

COMPANY SECRETARIES CONFERENCE 2008  
“REDEFINING THE ROLE OF COMPANY SECRETARIES  
IN THE NEW CORPORATE GOVERNANCE LANDSCAPE”



Endorsed By



27 & 28 AUGUST 2008  
CONCORDE HOTEL, KUALA LUMPUR



The Roles and Responsibilities of today's Corporate Secretary is now becoming more challenging, more complex and more diversified. The days of only taking minutes at board meeting and filing of documents, are gone. With a wide range of responsibilities to be shouldered, and as a focal point for communication with the Board, Senior Management and Company Shareholders, their role must not be taken lightly and is a high ranking professional who is trained to uphold the highest standard of Corporate Governance, Effective Operations, Compliance and Administration of their Organisation.

The recent amendments to **the revised Code on Corporate Governance** and **the amendments to the Companies Act 1965** (effective 15 August 2007), they now play a pivotal role in the governance and management of their organisations. With the changes in the Corporate Governance ruling and guidelines, Companies Secretaries who is the key backbone organization executive need to keep abreast with compliance issues and update themselves with changes and development within their profession.

Thus, being an officer of the company, **issues of Corporate Governance, Transparency and Accountability** is an integral part of their job functions; and non compliance or non adherence to the statutory regulation will result in legal liabilities for breach of various duties and responsibilities. This conference will address and keep abreast of **the latest developments in redefining the role of Company Secretaries**. By attending this conference all issues that is of interest will be deliberated and presented to you by our panel of distinguished speakers for your due consumption.



MICG's objectives are to represent, express and give effect to the opinions of the public on issues relating to governance of the business and affairs of corporations in Malaysia, with the objective to enhance longer term shareholder value and financial sustainability of business.

The Report on Corporate Governance published by the High Level Finance Committee on March 1999 has stipulated MICG as 'The Recognized Corporate Governance Training Centre' (CGTC).

As its continuing activity, MICG promotes public awareness on Corporate Governance (CG), and encourages regular inter-active dialogues on CG among its members and the investing public.

For more info, please visit <http://www.micg.net>

**DISTINGUISHED SPEAKERS:**

**AHMAD SHAHAB HAJI DIN**  
Chief Operating Officer

Malaysian Institute of Corporate Governance

**LAI KOR FOONG**

Senior Manager and Head of Statistics,  
Accounting Development and Reporting Section  
Suruhanjaya Syarikat Malaysia

**LEE LEOK SOON**

Head, Client Services, Minority Shareholder Watchdog Group

**MOHD SHAH HASHIM**

Head, Legal & Secretarial, Nestle Malaysia

**PROF DR AISHAH BIDIN**

Professor of Corporate and Insolvency Law,  
Universiti Kebangsaan Malaysia (UKM)

**COLIN ANDREW PEREIRA**

Partner, Goh Wong Pereira

**MOHD SURIA DOSHI ABDULLAH**

General Counsel / Company Secretary, SIRIM Berhad

**KENNETH FOO POH KHEAN**

Corporate Governance Practiser, KL Management Services

**PROF BALA SHANMUGAN**

Chair of Accountancy & Finance

Monash University Malaysia

**SUHAILA MOHAMED ABDULLA**

Associate Director, Risk Advisory & Internal Audit Services

KPMG Business Advisory Sdn Bhd

**NORISWADI ISMAIL**

Group General Counsel / Company Secretary  
Executive Chairman's Office, HeiTech Padu Bhd

**WONG TAT CHUNG**

Partner & Managing Director

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**DAY ONE**

- 8:00am – 8:30am Registration
- 8:30am – 8:50am Opening address by **YBhg Tan Sri Dato’ Seri Megat Najmuddin Megat Khas**  
President, Malaysian Institute of Corporate Governance
- 8:50am – 9:30am Keynote address by **Akbar Moidunny**  
President MAICSA
- 9:30am – 10:00am Refreshments / Networking

**MORNING SESSION**

**Moderator: Aiznin Sairi Sulaiman**  
Head, Group Legal Services  
Land & General Berhad

10:00am – 11:00am **Evolving Roles of Company Secretaries Today and Challenges Ahead**

- *Role of a Company Secretaries as decision maker*
- *Role of Company Secretaries as human resource advisor*
- *Other roles and key competencies*
- *How to enhance professionalism and performance*
- *Future outlook: Challenges ahead and the opportunities they present*

