



PERSATUAN SETIAUSAHA SYARIKAT MALAYSIA
MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES
(Prescribed Body Under Section 139A(a) of the Companies Act, 1965)



AKADEMI LATIHAN SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY

In collaboration with



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL



SSM : 8 CPE Points

Date 22 February 2012
Venue Crystal Crown Hotel, Petaling Jaya
Time 9am—5pm

ABOUT THE ORGANISERS

MACS

Malaysian Association of Company Secretaries (MACS) was registered under the Societies Act in 1989 to provide a Malaysian-based association of practising company secretaries. Our primary objectives include raising the profile and importance of the company secretary in assisting the board of directors in good governance. MACS obtained statutory recognition as a prescribed professional body under Section 139A(a) in 1997. Please visit www.macs.org.my to find out more information about MACS.

COMTRAC

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) of the Companies Commission of Malaysia Act 2001. Please visit www.ssm.com.my to find out more about COMTRAC and its training programmes.

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The Philosophy

The Companies Commission of Malaysia Training Academy's (**COMTRAC**) new Business Plan calls for extensive collaboration with the stakeholders towards achieving the desired learning outcome. One of such initiative involves the establishment of *COMTRAC's Trainers Development Hub* where qualified representatives from the prescribed bodies and company secretaries association are trained as speakers to deliver COMTRAC's training programmes. This approach is adopted to enable increased rate of corporate training programmes towards ensuring higher dissemination and penetration of corporate knowledge amongst the key economic role-players in the country.

About The Corporate Directors Training Programme

The development of Corporate Directors Training Programme Fundamental (**CDTP Fundamental**) is premised on the observation that there is an urgent need for the key economic role-players to be equipped with the fundamental knowledge on companies, especially the small and medium enterprises (**SMEs**), towards supporting the creation of a private sector-led economy.

Who Should Attend

- Corporate role-players comprising directors
- Company secretaries
- Management and employees of companies
- Auditors
- Entrepreneurs
- Innovators
- Members of the professional bodies.

Course Objective

The CDTP Fundamental conveys basic yet vital knowledge pertaining to the philosophy, characteristics, anatomy and life-cycle of a company as well as its key human capital compositions. This programme has been designed to be fully aligned with the national agenda of achieving the status of high income developed nation by 2020, with the objective of inculcating the *Triple Helix* (i.e. corporate governance, corporate responsibility and innovation) culture into the DNA of companies in Malaysia.

Learning Outcome

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

- Develop a good understanding on the concept, features and significance of a company;
- Outline the roles and responsibilities of key human components in a company;
- Be equipped with the foundational knowledge of the *Triple Helix* towards attaining business sustainability and enhanced corporate competitiveness.

CORPORATE DIRECTORS TRAINING PROGRAMME

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Course Content

Module 1: *The Dynamics of a Company*

Characteristics and key components of a company, incorporation, management and closure of a company

Module 2: *Key Role Players in a Company - Roles and Responsibilities*

The institution of a company, key duties and responsibilities of directors, company secretaries, auditors, the management/ employees and shareholders

Module 3: *The Fundamentals of Corporate Governance*

Philosophy, principles and definitions of corporate governance, the significance of corporate governance

Module 4: *The Fundamentals of Corporate Responsibility*

Philosophy, principles and definitions of corporate responsibility, the significance of corporate responsibility

Module 5: *The Fundamentals of Financial Statements*

The significance of financial statements, basic financial/accounting terms and concepts.

Module 6: *Introduction to Innovation*

Introduces the subject of innovation and basic approaches to innovation

Training Methodology

Lecture and PowerPoint Presentation

Speaker

Dr. Tan Thai Soon is the founder and managing director of TST Consulting Group. He obtained his Doctor of Business Administration from University of Newcastle, Australia. He holds a Master of Science in Management Accounting and Planning from University Utara Malaysia and Bachelor degree in Economic Studies from University of Newcastle, UK.

He is an associate member of the Chartered Tax Institute of Malaysia (ACTIM), a member of Malaysian Association of Company Secretaries (MCCS), and a fellow member of Malaysian Institute of Management (FMIM). He is also a Certified Financial Planner (CFP) and a Registered Financial Planner (RFP).

He has obtained substantial experience in management consultancy assignments while attached with an international consulting firm. He has more than 18 years experience in corporate secretarial and taxation matters.

He has made contributions to various journal articles. He author books in taxation and knowledge management.

Registration Form

	Name	IC No.	Membership No.
1			
2			
3			
4			

Name of Company:

Address :

.....

Tel. No: Fax No: H/P No:

Contact Person: Email:

Payment Method

Payment: Cheque /Bank Draft No.Amount: RM..... made payable to “ **Malaysian Association of Company Secretaries**”.

MACS Member/ Licensed Secretary	Others
RM350.00	RM400.00

(Inclusive of lunch, refreshments, a CD containing training materials and a Certificate of Attendance issued by the companies Commission of Malaysia (CCM))

Cancellation There is no refund for cancellation or non-attendance. Substitutes are allowed but the organiser appreciates 7 days prior notification. Admittance will not be permitted unless payment is received.

Disclaimer The organiser reserves the right to make changes to the venue, date, speaker, fee, including cancellation of the seminar, if warranted by circumstances beyond the organiser’s control.

Registration/Enquiries

To contact MACS Secretariat:-

Tel: 03-7806 3755/7806 1023 Fax: 03-7806 3625 E-mail: macs@macs.org.my

23A, Jalan SS24/11, 47301 Petaling Jaya, Selangor Darul Ehsan

CLOSING DATE: seven (7) days prior to the seminar date.

All registrations must be accompanied with the full payment. Registration made by fax must be followed immediately by payment.