

ORGANISED BY:



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA



AKADEMI LATIHAN SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY

CORPORATE DIRECTORS TRAINING PROGRAMME



The Companies (Amendment) 2007 introduces new responsibilities and liabilities upon directors. The introduction of a wider scope of duty of care, skill and diligence, responsibilities of nominee directors, expansion of directors' disclosure duties, requirements for establishment of a system of internal control for public companies, statutory derivative actions and injunctions have greatly increased directors' exposure to shareholder actions. In this new regulatory climate, directors and senior executives need to be more aware than ever about their responsibilities and personal liabilities, as well as how to manage their business within the confine of the law.

To this end, Companies Commission of Malaysia Training Academy (COMTRAC) is pleased to offer the **ONE-DAY Corporate Directors Training Programme** and the **TWO-DAY Corporate Directors Training Programme**. Prospective participants may have the option to attend either the one-day or the two-day programme. These Corporate Directors Training Programmes are developed and constantly enhanced to cover the core duties and responsibilities of directors, power and authority, good boardroom practices, corporate governance and business management skills. It is therefore imperative that every company directors undergo this training programme to equip themselves with the required knowledge.

OBJECTIVE

- ❖ Enhance knowledge and understanding of directors towards company law, corporate governance;
- ❖ Enhance business skills of directors;
- ❖ Enhance level of corporate governance by companies;
- ❖ Prepare the corporate community to cope with short-term changes in the business and trading environment both within the country and abroad;
- ❖ Provide essential knowledge on the understanding of roles and responsibilities of directors;
- ❖ Provide an insight to common offences committed by company directors; and
- ❖ Attaining voluntary compliance as well as reduction in issuance of compound arising from offences on non-compliance of the Companies Act, 1965 committed by companies and its directors.

UNIQUE FEATURES

- ❖ An excellent platform to keep abreast with regulatory and governance developments;
- ❖ Excellent first hand information from the regulator and experience trainers; and
- ❖ Network with fellow directors and business entrepreneurs to exchange views on governance practices that could benefit your organisation.

COURSE FEE

RM250 *(one-day CDTP)*

RM500 *(two-day CDTP)*

*(inclusive of seminar materials,
certificate of attendance, refreshment and lunch)*

www.ssm.com.my

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY



ONE-DAY CORPORATE DIRECTORS Training Programme

COURSE DURATION

Time: 9.00am—5.00pm

COURSE FEE

RM250 per-participant

(inclusive of Certificate of Attendance, seminar materials, refreshment and lunch)

COURSE CONTENT

MODULE 1:

The Roles and Responsibilities of Company Directors

To provide essential knowledge on the understanding and acceptance of roles and responsibilities of a director.

MODULE 2 :

The Law and Practices for Company Meetings

To provide knowledge on the rights and limitations of directors with respect to proper conduct of board and general meetings.

MODULE 3 :

The Common Offences Committed by Company Directors Under The Companies Act 1965

To provide understanding of corporate laws and regulations and common offences committed by directors and their penalties.

MODULE 4:

Understanding and Application of Good Corporate Governance

To instill moral and ethical obligation to ensure good corporate governance.

