking and agriculture sector. He was an associate speaker for associations / the Suruhanjaya Syarikat Malaysia (SSM), and has equipped more than 100 organisations' directors, senior officers and managers with practical knowledge in handling the multiple intriguing facets of employee issues.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
29 September 2021	Webinar @ Microsoft Teams	172/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Lecture, Case Studies, Discussions.	
Fee	RM500.00 RM400.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	8	

ROADMAP TO FUND RAISING VIA INTEREST SCHEME ACT 2016

COURSE INTRODUCTION

The Interest Schemes Act 2016 (Act 778) was gazetted on 15 September 2016 and came into force on 30 January 2017. The Interest Schemes Act 2016 framework provides for a complete and comprehensive legal framework for interest schemes in Malaysia. Interest scheme involves the pooling of a financial contribution from the public in exchange for an interest in a particular scheme, which can be in pecuniary or otherwise.

COURSE OBJECTIVES

This seminar will guide participants on the legal framework for interest schemes in Malaysia. Participants will be introduced to alternative method of fundraising on the principles of common enterprise under the Interest Schemes Act. The speaker will address the key provisions under Interest Schemes Act 2016 and its Regulations and Guidelines. The seminar aspires for participants to rethink strategies, deliberate new business insights and innovative ideas as well as gain benefits from the interest schemes industry.

COURSE CONTENTS

- Snapshots of Interest Schemes Act 2016.
- Benefits of raising fund through interest scheme.
- Company's preparation to apply for the registration of Interest Scheme.

LEARNING OUTCOME

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

- Understand the role and potential of interest scheme as innovative business models and alternative financing solutions.
- Develop a good appreciation of the Interest Schemes Act 2016 and its policy guidelines.
- Understand and explain about investor protection mechanisms.
- Understand the latest requirements for registration of new schemes.

WHO SHOULD ATTEND

The entire Company Secretary ecosystem - company secretaries, company directors, corporate consultants, business leaders, entrepreneurs, and professionals desirous of capabilities enhancement, leadership and personal development.

ABOUT THE TRAINER

Masleena Zaid is the founding partner of Messrs. Masleena, Yee & Partners. She was admitted to the High Court of Malaya as an advocate and solicitor in 2001. She is also a registered Trade Mark Agent. Her predominantly areas of practise are corporate and commercial law. Her portfolio includes providing advises to corporate clients which matters varies from liaising with relevant authorities for clients, dealing with talent management issues as well as drafting agreements.

Prior to founding Messrs. Masleena, Yee & Partners in 2010, Masleena was with the Securities Commission of Malaysia and the Companies Commission of Malaysia. Driven by her passion for law and corporate affairs, she has equipped herself with sound technical knowledge and developed a reputation for her expertise particularly in alternative fund raising mechanism.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
01 September 2021	Webinar @ Microsoft Team	173/21/CEP/WEB
Time	9.00 a.m. - 1.00 p.m.	
Training Methodology	Lecture, Case Laws, Discussions.	
Fee	RM300.00 RM250.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	4	

SEMINAR ON INSOLVENCY

COURSE INTRODUCTION

When a company enters financial distress, it may signal the impending insolvency and winding up of a company. The company's secured lender may have a right to also appoint a receiver over the company due to the company's inability to pay its debts to the secured lender. A company will want to consider its options in attempting to restructure its debts and to revive its business. Under the Companies Act 2016, the law will now provide for additional options to try to rescue this company and to fend off the liquidation of the company.

COURSE OBJECTIVES

Participants will learn the improvements made to the insolvency-related laws as set out in the Companies Act 2016. The receivership provisions have been strengthened and will be relevant to secured lenders and to borrowers. The winding up provisions have been modified in certain aspects. A company can undertake a restructuring of its debts through the scheme of arrangement process and the new provisions adds clarity in this area. Finally, the Companies Act 2016 introduces two new corporate rescue mechanisms: corporate voluntary arrangement and judicial management. Participants will learn how these corporate rescue mechanisms will provide more options to financially distressed companies. The course will also cover case studies and practical examples.

COURSE CONTENTS

Changes to the Laws on Receivership.

- Appointment of the receiver/receiver & manager ("R&M") and its statutory agency status.
- The shift to the codification of the powers of the receiver and R&M.
- Changes in the personal liability of the receiver and R&M.
- Interplay between receivership and winding up.

Winding Up

- Increase in the minimum amount for the statutory demand.
- Void disposition, exempt disposition and the change to undue preference.
- Changes to the powers of the liquidator.
- Changes to the stay and termination of winding up.

Schemes of Arrangement

- Requirements for undergoing a scheme of arrangement.
- Additional safeguard of an independent assessment of the scheme.
- Changes to the law on the extension of a restraining order.

Corporate Voluntary Arrangement

- Overall introduction to the corporate rescue mechanisms.
- The new Corporate Voluntary Arrangement (CVA).
- Requirements for the CVA.
- The CVA moratorium.
- Timelines for the meetings and the approval required.

Judicial Management

- The new JM scheme.
- Requirements to be met for a JM order.
- The JM moratorium.
- Protection of the debenture holder's rights.
- The powers of the judicial manager.
- Approval for the judicial manager's proposals.
- Case study on JM after the decision of Leadmont

Operational aspects

- Cash flow.
- Operations & balance sheet.
- Financial covenants – ratios and waterfall.
- Developing a rescue scheme.
- Managing stakeholders – creditors, lenders, shareholders.
- Insolvency administration – taking control.
- Duties of directors and officers during insolvency administration.
- Insolvent trading – personal liability.

LEARNING OUTCOME

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

- Understand the changes to the laws of receivership and the options available.
- Understand the process of winding up and its impact on the company, creditors and liquidators.
- Learn of the scheme of arrangement process.
- Consider the advantages and benefits of the new corporate voluntary arrangement process.
- Prepare for the new judicial management process and the advantages it offers.
- Learn the operational aspects of corporate rescue and insolvency administration
- Learn of the scheme of arrangement process.
- Identify the changes of the scheme of arrangement and the restraining order.
- Consider the advantages and benefits of the new corporate voluntary arrangement process.
- Prepare for the new judicial management process and the advantages it offers.
- Understand the impact of judicial management on legal proceedings and any enforcement of legal rights.

WHO SHOULD ATTEND

Insolvency practitioners, company directors, company secretaries, finance managers, lawyers, accountants, bankers, regulators, government officers, business owners, corporate consultants who need the knowledge on insolvency law.

ABOUT THE TRAINERS

Norhaslinda Salleh joined Companies Commission of Malaysia in January 2004. She is the Head of Insolvency in the Registration Services Division since June 2015. She is responsible to ensure and monitor the process of striking off names, winding up and management of the asset of dissolved companies and limited liability partnerships are in accordance with the related Acts and Guidelines. Prior to heading the Insolvency Section, she was the Head of Corporate Planning & Strategy in the Corporate Planning & Policy Division of SSM (2011-2015) where she was responsible for the strategic planning and project management of SSM and implementation of the Corporate Responsibility Agenda of SSM and also the Head of the Law Reform, Policy & International Affairs of the same Division (2004-2011) where she was largely involved in activities relating to the reform of the law and drafting amendments of the legislations administered by SSM, policy guidelines and practice notes. Norhaslinda obtained her LL.B (Honours) from University Technology Mara (UiTM), Malaysia in 1991. She was called to the Malaysian Bar and was admitted as an Advocate & Solicitor of the High Court of Malaya on 22 May 1992. Prior to joining SSM in January 2004, Norhaslinda Salleh was in private legal practice where she was largely responsible in handling civil and commercial litigation.

Lee Shih is a litigation and arbitration partner. He acts regularly in matters involving corporate litigation and shareholder disputes. He is listed in the Chambers Asia-Pacific, Legal 500 Asia-Pacific and Benchmark Litigation Asia-Pacific, where he has been described as “well regarded for his expertise in company law, as well as restructuring and insolvency cases”. He is the co-author of the textbook ‘Companies Act 2016: The New Dynamics of Company Law in Malaysia’, authored the chapter on ‘Companies and Securities’ in Bullen & Leake & Jacob’s Malaysian Precedents of Pleadings, and authored the chapter on ‘Cross-border insolvency’ in the Law and Practice of Corporate Insolvency in Malaysia. He graduated with a LLB (Hons) degree from the University of Bristol. He is a Barrister-at-Law (Gray’s Inn) and an Advocate and Solicitor of the High Court of Malaya. He regularly speaks at various conferences and seminars on the Companies Act 2016 and on company law in general. He has spoken at the SSM National Conference, the MIA International Accountants Conference and the MAICSA Annual Conference.

Jimmy Ng has more than 20 years of experience in corporate rescue and insolvency work. He is a retired partner of KPMG Malaysia, Singapore and Jakarta. Following his retirement from KPMG, he joined the law firm, Chooi & Company + Cheang & Ariff as a partner in September 2018. He is a chartered accountant registered with Malaysian Institute of Accountants (MIA) and an advocate and Solicitor of the High Court of Malaya. Jimmy regularly gives talks and seminars in the area of corporate rescue and insolvency at conferences organized by the SSM, MIA and INSOL International. Jimmy was a member of the Corporate Law Reform Committee from 2000 to 2005, a committee tasked with advising the Government of Malaysia on law reforms relating to restructuring and insolvency from 2000 to 2005. He is also key member in the founding, and setting up, of the Insolvency Practitioners Association of Malaysia (IPAM) and sat as a council member of IPAM from April 2013 to March 2015.

