

CORPORATE GOVERNANCE FOR COMPANY DIRECTORS AND COMPANY SECRETARIES

COURSE INTRODUCTION

This training programme is based on the governing laws namely the statutes and case laws. It introduces participants to the principles of corporate governance and statutory provisions related to them. It also examines current best practice in all aspects of good corporate governance i.e. from the new role of board committees and directors' responsibilities and powers to the implementation of good governance.



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COURSE OBJECTIVES

Corporate governance is becoming increasingly important across all sectors; large or small, private or public. This programme offers an in-depth knowledge and sound understanding of governance related matters to enhance standards of best practices. This programme will discuss the approaches, strategies, benefits and the ethics of corporate governance. Moreover, it will explore the challenges of corporate governance that organisations need to improve.

COURSE CONTENTS

Module 1: Principles of Corporate Governance

- What is corporate governance?
- Why is corporate governance important?
- What are the examples of good corporate governance?
- What are the examples of poor corporate governance?
- What are the challenges in corporate governance?
- What is your role?

Module 2: Disclosure of Corporate Information

- Disclosure requirement and corporate governance.
- Disclosure of directors' interest.
- Disclosure of companies' information.

Module 3: Duties and Responsibilities of Company Officers

- Who are directors or corporate officers?
- What are the directors'/ officers' duties and responsibilities? To whom? Shareholders/ members/ creditors/ employees?

Module 4: Governance Best Practices

- Introduction of corporate governance best practices.
- The Malaysian Code on Corporate Governance (MCCG).
- The MCCG concept of COMPREHEND – APPLY – REPORT.
- The MCCG 3 key principles.

Module 5: Achieving Strong Corporate Governance with Technology (Technological shifts)

- Introduction to the digital revolution.
- The Corporate Governance Strategic Priorities 2017-2020.
- The Corporate Governance Strategic Priorities 2021- 2023.
- Governance in a glance.
- Digital tools to enhance transparency.
- Challenges in adopting technology.

Each module uses a “hands-on” approach, “learning through experience” including theory, group discussions, problem based learning and real case studies-by applying real samples and examples used in the organization. The execution of these modules refers to the Companies Act 2016, Bursa Malaysia Listing Requirements and Practice Notes.

LEARNING OUTCOMES

By attending this programme, participant will be able to:

- Develop a good understanding of principles of corporate governance and disclosure of corporate information.
- Outline the role of company officers.
- Develop an understanding of corporate governance best practices.
- Be equipped with the foundational knowledge of utilizing technology to improve corporate governance.



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WHO SHOULD ATTEND

Aspiring directors, newly appointed directors, seasoned directors, company secretaries, support staff in secretarial department, personal assistants to company secretary, legal administrators and legal secretaries who are involved in corporate secretarial work, individuals who are interested to learn about corporate governance.



ABOUT THE TRAINER

Dr. **Aida Abdul Razak** was called to the Malaysian Bar in 2010 and practiced as an advocate and solicitor at Messrs Jesvinderjit Singh. She focused on civil litigation (companies restructuring, companies winding up, Order 14 RHC, foreclosures and others) and criminal litigation (s302 Penal Code, s39A DDA 1952 and others). In 2013, she moved to academia, where she started as a Tutor in the School of Law at Universiti Utara Malaysia. In 2019, Aida has been appointed as a Senior Lecturer in the School of Law, Universiti Utara Malaysia. Aida's research interests are focused in the discipline areas of corporate law and governance, criminal law, business law and health and safety laws.

She will be assisted by co-facilitators from the School of Law, Universiti Utara Malaysia, Government and International Studies (UUM COLGIC) and associates.

ADMINISTRATIVE DETAILS




Date	06 March 2024
Platform	Virtual platform
Time	9.00 am - 5.00 pm
Training Methodology	Lecture supported with presentation slides and case studies
Fee	RM500.00 Standard RM400.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	8 Points



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HOW TO REGISTER?

STEP 1

Strictly via online registration at [\[https://e-comtrac.ssm.com.my\]](https://e-comtrac.ssm.com.my) 

STEP 2

NEW USER (First Time Login)

- Click on **SIGN UP**
- Key in **REGISTRATION INFORMATION**
- Click on **REGISTER**
- Key in **USERNAME** and **PASSWORD**

EXISTING USER

- Key in USERNAME and PASSWORD
- Click on SIGN IN

STEP 3

- Select training
- Check on Available Seat
- Click on Add Participant
- Key in participant's information
- Click on Submit
- Check participant's details
- Click on Submit Payment

Note: Please submit your application within 15 minutes. Otherwise the system will automatically cancel your transaction and you will lose your seat(s). Please re-apply if you wish to proceed. Full payment shall be made at the point of registration.



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Payment Mode

- All training programmes registrations MUST be applied through e-COMTRAC. Upon submitting the registration application, participant is deemed to have read and accepted the terms and conditions herein.
- Payment by cash and cheque is not acceptable effective from January 2021.

Webinar Access Link

- A notification e-mail with the webinar access link will be sent at least 24 hours before the commencement of the webinar.
- The access link is unique for registered participants and should not be forwarded or shared with others.

Certificate of Attendance

- Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received.
- A participant is allowed to attend **ONE** programme per day to be eligible for certificate of attendance. Request for refund will not be entertained if you have registered for more than one programme per day.
- SSM will charge an administrative fee of RM30.00 per copy for any replacement of certificate due to errors in name or identification card number wrongly filled by participant / representative during registration or loss of certificate, etc.

Cancellation / Absent

- No refund will be given to participant who failed to attend the programme.
- Replacing registered participant is not allowed.

Transfer

- Transfer of registration fee to another training programme is not allowed.

Human Resources Development Corporation

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COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

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