ONE –DAY CDTP SCHEDULE FOR JANUARY TO DECEMBER 2009

Date	Venue	Fee
19 Feb 2009	Level 19, Suruhanjaya Syarikat Malaysia, Jalan Putra, Kuala Lumpur	RM 250
12 Mar 2009	Level 19, Suruhanjaya Syarikat Malaysia, Jalan Putra, Kuala Lumpur	RM 250
06 Apr 2009	Level 19, Suruhanjaya Syarikat Malaysia, Jalan Putra, Kuala Lumpur	RM 250
07 Apr 2009	Promenade Hotel, Kota Kinabalu, Sabah	RM 250
21 May 2009	Level 19, Suruhanjaya Syarikat Malaysia, Jalan Putra, Kuala Lumpur	RM 250
26 May 2009	Dorsett Hotel, Penang	RM 250
03 Jun 2009	Level 19, Suruhanjaya Syarikat Malaysia, Jalan Putra, Kuala Lumpur	RM 250
09 Jun 2009	Holiday Inn, Kuching, Sarawak	RM 250
01 Jul 2009	Level 19, Suruhanjaya Syarikat Malaysia, Jalan Putra, Kuala Lumpur	RM 250
07 Jul 2009	Mutiara Hotel, Johor Bahru, Johor	RM 250
05 Aug 2009	Level 19, Suruhanjaya Syarikat Malaysia, Jalan Putra, Kuala Lumpur	RM 250
03 Sep 2009	Level 19, Suruhanjaya Syarikat Malaysia, Jalan Putra, Kuala Lumpur	RM 250
07 Oct 2009	Level 19, Suruhanjaya Syarikat Malaysia, Jalan Putra, Kuala Lumpur	RM 250
22 Oct 2009	Level 19, Suruhanjaya Syarikat Malaysia, Jalan Putra, Kuala Lumpur	RM 250
04 Nov 2009	Level 19, Suruhanjaya Syarikat Malaysia, Jalan Putra, Kuala Lumpur	RM 250
02 Dec 2009	Level 19, Suruhanjaya Syarikat Malaysia, Jalan Putra, Kuala Lumpur	RM 250

Note : Please call COMTRAC to enquire on CPE hours for relevant professional bodies.

TWO-DAY CORPORATE DIRECTORS Training Programme



COURSE DURATION

Time: 9.00am—5.00pm each day

COURSE FEE

RM500 per-participant
(inclusive of Certificate of Attendance, seminar materials, refreshments and lunches)

In this fast-changing and competitive 21st Century business environment, there is also need for directors and business owners to grasp and apply fundamental financial management and corporate taxation knowledge to manage their businesses in order to become truly, all-rounded directors. We are pleased to introduce these topics to enhance the knowledge and skills of directors in managing their businesses in the **Two-Day CDTP**:

MODULE 1:

The Roles and Responsibilities of Company Directors

To provide essential knowledge on the understanding and acceptance of roles and responsibilities of a director.

MODULE 2 :

The Law and Practices for Company Meetings

To provide knowledge on the rights and limitations of directors with respect to proper conduct of board and general meetings.

MODULE 3 :

The Common Offences Committed by Company Directors Under The Companies Act 1965

To provide understanding of corporate laws and regulations and common offences committed by directors and their penalties.

MODULE 4 :

Understanding and Application of Good Corporate Governance

To instill moral and ethical obligation to ensure good corporate governance.

Module 5 :

What Directors Need to Know About Corporate Taxation?

To provide understanding of taxation of companies and SMEs, directors' responsibilities in respect of tax payments, employees and maintenance of documents, records and accounts.

Module 6 :

What Directors Need to Know about Analyzing and Interpreting the Financial Statements?

To impart knowledge on basic interpretation and management skills through the use of financial tools.

TWO –DAY CDTP SCHEDULE FOR JANUARY TO DECEMBER 2009

Date	Venue	Fee
22 – 23 Apr 2009	Level 19, Suruhanjaya Syarikat Malaysia, Jalan Putra, Kuala Lumpur	RM 500
22 – 23 Jun 2009	Level 19, Suruhanjaya Syarikat Malaysia, Jalan Putra, Kuala Lumpur	RM 500
09 – 10 Nov 2009	Level 19, Suruhanjaya Syarikat Malaysia, Jalan Putra, Kuala Lumpur	RM 500

Note : Please call COMTRAC to enquire on CPE hours for relevant professional bodies.

ABOUT THE ORGANISER

COMTRAC (Companies Commission of Malaysia Training Academy) commenced operation in April 2007 to function as the education and training arm of Companies Commission of Malaysia (Suruhanjaya Syarikat Malaysia [SSM]). COMTRAC undertakes a crucial role in enhancing the skills and competencies of its employees and elevating and promoting ethical business and good corporate governance values to business and corporate community. Please visit www.ssm.com.my to find out more about COMTRAC and its training programmes.