Khoo Poh Poh is a Senior Executive Director, Transaction Advisory Services at Ernst & Young PLT, Malaysia. She has over 25 years of extensive experience in all facets of formal insolvency and corporate rescue mechanism, including judicial management, receivership, liquidation and restructuring of companies in various industries, and specialises in Legal Entity Rationalisation and resolution of regulated entities. She is a member of the Chartered Institute of Management Accountants, Chartered Global Management Accountants, and Malaysian Institute of Accountants (MIA). She is an elected council member of the Insolvency Practitioners’ Association of Malaysia, an alternate member of the Insolvency Practitioners’ Sub-Committee under MIA, and an active contributing member of the Technical Working Group for Resolving Insolvency, under the Special Task Force to Facilitate Business (PEMUDAH).

ADMINISTRATIVE DETAILS

DATE		PLATFORM	EVENT CODE
28 - 29 June 2021		Webinar @ Microsoft Team	079/21/CEP/WEB
Time		9.00 a.m. - 5.00 p.m.	
Training Methodology		Lecture, Case Laws, Discussions	
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	

SHARES AND CAPITAL MAINTENANCE

COURSE INTRODUCTION

What is doctrine of capital maintenance? A company must receive proper consideration for shares that it issues and that having received such capital it must not repay it to members except in certain circumstances – this is a fundamental principle of the Malaysian company law. Whilst in the past, there were very strict prohibitions on how capital is to be used or returned to shareholders. The Companies Act 2016 (“the Act”) has relaxed some of these rules and simplified procedures. The Act also facilitates the management and restructuring of the company’s share composition by introducing alternative procedures for the reduction of capital and remove restrictions in relation to financial assistance.

COURSE OBJECTIVES

This course will highlight the requirements of the Companies Act 2016 on the issuance of shares and the capital maintenance rule. Practical issues in relation to the issuance of shares will be discussed to give participants more insight on the usage of the different type of shares, the effect of the alteration of the share capital and differentiate the treatment of capital under the accounting standards.

COURSE CONTENTS

- Types of shares.
- Issuance of share capital – approving authority, pre-emptive rights, consideration – cash or otherwise.
- Alteration of share capital – consolidation, subdivision, conversion to stock and reduction of capital.
- Best practices for calls on shares, forfeiture, transfer of shares and transmission.
- Solvency test and solvency statement.
- Financial assistance to purchase shares of the company or holding company.
- Distribution out of profits and only if the company is solvent – what test to take?
- Share Certificates – issuance, cancellation, lost certificate

LEARNING OUTCOME

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

- Understand the provisions of the Companies Act 2016 related to shares and capital maintenance.
- Distinguish the new legal requirements and practical procedures.
- Learn practical steps when dealing with the pre-emptive rights in the new issue of shares.
- Advise on the different solvency tests to take for the various type of corporate exercises.

WHO SHOULD ATTEND

Company secretaries, company secretarial assistants, company directors, lawyers, accountants, corporate consultants and all who are involved in issuance of shares and securities.

ABOUT THE TRAINER

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	PLATFORM	EVENT CODE
27 July 2021	Webinar @ Microsoft Teams	090/21/CEP/WEB
12 October 2021	Webinar @ Microsoft Teams	136/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
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	

SHARE REGISTRATION PRACTICAL ISSUES

COURSE INTRODUCTION

The Companies Act 2016 (“the Act”) provides that the Register of Members shall be prima facie evidence as to legal title of shares and section 102 of the Act places duty on the Company Secretary to update the Register of Members on any changes as well as to notify the Registrar of the changes within a stipulated timeframe. The Act enables a company to require a member to disclose if the shares are held by him as beneficial owner or as trustee and this information received is to be recorded in the Register of Beneficial Ownership (BO). In addition with the issuance of the Guideline for the Reporting Framework for Beneficial Ownership of Legal Persons (“BO Guidelines”), the Company Secretary is imposed with the duty to ensure that the BO information is entered into the Register of BO in accordance with the requirement of the Act and to lodge the BO Information to the Registrar.

COURSE OBJECTIVES

This course is to provide participants with an understanding of the duties imposed on the Company Secretary in relation to the maintenance of the Register of Members and the notification to be made to the Registrar where there are changes as a result of a transfer or transmission of shares. Participants will also better understand the requirements under the BO Guidelines in identification of the BO, the steps to be taken to obtain the BO information and the verification steps needed before entering the BO information into the Register of BO. Illustrations on how the different BO criteria will apply is provided to allow participants to have a better understanding of how a person is deemed to be a BO.

COURSE CONTENTS

- Eligibility to be shareholders of a company
- Restriction on membership of companies.
- Register of Members (ROM) - maintenance, inspection, closure, rectification,
- Place where ROM to be kept - Branch Register.
- Transfer of shares – procedures, refusal, forged transfer.
- Transmission of shares – death, bankruptcy, winding-up.
- Duty to notify of particulars and changes in the ROM to the Registrar of Companies via MyCoID
- Power of Company to require disclosure of beneficial ownership (BO) in its voting shares – identification, obtain BO information, verification and keeping of BO information.
- Register of Beneficial Ownership – maintenance, inspection, place kept.

LEARNING OUTCOME

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

- Understand the provisions of the Companies Act 2016 related to entries in the Register of Members and Register of BO.
- Differentiate the processes involved in the transfer and transmission of shares.
- Take back decision charts on identification of Beneficial Owner.

WHO SHOULD ATTEND

Company secretaries, company secretarial assistants, company directors, lawyers, accountants and corporate consultants.

ABOUT THE TRAINER

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	PLATFORM	EVENT CODE
24 May 2021	Webinar @ Microsoft Teams	061/21/CEP/WEB
14 September 2021	Webinar @ Microsoft Teams	118/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
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	

VACATION & REMOVAL OF DIRECTORS

COURSE INTRODUCTION

A company acts through two bodies of people – its shareholders and its board of directors and the latter is in charge of the management of the company's business, making the strategic and operational decisions of the company and are responsible for ensuring that the company meets its statutory obligations. It is therefore important to appoint the right person to manage the company. Compared to the previous legislation, the Companies Act 2016 has restructured the rules pertaining to the appointment and vacation of office of a director.

COURSE OBJECTIVES

The objectives of this course are to provide a practical guide for participants to understand the different circumstances where a director's office can be vacated under the current law and how a provision in the Constitution can affect the office of the director. There will be a step-by-step guide on the actions to take in the removal of a director.

COURSE CONTENTS

- Appointment of director by the shareholders or the Board and its impact.
- Circumstances leading to disqualification of a director.
- Vacation of office of director.
- Removal of directors – special notice, meeting of members, quorum, resolution.
- Right to be heard for directors of public company against removal.

LEARNING OUTCOME

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

- Have a better understanding of the new rules to determine the tenure of a director even before his appointment.
- Note the situations where the office of a director may be vacated.
- Take away the procedures and sample notices and resolutions for the removal of director.

WHO SHOULD ATTEND

Company secretaries, company directors, CEOs, lawyers, accountants and corporate consultants.

ABOUT THE TRAINER

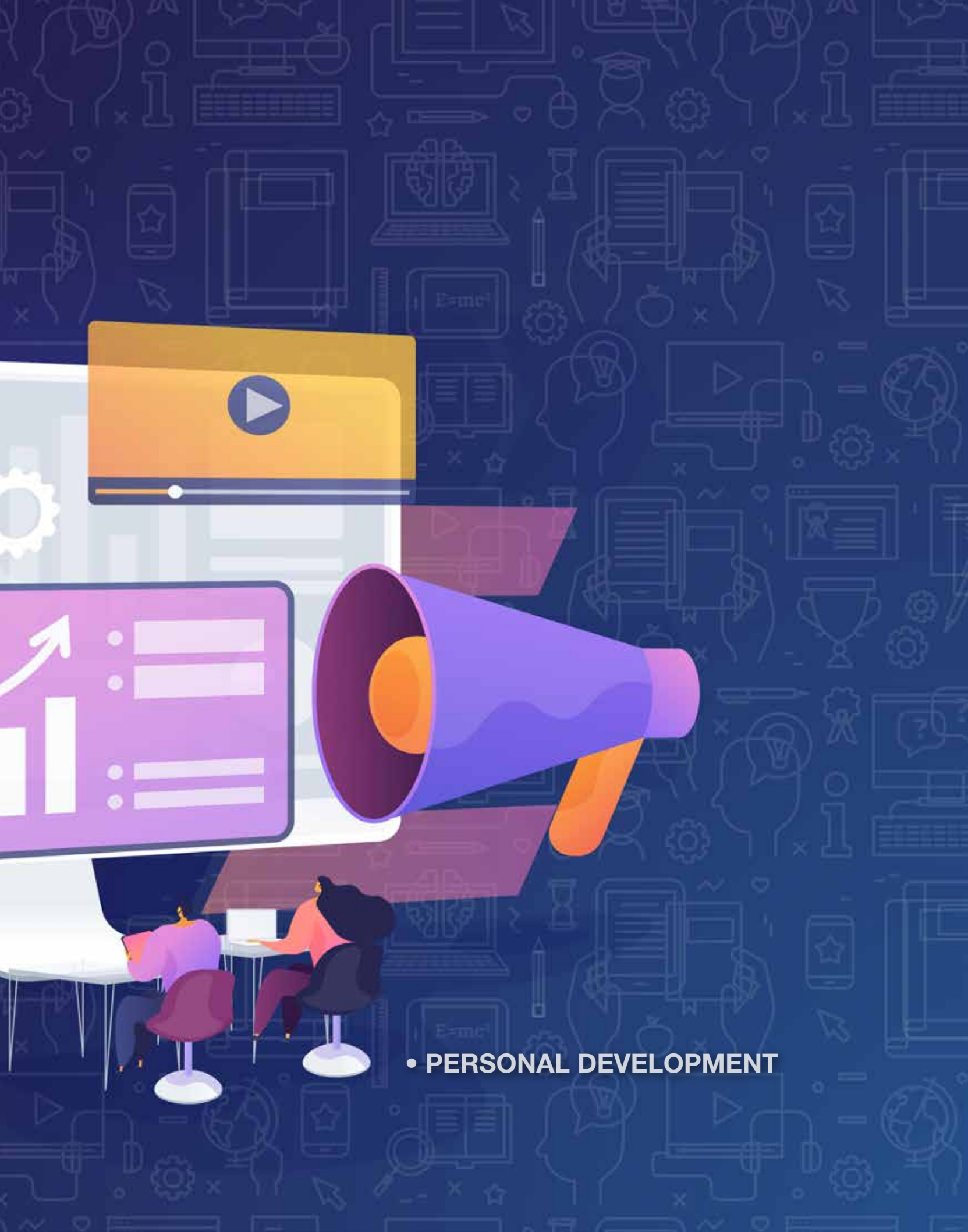
Leong Oi Wah is a Fellow Member of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) and has more than 30 years of experience in handling corporate secretarial matters in the profession and the corporate sector.

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	PLATFORM	EVENT CODE
16 March 2021	Webinar @ Microsoft Team	033/21/CEP/WEB
Time	9.00 a.m. - 1.00 p.m.	
Training Methodology	Lecture and Case Discussion	
Fee	RM300.00 Standard RM250.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
CPE points	4	

CONTINUING EDUCATION PROGRAMMES





• PERSONAL DEVELOPMENT

BUSINESS ETIQUETTE FOR EXECUTIVES

COURSE INTRODUCTION

Business Etiquette is a set of standards for behaviour in a business environment in which corporate people treat each other with respect and courtesy. Good business etiquette builds strong relationships within a company's workforce. Proper business etiquette gives the company's clients and customers a strong assurance that the business is conducted in a professional manner.

COURSE OBJECTIVES

This course provides a practical guide on how to develop successful relationships with internal and external customers of a company.

COURSE CONTENTS

- The ABC of Business Etiquette.
- Personal grooming and cultural norms.
- Professional behaviour in the workplace.
- Meeting and greeting practices.
- Social and conversational skills.

LEARNING OUTCOME

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

- Develop a strong positive image and personal branding.
- Achieve career success in their chosen professions.
- Enhance their power of attraction using manners and courtesy.
- Strengthen their work ethic and rapport with co-workers.

WHO SHOULD ATTEND

All corporate officers and professionals who are viewed as ambassadors of the company.

ABOUT THE TRAINER

Kim Chow is an educator, a soft skills trainer and director of Kim Chow Communicators which owns the registered trademark KimChow®. Her experience in the corporate world has sharpened her communication skills in our multicultural and pluralistic business world. The competitive business environment has motivated her to raise the bar on her expertise in business etiquette and personal branding. As a result of her ongoing business endeavours, she has documented a vast collection of case studies which she uses in her training programmes. As a practitioner of experiential learning, her training methodology involves hands-on activities such as simulations, role-play, dramatizations, performing arts, photography, video recording and filming. The activities are followed by self-reflection and evaluations.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
19 May 2021	Webinar @ Microsoft Team	059/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Videos, live polls, live demo, hands-on practice	
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	

CRITICAL THINKING FOR EXECUTIVES

COURSE INTRODUCTION

Critical thinking helps corporate officers and professionals solve problems effectively in their workplace operations. Applying critical thinking when making decisions ensures that the best solution is found for a particular problem or situation. This reduces stress, avoids misconception and prevents costly mistakes.

COURSE OBJECTIVES

This course provides a practical guide on how to develop and implement critical thinking until it becomes second nature.

COURSE CONTENTS

- The Core Critical Thinking Skills: Analysis, Interpretation, Inference, Evaluation, Communication.
- Adapting cognitive skills to changing environments.
- Effective questioning techniques.
- Making critical thinking a spontaneous response.
- Qualities of a critical thinker.

LEARNING OUTCOME

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

- Analyse problems, interpret data, appraise evidence and reconstruct a subject based on logical inquiry and reasoning.
- Understand the importance of fair mindedness and intellectual integrity when evaluating and processing data and information.
- Gather accurate information to improve decision-making and problem-solving processes.
- Stimulate better flow of ideas in the workplace to ensure high-quality performance.
- Avoid misunderstanding and misconception that can jeopardize relationship, teamwork and performance.

WHO SHOULD ATTEND

All corporate officers and professionals who are involved in problem-solving activity in the workplace.

ABOUT THE TRAINER

Kim Chow is an educator, a soft skills trainer and director of Kim Chow Communicators which owns the registered trademark KimChow@. Her experience in the corporate world has sharpened her communication skills in our multicultural and pluralistic business world. The competitive business environment has motivated her to raise the bar on her expertise in business etiquette and personal branding. As a result of her ongoing business endeavours, she has documented a vast collection of case studies which she uses in her training programmes. As a practitioner of experiential learning, her training methodology involves hands-on activities such as simulations, role-play, dramatizations, performing arts, photography, video recording and filming. The activities are followed by self-reflection and evaluations.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
16 November 2021	Webinar @ Microsoft Team	151/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Videos, brain teasers, games, live polls, case studies, hands-on practice	
Fee	RM500.00 RM400.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	8	

EFFECTIVE NEGOTIATION: ACUITY & INFLUENCE

Deploy science of intellectual acuity and influence in negotiation and conflict management.

COURSE INTRODUCTION

Negotiation and conflict management are features of our current reality. Causes of conflict may range from philosophical differences, divergent goals, to power imbalances. Inappropriately-managed workplace conflicts and unresolved disputes impact upon organisational effectiveness. Potentially draining valuable talent resources, effective productivity, and motivation. Unmanaged, or poorly managed conflicts, generate a breakdown in trust and productivity that signals the eventual death of a business cohesion. Negotiation and conflict management include handling situations in which conflict is already overt, as well as those in which it is latent. Situations may include efforts to enter contracts, forge partnerships, or seek to become change agents. Personal, inter-personal, structural, or business conflicts within the organisation, or in the public sphere.

COURSE OBJECTIVES

Designed with the Company Secretary ecosystem in mind, program aims to assist negotiators understand the psychology behind persons and situations at every negotiation. Prepare groundwork for negotiation insights and probabilities, manage potential risks, power struggles, and the untoward. Focused on win-win strategies while building trust.

COURSE CONTENTS

Day 1

- **Negotiation overview:** The negotiation framework and fundamentals.
- **The winning formula:** Preparation and the mindset. Communication and interpersonal effectiveness.
- **Assessing the other party:** Circle of influence and behavioural styles. Managing power concerns and strategies.
- **Conflict assessment:** Styles, stages, and sources of conflict. Key questions and tools of conflict analysis.

Day 2

- **Dealing with conflict:** Conflict management attitude, modes, techniques. Barriers and difficulties.
- **Negotiation strategies:** Negotiation tactics and strategies. BATNA-EATNA-ZOPA.
- **Influence and persuasion:** LANCER, acuity and emotional framing. Principles of suggestion.
- **Finalising the deal:** The follow-through.

LEARNING OUTCOME

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

- Overcome fear of negotiation and conflict management by building self-esteem, confidence, assertiveness.
- Deploy acuity, empathy, influence, persuasion tactics as a negotiation and conflict resolution advantage.
- Assess subconscious minds of the other party to gain advantage over mediation or negotiation process.
- Identify critical errors and blockages that reduce negotiation effectiveness.
- Face up to the challenge of handling rejections and objections.

TRAINING METHODOLOGY

- Seminar conduct shall focus on impact, highly-participative, experiential learning with whole-mind, whole-body, whole-person experience.
- Speed and enhanced learning promoted through relevant games, exercises, sharing, case studies and simulations.
- Non-theoretical lectures interwoven into sessions give emphasis to energise, demechanise and rehumanise whole learning process while seeking to reform limiting beliefs and past conditioning.
- Ignite participants' full mental and psychological powers for thinking, problem solving, innovation and learning, with whole organisational life in mind.

WHO SHOULD ATTEND

The entire Company Secretary ecosystem - company secretaries, company directors, corporate consultants, business leaders, entrepreneurs, and professionals desirous of capabilities enhancement, leadership and personal development.