TERMS AND CONDITIONS

Registration is on a first-come-first-served-basis. All registrations MUST be accompanied with the full payment. Admittance will not be permitted unless payment or a letter of guarantee is received. There is no refund policy for cancellation. A substitute participant is welcome. However extra charges will be imposed where there is a difference in fee for the substitute. If a participant fails to attend a programme, the registration fee will not be refunded nor allocated to another programme. Postponement/replacement is allowed if SSM is notified within three (3) working days prior to the programme. All postponements/replacements must be made in writing and acknowledged by SSM. Any replacement of certificate due to errors in name or identification card number wrongly filled by participant/representative during registration or loss of certificate will be charged RM30.00 per-copy for administration cost. SSM retains the right to postpone the date/place and cancel program due to any unforeseen circumstances that may arise. In cases of cancellation, full refund will be returned to participants. Please advise us if you need an invoice otherwise the registration form serves as our official invoice.

REGISTRATION FORM

'Corporate Directors Training Programme'



Use one form for each participant. Please print or type details clearly. This form can be downloaded from SSM's website at www.ssm.com.my. Kindly make copies if more forms are needed.

ONE-DAY CDTP @ RM250

- 19 Feb 2009 – SSM KL
(Event Code: CDTP/KL/010/09)
- 12 Mar 2009 – SSM KL
(Event Code: CDTP/KL/023/09)
- 06 Apr 2009 – SSM KL
(Event Code: CDTP/KL/034/09)
- 07 Apr 2009 – Kota Kinabalu
(Event Code: CDTP/KK/035/09)
- 21 May 2009 – SSM KL
(Event Code: CDTP/KL/055/09)
- 26 May 2009 – Penang
(Event Code: CDTP/PG/057/09)
- 03 Jun 2009 – SSM KL
(Event Code: CDTP/KL/062/09)
- 09 Jun 2009 – Kuching
(Event Code: CDTP/SW/064/09)

ONE-DAY CDTP @ RM250

- 01 Jul 2009 – SSM KL
(Event Code: CDTP/KL/073/09)
- 07 Jul 2009 – Johor Bahru
(Event Code: CDTP/JM/075/09)
- 05 Aug 2009 – SSM KL
(Event Code: CDTP/KL/087/09)
- 03 Sep 2009 – SSM KL
(Event Code: CDTP/KL/094/09)
- 07 Oct 2009 – SSM KL
(Event Code: CDTP/KL/100/09)
- 22 Oct 2009 – SSM KL
(Event Code: CDTP/KL/106/09)
- 04 Nov 2009 – SSM KL
(Event Code: CDTP/KL/111/09)
- 02 Dec 2009 – SSM KL
(Event Code: CDTP/KL/118/09)

TWO-DAY CDTP @ RM500

- 22 – 23 Apr 2009 – SSM KL
(Event Code: CDTP/KL/044/09)
- 22 – 23 Jun 2009 – SSM KL
(Event Code: CDTP/KL/071/09)
- 09 – 10 Nov 2009 – SSM KL
(Event Code: CDTP/KL/112/09)

Participant and Payment Details

Name : _____

Office Tel. No. : _____

I/C No. : _____

Fax No. : _____ Mobile No. : _____

License Secretary No. : _____

Email Address : _____

Professional Body Name & Membership No. : _____

I/We enclose Cheque/Bank Draft/Money Order/Postal Order for amount of RM _____ (non-refundable and made payable to 'SURUHANJAYA SYARIKAT MALAYSIA' [Please indicate participant and company's name and event code on the reverse of the cheque].

Designation : _____

Fax your registration form and send your payment to:

Company : _____

COMTRAC
(Companies Commission of Malaysia Training Academy)
Level 11, Putra Place, 100 Jalan Putra
50622 Kuala Lumpur

Address : _____

Tel : 03-40479681 (Farah/Zila) / 9658 (June) / 6018 (Zalina)
Fax : 03-40476052/6334
Email: comtrac@ssm.com.my