ABOUT THE TRAINER

LENAg haz

International Masterclass Trainer-Coach-Motivator | Author | Firewalker

DC-Certified International Masterclass Trainer-Coach in Directive Communication™ Psychology

CREATIVE, ENERGETIC, AND VIBRANT LENAg haz, is Asia's award-winning thought catalyst in Creative Intelligence & Transformational Thinking, and Innovation Leadership & Organisational Development. Founder-CEO of LENAg haz Energetics Worldwide, her formative career portfolio encompasses 25 award-winning years in Creative Directorship and Consultancy at local and international advertising outfits in Asia, and the United Kingdom. LENAg haz is a DC-Certified Trainer-Coach in Directive Communication™ Psychology at Directive Communication International (DCI) Asia. A Certified Professional Member of the American Institute Of Business Psychology (AIOBP), and a Certified Professional Trainer of the Global Trainers Federation. LENAg haz was conferred Asia's Extraordinary Trainer Award by Directive Communication International (DCI) Asia on her outstanding training performance for the Russian-Kazakh Heads and Administrators of the Government of Kazakhstan. LENAg haz was also awarded Outstanding Trainer at Directive Communication International (DCI) Asia's Train-The-Trainer program in 2016. She is an Author, and a Certified Firewalker from the Tony Robbins Life and Wealth Mastery University. Having earned a host of world-class professional accolades and masterclass certifications to her merit over a wealth of 29 years professional training and coaching.

ADMINISTRATIVE DETAILS

DATE	PLATFORM	EVENT CODE
17 - 18 November 2021	Webinar @ Microsoft Team	154/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	As stated above	
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	

EMOTIONAL QUOTIENT

COURSE INTRODUCTION

Emotional understanding and skills impact our success and happiness in our work as well as in our personal lives. Leaders can harness and direct the power of emotions to improve employee satisfaction, morale, motivation and to enhance organizational effectiveness.

We must remember that it still takes the same amount of time to develop behavioural skills and human competencies, as it always has been with technical and intellectual development. No shortcuts or quick fixes have emerged, and the effort and practice that are required to become emotionally intelligent and interpersonally skill is substantial. Progress regarding how to cope with and manage issues relating to other people has not kept pace with technological progress, and it remains the biggest challenge for leaders.

COURSE OBJECTIVES

The good news is that emotional intelligence can be learnt. This 2-day course aims to cultivate the emotional and social competencies in order to inspire high performance at workplace.

COURSE CONTENTS

Introduction To The Brain and Mind

- Understanding the functions of the brain.
- Exploring the potential of the mind.
- Expressing the activities of the different parts of the brain.
- Differentiating the two different kinds of intelligence – intellectual and emotional.
- Applying the ability to practical life.

The Eight Categories Of Emotions

- Anger
- Sadness
- Fear
- Enjoyment
- Love
- Surprise
- Disgust
- Shame

Self-awareness

- Being aware of what you are feeling.
- Being conscious of the emotions within you.
- Being in touch with your emotions
- Being able to trust “gut feelings”.

Managing Emotions

- Balance moods.
- Perform better and to think clearly.
- Use situations productively.
- Recognize moods or feelings before acting

Motivating Oneself

- To be hopeful despite obstacles and setbacks.
- To be optimistic for pursuing long-term goals in life and career.

Empathy

- Putting yourself in other people's shoes.
- Recognizing what others are feeling
- Reading and understand others

Social Skills

- Connecting with others.
- Building positive relationships.
- Responding to the emotions of others.
- Influencing others.

Emotional Intelligence For Effective Leadership

- Understanding the emotional abilities for a charismatic leadership behavior.
- Exhibiting self-confidence, determination and persistence in the face diversity.
- Displaying a high level of self-awareness by managing own emotions
- Instilling unity and team spirit for positive impact on organizations.
- Helping employees grow, learn and develop.
- Creating a sense of meaning and purpose.

Leading With Love Versus Leading With Fear

- Fear in the organization.
- Aspects of fear.
- Relationship with leaders.
- Bringing love to work.
- Fear-based motivation.
- Love-based motivation.

The Emotional Qualities Of Yourself And Others

- Understanding how mental models affect thinking.
- Blind spots that limits understanding.
- Assumptions and perceptions.
- Connect, energize and feel alive at work.

LEARNING OUTCOME

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

- Use emotional intelligence to develop healthier and more productive work relationships.
- Educate young people for the new world of work.
- Cultivate the emotional and social competencies in the workforce.
- Develop leadership charisma and rapport through emotional competence.
- Create guidelines for emotional competence training.

WHO SHOULD ATTEND

Company directors, entrepreneur, company secretaries, lawyers, accountants, corporate consultants and anyone who wishes to know the roles and responsibilities of company directors.

ABOUT THE TRAINERS

Dr. Maria Rufina is a corporate training strategist and the CEO of ACE Biznez Services. She was awarded Certified Professional Facilitator IAF, USA and Workplace Training & Assessment Certification Cert IV (AUS Stds). She was the recipient of the ASEAN Outstanding Women Entrepreneur Award 2016. She is an entrepreneur and a certified trainer and facilitator with 25 years of experience in corporate training and consultancy. To-date, Dr. Maria has trained and consulted hundreds of companies in various scopes, topics, countries and industries.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
06 - 07 April 2021	Webinar @ Microsoft Teams	044/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Highly interactive, experiential learning and role plays; practical and simulation approach to learning; case studies which reflect real scenarios at work and activities and games from UK.	
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	

FINDING YOUR VALUE ADD AS A COMPANY SECRETARY USING THE BUSINESS MODEL CANVAS TOOL

COURSE INTRODUCTION

As the role of governance changes and progresses, so does the role of the company secretary. The board relies on the company secretary to advise them not only on directors' statutory duties under the law, disclosure and compliance obligations but also in respect of corporate governance requirements and practices and effective board processes.

With this evolution of role, as a company secretary, has you asked yourself how you can add value to the organisations in which you work? As a professional service provider, how can you add value to your business and to your clients?

What are the value-adds? Is the biggest value-add about accuracy of the completed job? Is it about proactively facilitating the effective functioning of the Board? Is the value-add about being 'commercially minded' so that you can advise the Board so that Board can make good practical decisions? How can I stay relevant?

Attend this programme to find out the missing puzzles.

COURSE OBJECTIVES

Introducing Business Model Canvas (BMC), a practical tool that provides a powerful, simple, and tested tool for understanding, designing, reworking, and implementing business models.

The course aims to empower company secretaries in finding their added value and offerings thus unlocking personal potentials and finding and testing potential new revenue streams. Participants will also be guided to apply BMC elements as a business strategy and tactical tool to enhance business process and outcomes.

COURSE CONTENTS

- Overview of Business Model Canvas.
- Customer profile and journey map.
- Value proposition pyramid.
- Map your existing state using BMC.
- Map your future state using BMC.

WHO SHOULD ATTEND

Company Secretaries.

TRAINING METHODOLOGY

- Lecture.
- Group discussion.
- Board game session.
- Simulation.

LEARNING OUTCOME

By attending this programme, company secretary will be able to:

- Design your future career model as an upgraded version compared to the existing model.
- Rewrite your value propositions as a company secretary.

Company secretary service provider will be able to:

- Rewrite your business value propositions.
- Illustrate customer profile for their business.
- Construct customer journey map based on customer profile.

ABOUT THE TRAINERS

Safura Atan is currently Managing Partner with StratNaViGO Consulting PLT, Certified Coach and ICF Member. She has over 20 years of experience within the entrepreneurial development and entrepreneurship industry. As a Certified Professional Trainer and Facilitator, she has accumulated vast exposure and developed expertise in entrepreneurship training programmes over those years. She has completed her Certificate of Coaching and Mentoring Professional and a member of the International Coaching Federation (ICF). Currently, she is the only Certified FORTH Innovation Methodology Facilitator based in Malaysia and is one out of two in Southeast Asia. With an Accounting degree from UKM and MBA specializing in Entrepreneurship from UiTM, Safura has essentially combined exposure in both worlds; entrepreneurship and development of business, from a venture capital perspective to being a team member of a startup company. Hence, she understands and embraces every challenge faced by our SMEs in many aspects of the business. She is also a Certified GrowthWheel Business Advisor.

Zusuff Kan Zainal Kan, CPIF is a Certified GrowthWheel Business Advisor and Business Advisor at Startlah Innovation PLT. He has experience the corporate world with the likes of NAZA Kia Academy, Petronas, RAM Ratings Services Berhad and KFH Research Limited. Later, he ventured into business as a co-founder of a group of companies venturing the education, trading and business consulting. He is a Business Counsellor with Institut Keusahawanan Negara, mentor with Malaysian Global Innovation and Creativity Centre (MaGIC) and have delivered entrepreneurial related training and seminars in Malaysia, Brunei and Singapore. He is Malaysia's first Certified Fascinate Advisor and a Professional Member of the Chartered Institute in Islamic Finance Professionals (CIIF). He co-authored 2 books on entrepreneurship (Startup 10 Ringgit: Startlah Menggunakan BMC) and leadership (Rocketeer: Leading from the Middle).

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
23 September 2021	Webinar @ Microsoft Team	125/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	As stated above	
Fee	RM500.00 RM400.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	8	

INTERPERSONAL COMMUNICATION

COURSE INTRODUCTION

Communication is a skill which is essential for people from all walks of life, whoever they may be. It plays an important role in bridging gaps between two parties, be it in the form of understanding or relationship. Though the objective of communication is basically to get messages across, many pay little attention to the “Interpersonal” skills. One may have mastered the fundamentals of communication, but when they ignore the fact that “recipients” vary and respond differently, they tend to use “my way” of communication and apply it across the board. This is when they find challenges to bring the best out of others or fail to win over personalities. They fall into the trap of complaining that the other person is not good.

In an organizational environment, interpersonal skill is even more vital, especially to those who are in the managerial or supervisory positions. They are expected to play multiple roles in various circumstances effectively. Today, unintentionally many supervisors and managers have become key contributors to the high staff turnover and internal conflicts due to poor interpersonal skills. This has cost organizations great losses in the form of repeated recruitment, compensation and re-training.

COURSE OBJECTIVES

This 2-day course aims to covers these areas of communication, the level II – INTER Personal and focus on the elements of interpersonal skills and how to understand personalities and manage them, build trust and motivate people.

COURSE CONTENTS

Interpersonal Skills

- What is it?
- When do we need it?
- Its components
- Consequences of poor interpersonal skills

Interactive Skills

- Developing trust
- Building rapport
- Listening skills
- Art of questioning
- Seeking first to understand

Giving and Receiving Feedback

- Its importance
- Confidence builder vs. Confidence destroyer
- 3 steps to give criticisms
- 3 steps to deal with criticisms

Understanding and Using Transactional Analysis

- Understanding the role of transactional analysis in general
- Understanding the various types of personalities

The Mindset Model

- The Young Lincoln
- The Continuous Achievers
- The Middle Aged Clerk
- The Past Professor

Understanding Personalities

- Sanguine
- Melancholy
- Choleric
- Phlegmatic
- Strategies to handle different personalities

Different Strokes for Different People

- What is motivation?
- Internal vs External motivation
- Maslow Hierarchy
- Heisenberg Theory
- Mc Gregor's Theory
- What's in it for me?
- Addressing the mindset
- Adopting appropriate strategies

Tackling Interpersonal Problems

- Handling Difficult Staff Tactfully
- Giving and Receiving Constructive Feedback

5 Dysfunctions of a Team

- Absence of Trust
- Fear of Conflict
- Lack of Commitment
- Avoidance of Accountability
- Inattention to Results

LEARNING OUTCOME

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

- Understand and improve the elements of interpersonal skills.
- Understand why different people behave differently.
- Vary your approaches in handling people according to the personality type and situation.
- Build a better relationship with your colleagues and staff.
- Handle difficult people tactfully.
- Use different listening techniques.
- Ask different types of questions for different purposes.

WHO SHOULD ATTEND

Anyone whose success at work depends on good relations with their colleagues, customers and clients. Anyone who wishes to develop more effective communication in the workplace.

ABOUT THE TRAINER

Dr. Maria Rufina is a corporate training strategist and the CEO of ACE Biznez Services. She was awarded Certified Professional Facilitator IAF, USA and Workplace Training & Assessment Certification Cert IV (AUS Stds). She was the recipient of the ASEAN Outstanding Women Entrepreneur Award 2016. She is an entrepreneur and a certified trainer and facilitator with 25 years of experience in corporate training and consultancy. To-date, Dr. Maria has trained and consulted hundreds of companies in various scopes, topics, countries and industries.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
16 - 17 August 2021	Webinar @ Microsoft Team	101/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Highly interactive, experiential learning and role plays; practical and simulation approach to learning; case studies which reflect real scenarios at work and activities and games from UK	
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	

MAKING EFFECTIVE DECISIONS AND SOLVING PROBLEMS

COURSE INTRODUCTION

In the corporate environment, decisions need to be made and problems to be solved on a daily basis by people of all levels. Many a times, such action is made based on a person's gut feel or past experiences without a systematic approach. This resulted in some successes but sometimes errors or failures would happen when analysis was not done comprehensively and this could be costly to the organisation. This course will help participants uncover useful strategies and tools to implement a rational approach in attaining sound, clear and well-thought-out solutions.

COURSE OBJECTIVES

At the end of the course, participants will be able to:

- Learn the rational process of problem solving, decision making and implementing the solutions.
- Solve problems through root-cause analysis.
- Use a five-step process for making better decisions.
- Define the desired outcomes and evaluate multiple alternatives.
- Make the final decision and assess risks when you implement the action plan.

COURSE CONTENTS

Problems or Opportunities

- What is problem solving decision making and implementing plan?
- Assess the situations.

Root Cause Problem Analysis

- Solving the problem or eliminating the effects.
- Problem statements.
- Identify root cause.

Decision Making Process

- Understand the five steps process in decision making.
- Determine the desired outcome and objective of a decision.
- Develop selection criteria.
- Criteria: Must and want.

Generate Alternative Solutions

- Redefine the elements.
- Asking "what if" questions.
- Brainstorming technique.
- Comparing alternatives to criteria to find the best choice.

Implement Action

- Action planning worksheet: who to do what and how?
- Potential problem analysis: what are the risks?
- Testing and tracking.

WHO SHOULD ATTEND

This course is suitable for managers, executives and staff, of all levels in an organization.

ABOUT THE TRAINER

Joelynn Chong holds a Master of Business Administration from Edinburgh Business School, Heriot-Watt University, UK and a Graduate Diploma of Marketing from The Chartered Institute of Marketing, UK. She also has a Certificate in Talent, Competency & Succession Management, Pennsylvania State University, USA.

As a consultant and trainer for more than 17 years, she has wide experience in the area of human resources development. Her last held position was the Head of Capabilities Development in a JV of a Fortune Global 500 company and was in the HR team to implement an organization-wide management transformation. Before that she was the Chief Country Manager of a start-up training and consulting company in Shanghai where she lead a team, held bottom-line responsibility and built a successful business from scratch.

She has served a wide range of clients both in Malaysia and China, in industries including automobile, airline, banking, finance, manufacturing, fashion retail, power generation, property development, hospitality, shipping and fast food chain. She is a Certified Professional Trainer, UK, and is on the panel of trainers in conducting PSMB's TTT programme.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
11 August 2021	Webinar @ Microsoft Team	098/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	This course uses experiential training methods including exercises, group discussion, activities and group presentation.	
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	

MANAGING CHALLENGING COMMUNICATION

Strategies to master delicate or emotionally-charged communication in challenging situations.

COURSE INTRODUCTION

The ability to deal with difficult conversations effectively and achieve desired communication outcomes while maintaining professional business relationships are invaluable skills. Challenging situations often arise during delicate discussions, deadlock disagreements, press conferences, presentations, even handling the difficult boss! Concerned if the other party might react defensively to what we have to say, we often dread handling difficult communication. We constantly avoid conflicts or potentially stressful situations by putting off the communication, letting the situation fester. This often leads to feelings of frustration, guilt, anger, annoyance, non-closure, compromised self-esteem, and ultimately, increased stress and anxiety. Planned difficult communication are better controlled with desired outcomes as we think and prepare appropriately about how others may react.

COURSE OBJECTIVES

Designed with the Company Secretary ecosystem in mind, this course aims to subdue the raging fires of misunderstood intentions, poor judgements, or misaligned communication by pre-empting and rationalising the minds of the other party. Converting negative thoughts and emotions to positive communication that potentially ease stress and anxiety.

COURSE CONTENTS

Day 1

- **Understanding difficult people:** Characteristics and behaviour of difficult people. Oppressors, egoists, and dramatists.
- **Communicate to connect:** Understand people by the way they think. Expectations and relationship management.
- **Creating favourable atmosphere:** Identifying difficult communication situations. Handling nerves and emotional temperatures.
- **Strategies to handling difficult people:** Expert tactics for dealing with difficult people. Managing multi-generational operating systems.

Day 2

- **Take interest to understand:** Active listening and reflecting. Questioning skills and techniques.
- **Expressing thoughts and feelings:** Responses, feedbacks, and clarification. Assertiveness and negotiation.
- **Trust, rapport and relationship building:** Empathy, sympathy and compassion. Tact, diplomacy and sensitivity.
- **Moving forward:** Who's really the difficult one? Introspective reflection and self-control.

LEARNING OUTCOME

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

- Understand what makes conversations difficult and prepare effectively for them.
- Initiate and conduct skilled conversations leading to behavioural change.
- Identify and alter unproductive conversational habits from reaction to response.
- Move from an adversarial to a collaborative approach in conflict resolution.
- Develop active listening-questioning skills and positive language techniques for engaging conversations.

TRAINING METHODOLOGY

- Seminar conduct shall focus on impact, highly-participative, experiential learning with whole-mind, whole-body, whole-person experience.
- Speed and enhanced learning promoted through relevant games, exercises, sharing, case studies and simulations.
- Non-theoretical lectures interwoven into sessions give emphasis to energise, demechanise and rehumanise whole learning process while seeking to reform limiting beliefs and past conditioning.
- Ignite participants' full mental and psychological powers for thinking, problem solving, innovation and learning, with whole organisational life in mind.

WHO SHOULD ATTEND

The entire Company Secretaries ecosystem - company secretaries, company directors, corporate consultants, business leaders, entrepreneurs, and professionals desirous of capabilities enhancement, leadership and personal development.

ABOUT THE TRAINER

LENAg haz

International Masterclass Trainer-Coach-Motivator | Author | Firewalker

DC-Certified International Masterclass Trainer-Coach in Directive Communication™ Psychology

CREATIVE, ENERGETIC, AND VIBRANT LENAg haz, is Asia's award-winning thought catalyst in Creative Intelligence & Transformational Thinking, and Innovation Leadership & Organisational Development. Founder-CEO of LENAg haz Energetics Worldwide, her formative career portfolio encompasses 25 award-winning years in Creative Directorship and Consultancy at local and international advertising outfits in Asia, and the United Kingdom. LENAg haz is a DC-Certified Trainer-Coach in Directive Communication™ Psychology at Directive Communication International (DCI) Asia. A Certified Professional Member of the American Institute Of Business Psychology (AIOBP), and a Certified Professional Trainer of the Global Trainers Federation. LENAg haz was conferred Asia's Extraordinary Trainer Award by Directive Communication International (DCI) Asia on her outstanding training performance for the Russian-Kazakh Heads and Administrators of the Government of Kazakhstan. LENAg haz was also awarded Outstanding Trainer at Directive Communication International (DCI) Asia's Train-The-Trainer program in 2016. She is an Author, and a Certified Firewalker from the Tony Robbins Life and Wealth Mastery University. Having earned a host of world-class professional accolades and masterclass certifications to her merit over a wealth of 29 years professional training and coaching.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
8 - 9 December 2021	Webinar @ Microsoft Team	169/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	As stated above	
Fee	RM1,000.00 RM800.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	16	

MAPPING CRITICAL THINKING FOR COMPANY SECRETARIES

Think wide, think deep, think forward via-radiant thinking.

COURSE INTRODUCTION

Critical thinking presents a systematic approach to problem solving, inquisitiveness, even-handedness, and confidence in reasoning. Demands us to rigorously question ideas, rather than accepting them at face value. Enables us to deploy structured problem-solving that provides clarity. Empowers us to choose best information from multiple possibilities. Striking the balance between a healthy dose of skepticism, and an equal measure of good judgement. And as we grasp the power of pathological, manipulative, and reflective thinking, making us better critics of ourselves. However, effective problem solvers must think both creatively and critically, generating options and focused thinking on a larger perspective. Mapping critical thinking allows us to explore our critical findings on a level of big picture thinking that potentially opens us up to an endless world of probabilistic paths.

COURSE OBJECTIVES

Designed with the COSEC ecosystem in mind, program aims to hone critical thinking abilities by systematic analysis, thinking wide and deep in problem solving situations that demand in-depth reasoning and clarity. Simultaneously deploying radiant thinking to facilitate big picture perspective in the quest to explore critical probabilistic paths.

COURSE CONTENTS

Day 1

- **Breaking thought patterns:** The heart of critical thinking. Mapping out big picture thinking.
- **Generating probabilistic paths:** Think wide, think deep. Question the questions.
- **Staying on track:** Aims-goals-objectives.
- **Factors and possibilities:** Plus-minus-interesting. Consider all factors.

Day 2

- **Prioritisation and probabilities:** First important priorities. Alternatives-possibilities-choices.
- **Perspectives and outcomes:** Other people's views. Consequence and sequel.
- **Strategic thinking and planning:** Benefit of foresight.
- **Change your thinking, change your results:** The thinker's attitude and barriers. Cultivating effective thinking teams.

LEARNING OUTCOME

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

- Excellent brainstorm technique and contact sport for individuals and thinking teams.
- Map critical thinking to explore the versatility of big picture thinking, discover options, generate new probabilistic paths.
- Derive better foresight, conclusions, problem-solving, decision making with collaborative radiant, rational, structured thinking.
- Sharpen critical thinking via cross-questioning techniques to challenge inferences, assumptions, reasoned judgements, and expand perceptions about situations for better clarity.
- Exercise intellectual empathy by appreciating other people's opinions and perspectives.

TRAINING METHODOLOGY

- Seminar conduct shall focus on impact, highly-participative, experiential learning with whole-mind, whole-body, whole-person experience.
- Speed and enhanced learning promoted through relevant games, exercises, sharing, case studies and simulations.
- Non-theoretical lectures interwoven into sessions give emphasis to energise, demechanise and rehumanise whole learning process while seeking to reform limiting beliefs and past conditioning.
- Ignite participants' full mental and psychological powers for thinking, problem solving, innovation and learning, with whole organisational life in mind.

WHO SHOULD ATTEND

The entire COSEC ecosystem -company secretaries, company directors, corporate consultants, business leaders, entrepreneurs, and professionals desirous of capabilities enhancement, leadership and personal development.

ABOUT THE TRAINER

LENAg haz

International Masterclass Trainer-Coach-Motivator | Author | Firewalker

DC-Certified International Masterclass Trainer-Coach in Directive Communication™ Psychology

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ADMINISTRATIVE DETAILS

DATE	PLATFORM	EVENT CODE
8 - 9 September 2021	Webinar @ Microsoft Team	116/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	As stated above	
Fee	RM1,000.00 RM800.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	16	

ONLINE IMAGE & INFLUENCE

COURSE INTRODUCTION

Work-from-home, remote work and online meetings have become the order of the day. In the new normal, many corporate professionals are required to migrate from face-to-face in-person meetings to face-to-face video meetings without much preparation or training. Many have the misconception that online meetings are casual and relaxing. Ignorance and indifference about their online image may jeopardise their work performance, team collaboration and professionalism.

COURSE OBJECTIVES

This course provides a practical guide on how to be camera-ready, how to interact effectively with online audiences and how to influence favourable outcomes in a virtual environment.

COURSE CONTENTS

- Understanding the impact of image and influence.
- Online business etiquette.
- Video conferencing etiquette.
- Developing personal charisma in a virtual environment.
- Managing a professional online image on social media.

LEARNING OUTCOME

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

- Participate effectively in online meetings and video conferencing.
- Enhance their personal influence in the virtual workplace.
- Achieve favourable results in remote team collaboration.

WHO SHOULD ATTEND

All corporate officers and professionals who are required to organize or participate in online meetings and video conferencing.

ABOUT THE TRAINER

Kim Chow is an educator, a soft skills trainer and director of Kim Chow Communicators which owns the registered trademark KimChow®. Her experience in the corporate world has sharpened her communication skills in our multicultural and pluralistic business world. The competitive business environment has motivated her to raise the bar on her expertise in business etiquette and personal branding. As a result of her ongoing business endeavours, she has documented a vast collection of case studies which she uses in her training programmes. As a practitioner of experiential learning, her training methodology involves hands-on activities such as simulations, role-play, dramatizations, performing arts, photography, video recording and filming. The activities are followed by self-reflection and evaluations.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
04 March 2021	Webinar @ Microsoft Team	026/21/CEP/WEB
16 June 2021	Webinar @ Microsoft Teams	072/21/CEP/WEB
Time	9.00 a.m. - 1.00 p.m.	
Training Methodology	Videos, live polls, live demo, hands-on practice	
Fee	RM300.00 RM250.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	4	

PERSUASION AND INFLUENCING SKILLS

COURSE INTRODUCTION

How often do you have to persuade others to do something? This situation arises almost every day, whether to get your boss to agree with the dates of meeting or persuade a colleague to do a task on your behalf. Have you ever felt this other person is extremely difficult to deal with and you feel like giving up? Some people seem to be able to handle these situations so effortlessly, whereas others fall back on the power of their positions to enforce what they want. Persuasion and influencing skills can be learned to influence others to achieve your goals and objectives.

COURSE OBJECTIVES

At the end of the course, participants will be able to:

- Learn the principles of persuasion and influence: getting others to do what you want them to do, no matter how difficult they seem.
- Understand the four personality styles and our own innate nature; and how this affects the way we persuade and influence people.
- Analyse the differences among people and respond to the diverse personality styles using a variety of communication styles.
- Handle difficult interaction and attain successful outcome.

COURSE CONTENTS

Influencing Without Authority

- Understanding the principles of persuasion and influencing.
- What make people difficult?
- How to get people to do what you want them to do: the power of persuasion and influencing.

Understanding Personality Styles

- Understanding the four Personality Styles: Dominance, Influencing, Steadiness & Compliance and associated behaviours.
- Knowing who are you and how others perceive you.
- Strengths and weaknesses of each style.

Working with Each Other

- Interpersonal needs of each style.
- Understand the preferences and expectation of each style.
- Ways to communicate effectively.
- Using interpersonal flexibility to establish trusting relationship.

Handling Difficult Conversations

- Causes of difficult interaction: understanding differences.
- Identifying and deal with the emotions in interaction.
- Finding a mutual purpose to create a successful conversation.
- Ways to speak up persuasively to gain support.

WHO SHOULD ATTEND

This course is suitable for managers, executives and staff of all levels in the organization.

ABOUT THE TRAINER

Joelynn Chong holds a Master of Business Administration from Edinburgh Business School, Heriot-Watt University, UK and a Graduate Diploma of Marketing from The Chartered Institute of Marketing, UK. She also has a Certificate in Talent, Competency & Succession Management, Pennsylvania State University, USA.

As a consultant and trainer for more than 17 years, she has wide experience in the area of human resources development. Her last held position was the Head of Capabilities Development in a JV of a Fortune Global 500 company and was in the HR team to implement an organization-wide management transformation. Before that she was the Chief Country Manager of a start-up training and consulting company in Shanghai where she lead a team, held bottom-line responsibility and built a successful business from scratch.

She has served a wide range of clients both in Malaysia and China, in industries including automobile, airline, banking, finance, manufacturing, fashion retail, power generation, property development, hospitality, shipping and fast food chain. She is a Certified Professional Trainer, UK, and is on the panel of trainers in conducting PSMB's TTT programme.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
26 October 2021	Webinar @ Microsoft Team	144/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	Lecture and experiential training methods eg. group discussions, role plays and exercises	
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	

SELLING IDEAS. INFLUENCING DECISIONS

Strategies to master persuasive selling, and influencing decision making.

COURSE INTRODUCTION

It is hard to imagine a world without ideas, without innovation, and without charismatic presenters who are seemingly in possession of the magic wand of selling ideas. The art of selling a foreign concept to others, while influencing the decision making process. Pitching an idea is akin to providing a new solution, and that its reception largely depends upon one's ability to present a coherent argument. It's all about improving the odds, while understanding the risks that may ensue. Communicating the right messages and pressing the right buying buttons are some essential skills leaders should learn. As such, leaders need to be confident, convincing, persuasive, and influential in hooking the other party's interests. The ability to take on an idea and turn it into something that can persuade even the most hesitant client, investor, or stakeholder is certainly not for the faint-hearted.

COURSE OBJECTIVES

Designed with the Company Secretary ecosystem in mind, this course aims to enhance self-confidence and persuasiveness of presenters and influencers in the decision making process. Ability to communicate convincing messages, deliver facts and figures to the tee, and present coherent arguments. Yet, remain professional, composed, and level headed.

COURSE CONTENTS

Day 1

- **Monetising ideas across the board:** Characteristics and behaviour of idea buyers. Buying appetites and decision making styles.
- **Principles of communication:** Listen more, talk less, respectfully. Observe verbal, non-verbal neuro-linguistics.
- **Creating favourable atmospheres:** Avoid oversell or overcomplicate matters. Leverage on credibility and previous successes.
- **Take interest to understand:** Know what the other party wants to hear-see-feel. Understand what you are asking for and why.

Day 2

- **Deep dive into their minds:** Focus on framing your story. Salt the pain to gain.
- **Handling objections and rejections:** Manage your expectations, and that of others. Handling nerves and possible difficult questions.
- **Communicate to connect:** No one wants to be sold or tricked into buying ideas. People want to exercise choices, make decisions.
- **Service and follow-through:** The beginnings of a long-term relationship. Discover avenues of business probabilities.

LEARNING OUTCOME

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

- Deploy confident, convincing, persuasive, and influential communication strategies to win over the other party.
- Develop active listening-questioning skills and positive language techniques for engaging conversations.
- Selling is not just about winning but providing for the needs of potential clients, investors, or stakeholders.
- Leadership styles and multi-generational groups present different decision making expectations.
- Walk through creative decision making processes to assist delivery of quality decisions.

TRAINING METHODOLOGY

- Seminar conduct shall focus on impact, highly-participative, experiential learning with whole-mind, whole-body, whole-person experience.
- Speed and enhanced learning promoted through relevant games, exercises, sharing, case studies and simulations.
- Non-theoretical lectures interwoven into sessions give emphasis to energise, demechanise and rehumanise whole learning process while seeking to reform limiting beliefs and past conditioning.
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ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
13 - 14 October 2021	Webinar @ Microsoft Team	139/21/CEP/WEB
Time	9.00 a.m. - 5.00 p.m.	
Training Methodology	As stated above	
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	



CALENDAR 2021

CALENDAR 2021

JANUARY

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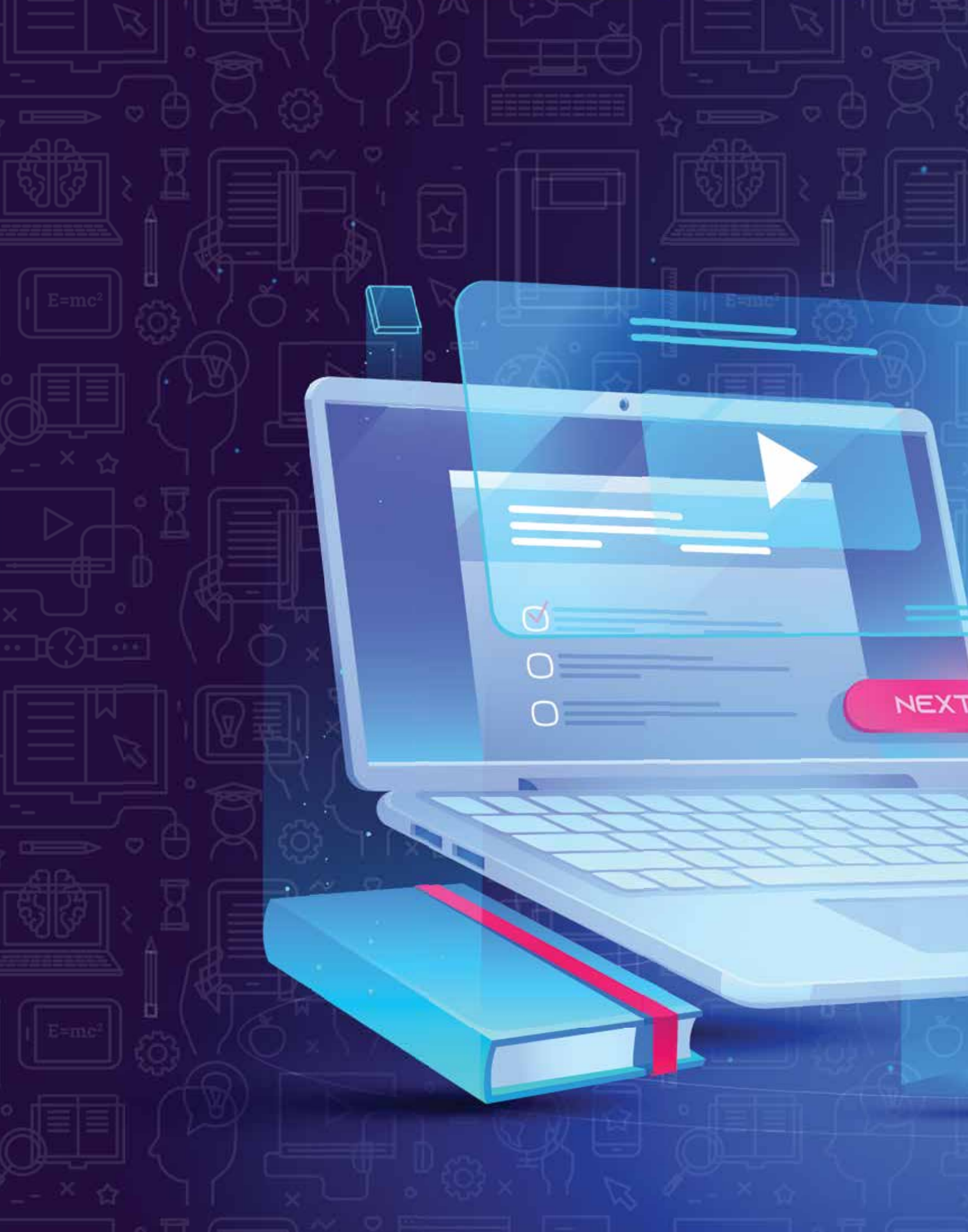
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PUBLIC HOLIDAYS 2021

DATE	DAY	HOLIDAY	APPLICABLE TO
01 Jan	Fri	New Year's Day	National except Johor, Kedah, Kelantan, Perlis & Terengganu
14 Jan	Thu	YDPB Negeri Sembilan's Birthday	Negeri Sembilan
28 Jan	Thu	Thaipusam	Johor, Kuala Lumpur, Negeri Sembilan, Penang, Perak, Putrajaya & Selangor
01 Feb	Mon	Federal Territory Day	Kuala Lumpur, Labuan & Putrajaya
12 Feb	Fri	Chinese New Year	National
13 Feb	Sat	Chinese New Year Holiday	National
14 Feb	Sun	Chinese New Year Holiday	Johor, Kedah, Kelantan & Terengganu
04 Mar	Thu	Installation of Sultan Terengganu	Terengganu
11 Mar	Thu	Israk and Mikraj	Kedah, Negeri Sembilan, Perlis & Terengganu
23 Mar	Tue	Sultan of Johor's Birthday	Johor
02 Apr	Fri	Good Friday	Sabah & Sarawak
13 Apr	Tue	Awal Ramadan	Johor, Kedah & Melaka
15 Apr	Thu	Declaration of Melaka as a Historical City	Melaka
26 Apr	Mon	Sultan of Terengganu's Birthday	Terengganu
29 Apr	Thu	Nuzul Al-Quran	National except Johor, Kedah, Melaka, Negeri Sembilan, Sabah & Sarawak
01 May	Sat	Labour Day	National
02 May	Sun	Labour Day Holiday	Kelantan & Terengganu
13 May	Thu	Hari Raya Aidilfitri	National
14 May	Fri	Hari Raya Aidilfitri Holiday	National
16 May	Sun	Hari Raya Aidilfitri Holiday	Johor & Kedah
22 May	Sat	Hari Hol Pahang	Pahang
26 May	Wed	Wesak Day	National
30 May	Sun	Harvest Festival	Labuan & Sabah
31 May	Mon	Harvest Festival Holiday	Labuan & Sabah
01 Jun	Tue	Hari Gawai	Sarawak
02 Jun	Wed	Hari Gawai Holiday	Sarawak
07 Jun	Mon	Agong's Birthday	National
20 Jun	Sun	Sultan of Kedah's Birthday	Kedah
07 Jul	Wed	Georgetown World Heritage City Day	Penang
10 Jul	Sat	Penang Governor's Birthday	Penang
17 Jul	Sat	Raja Perlis' Birthday	Perlis
19 Jul	Mon	Arafat Day	Terengganu
20 Jul	Tue	Hari Raya Haji	National
21 Jul	Wed	Hari Raya Haji Holiday	Kedah, Kelantan, Perlis & Terengganu
22 Jul	Thu	Sarawak Day	Sarawak
30 Jul	Fri	Sultan of Pahang's Birthday	Pahang
10 Aug	Tue	Awal Muharram	National
24 Aug	Tue	Melaka Governor's Birthday	Melaka
31 Aug	Tue	Merdeka Day	National
13 Sep	Mon	Hari Hol Almarhum Sultan Iskandar	Johor
16 Sep	Thu	Malaysia Day	National
02 Oct	Sat	Sabah Governor's Birthday	Sabah
09 Oct	Sat	Sarawak Governor's Birthday	Sarawak
19 Oct	Tue	Prophet Muhammad's Birthday	National
04 Nov	Thu	Deepavali	National except Sarawak
05 Nov	Fri	Sultan of Perak's Birthday	Perak
11 Nov	Thu	Sultan of Kelantan's Birthday	Kelantan
12 Nov	Fri	Sultan of Kelantan's Birthday Holiday	Kelantan
11 Dec	Sat	Sultan of Selangor's Birthday	Selangor
25 Dec	Sat	Christmas Day	National



TITLE	Duration	Fee (RM)		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Standard Rate	Discounted Rate*												

A MALAYSIAN BUSINESS REPORTING SYSTEM (MBRS)

1	MBRS - Annual Return	1/2 day	250	250	25	16	23	26	27	22	5 26		27	26	23	6
2	MBRS for Preparers - Financial Statements	2 days	800	800	26-27	17-18	24-25	14-15 27-28	3-4 24-25	16-17 23-24	7-8 21-22	11-12 25-26	14-15 22-23	6-7 27-28	17-18 29-30	7-8 13-14 15-16
3	MBRS for Preparers - Financial Statements (Fast Track) NEW	2 half days	400	400				21-22	5-6	2-3	27-28	4-5	1-2 28-29	20-21	10-11 24-25	1-2

B CORPORATE DIRECTORS TRAINING PROGRAMME (CDTP)

1	CDTP Fundamental 3.0	1 day	500	400	6			8			1		9			
2	CDTP Fundamental 3.0 + Cyber Security Awareness	2 days	1000	800							13-14				29-30	
3	CDTP Fundamental 3.0 + Financial Statements 101	2 days	1000	800		23-24				23-24						

C COMPANY SECRETARIES TRAINING PROGRAMME ESSENTIAL 1.0

1	CSTP Essential 1.0 Part A	1 day	500/ part	300/ part	12-14		9-11			8-10	13-15	3-5	21-23		23-25	
2	CSTP Essential 1.0 Part B															
3	CSTP Essential 1.0 Part C															

D COMPANY SECRETARIES TRAINING PROGRAMME SIGNIFICANT 2.0

1	CSTP Significant 2.0 Part A	1 day	500/ part	350/ part	12-14		6-8				17-19		12-14			
2	CSTP Significant 2.0 Part B															
3	CSTP Significant 2.0 Part C															

E PATHWAY FOR BEGINNERS SERIES ON "COMPANY LAW AND COMPANY SECRETARIAL PRACTICE"

1	Company Secretary & getting started with companies NEW	2 days	1000	800		3-4										
2	Constitution, Audit and Annual Return	2 days	1000	800			2-3									
3	Directors, Members and Meetings	2 days	1000	800						26-27						
4	Shares and Share Capital	2 days	1000	800								6-7				
5	Cessation of Companies NEW	2 days	1000	800											9-10	
6	Corporate Governance NEW	1 day	500	400												2

TITLE	Duration	Fee (RM)		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Standard Rate	Discounted Rate*												

F CONTINUING EDUCATION PROGRAMMES

1	Advanced Minutes Writing	2 days	1000	800			29-30					18-19				
2	AGM, Accounts, Annual Returns under Companies Act 2016	1 day	500	400	7			1			29					
3	Borrowing powers of Companies NEW	1 day	500	400						30						
4	Cashflow matters in your business NEW	1 day	500	400								30				
5	Cessation of Companies & Limited Liability Partnerships	1 day	500	400			18								8	
6	Companies Act 2016: Dealing with Common Issues	1 day	500	400			30				6					
7	Companies Act 2016: Directors Statutory Disclosures	1 day	500	400				13								
8	Companies Act 2016: Practical Guide for Company Directors	1 day	500	400				19								
9	Companies Act 2016. Practical Guide for Company Secretaries	1 day	500	400				1		22					23	
10	Companies Act 2016 & Limited Liability Partnerships Act 2012	1 day	500	400		25					1					
11	Companies Limited by Guarantee under the Companies Act 2016	1 day	500	400			16		25							
12	Contract Basics for Non-Lawyers	1 day	500	400						17					17	
13	Corporate Liability for Corruption Offences: MACC Act Section 17A, Adequate Procedures and ISO 37001 Anti-Bribery Management Systems	1/2 day	300	250		4	11		19				8			
14	Corporate Liability and Establishing Adequate Procedures for Small Medium Enterprises	2 days	1000	800	19-20				5-6	9-10				4-5		
15	Cyber Security. A Boardroom Agenda NEW	1/2 day	300	250	19								22			
16	Cyber Security: How to Mitigate the Impact of Cyber Crime on Your Business	1 day	500	400			4							27		
17	Directors Conflict of Interests - How Company Secretary Is To Advise	1 day	500	400			25									
18	Guidelines for Reporting Framework for Beneficial Ownership of Legal Person In Malaysia	1/2 day	300	250	5	3	2		4	15	6	3	2 21	4	2 16	1 7

TITLE	Duration	Fee (RM)		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Standard Rate	Discounted Rate*												

F CONTINUING EDUCATION PROGRAMMES

19	Intellectual Property Strategies for the Modern-Day Business Owner: Start, Grow, Expand NEW	1/2 day	300	250						7					
20	Interest Schemes Act 2016 : Duties & Responsibilities of Trustees NEW	1/2 day	300	250								28			
21	Practical Guide to Capital Reduction by Solvency Statement	1/2 day	300	250	26										
22	Preference Shares. Steps to issue, redeem and convert NEW	1 day	500	400					8				21		
23	Protecting your Intellectual Property Rights the Smart Way: Ideas, Technologies, Trends in the Era of Industry 4.0 NEW	1/2 day	300	250									6		
24	Read, Interpret and Analyze Financial Statements For Company Directors and Company Secretaries (Basic Level) NEW	1 day	500	400			8						5		
25	Read, Interpret and Analyze Financial Statements For Company Directors and Company Secretaries (Intermediate Level)	1 day	500	400			9						6		
26	Read, Interpret and Analyze Financial Statements For Company Directors and Company Secretaries (Advanced Level)	1 day	500	400									7		
27	Resolving Boardroom and Shareholders Disputes	1/2 day	300	250		10		20					11		
28	Retrenchment – Solutions & Pitfalls NEW	1 day	500	400								29			
29	Roadmap to Fund Raising via Interest Schemes Act 2016 NEW	1/2 day	300	250								1			
30	Seminar on Insolvency	2 days	1000	800					28-29						
31	Shares and Capital Maintenance	1 day	500	400						27			12		
32	Share Registration Practical Issues NEW	1 day	500	400				24				14			
33	Vacation & Removal of Directors NEW	1/2 day	300	250			16								

TITLE	Duration	Fee (RM)		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Standard Rate	Discounted Rate*												

G CONTINUING EDUCATION PROGRAMMES - PERSONAL DEVELOPMENT

1	Business Etiquette for Executives NEW	1 day	500	400				19							
2	Critical Thinking for Executives NEW	1 day	500	400										16	
3	Effective Negotiation: Acuity & Influence NEW	2 days	1000	800										17-18	
4	Emotional Quotient NEW	2 days	1000	800			6-7								
5	Interpersonal Communication NEW	2 days	1000	800							16-17				
6	Making Effective Decisions and Solving Problems	1 day	500	400							11				
7	Managing Challenging Communication	2 days	1000	800											8-9
8	Mapping Critical Thinking for Company Secretaries	2 days	1000	800								8-9			
9	Online Image and Influence NEW	1/2 day	300	250		4			16						
10	Persuasion and Influencing Skills	1 day	500	400									26		
11	Selling Ideas. Influencing Decisions NEW	2 days	1000	800									13-14		
12	Finding your Value Add as a Company Secretary Using the Business Model Canvas Tool	1 day	500	400								23			

The contents of this Calendar is accurate as at the time of print. Additional programmes will be published on our website at **www.ssm.com.my**. SSM reserves the right to cancel, make any amendments and / or changes to the programme without prior notice if warranted by circumstances beyond their control.

*Note: Discounted Rate

With effect 1 January 2017, the registration fee for licensed secretary and member of prescribed bodies is the same. Members of prescribed bodies under Section 235(2)(a) Companies Act 2016 are Malaysian Institute of Chartered Secretaries and Administrators (MAICSA), Malaysian Institute of Accountants (MIA), Malaysian Bar, Malaysian Association of Company Secretaries (MACS), Malaysian Institute of Certified Public Accountants (MICPA), Sabah Law Association and Advocates Association of Sarawak.

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**



All programmes will be conducted via the **Webinar @ Microsoft Team** platform.

MY TRAINING PLANNER

Name:

NO	TRAINING TOPIC	DATE	CPE POINTS
TOTAL			

NOTES

MY TRAINING PLANNER

Name:

NO	TRAINING TOPIC	DATE	CPE POINTS
TOTAL			

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