Mohd Shah Hashim  
Head, Legal & Secretarial  
Nestle Malaysia

11:00am – 12:00pm **Data Protection, the Myths and the Realities**

- *Analyzing the birth of data protection laws around the world*
- *Highlighting strategic issues that affect data protection in organizations and companies*
- *Linking the relationship between data protection and corporate governance*
- *Substantiating peace meal provisions that recognize data protection*
- *Practical case studies on: the impact of data protection in business operations, service level agreements and third parties’ dealings*
- *Moving forward for Malaysia; what’s next*

Noriswadi Ismail  
Group General Counsel / Company Secretary  
Executive Chairman’s Office  
HeiTech Padu Bhd

12:00pm – 1:00pm **Whistle Blowing; the Company Secretary Duties, Rights and Defence from Negative Implications**

- *Identifying the company secretary duties and rights and taking the necessary actions without hesitation*
- *Reporting a breach in law / company policy*
- *What protection do you have if you whistle blow?*
- *How non disclosure could lead to serious legal implication*

Professor Dr Aishah Bidin  
Professor of Corporate and Insolvency Law, Faculty of Law,  
University Kebangsaan Malaysia (UKM)

1:00pm – 2:00pm Lunch

## **AFTERNOON SESSION**

**Moderator: Eulis Rahmatiah Iskandar**

General Manager  
Group Legal & Secretarial Division  
KUB Malaysia

2:00pm – 3:00pm **Acquiring an In-Depth Look at Insolvency and Company Winding Up**

- *Updates to insolvency law in Malaysia*
- *Circumstances where the company can be wound up by the court.*
- *Procedure and filings for insolvency*
- *Asset distribution in insolvency*

Colin Andrew Pereira  
Partner,  
Goh Wong Pereira

3:00pm – 4:00pm **Corporate Governance Compliance and Enforcement**

- *Establishing corporate compliance programme to prevent and detect violations of law*
- *Guarding against sanctions through corporate accountability*
- *Conducting internal investigations*
- *Limiting your organisation to the exposure of criminal liability by promptly investigating allegations of serious misconduct and taking appropriate actions*

Ahmad Shahab Haji Din  
Chief Operating Officer  
Malaysian Institute of Corporate Governance

4:00pm – 4:30pm Refreshments / Networking

4:30pm – 5:30pm **Strategic Role of Company Secretary in Intellectual Property Rights Protection**

- *Intellectual Property(IP) rights under the Listing Requirements of Bursa Malaysia Securities Berhad and the Financial Reporting Standards*
- *The importance of Protecting your company's IP Rights*
- *IP Strategy and Management*
- *Auditing your company's IP Assets*
- *Developing your company's IP Policy*
- *Commercializing your company's IP Assets*
- *IP Valuation*
- *Dealing with IP Infringements*
- *Practical Case Studies*

Mohd Suria Doshi Abdullah – General Counsel  
Company Secretary, SIRIM Berhad

5:30pm Closing of Day One

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**DAY TWO**

8:30am – 9:00am Registration

**MORNING SESSION**

**Moderator: Mohd Hanif Mohd Helmi**

Council Member -Chairman

National Institute of Accountants

9:00am – 10:00am **What Company Secretaries Should Know About Fraud?**

- *What is fraud?*
- *Why do people commit fraud?*
- *What are the signs of fraud?*
- *Steps to mitigate fraud.*

Suhailah bte Mohamed Abdulla  
Associate Director  
Risk Advisory & Internal Audit Services  
KPMG Business Advisory Sdn Bhd

10:00am – 10:30am Refreshments / Networking

10:30am – 11:30am **Company Secretaries Obligations under Anti Money Laundering Act, 2001**

- *Defining money laundering activities*
- *Anti-money laundering measures for the organisation.*
- *Laws and acts in Malaysia*
- *Recognising money laundering activities*
- *Provisions of Anti Money Laundering Act 2001 and its implication for Directors and Company Secretaries*

Professor Bala Shanmugan  
Chair of Accountancy & Finance  
Monash University Malaysia

11:30am – 12:30pm **Corporate Social Responsibility – How company Secretaries Play Their Role and Take Responsibilities**

- *Changing the way we do business - How CSR started: the historical background?*
- *The challenges and influences of CSR*
- *Sustainability and benefits - CSR practices by companies worldwide*
- *Company secretary's role and responsibilities: beyond best practices*
- *Final thoughts and emerging issues relating to CSR*
- *Conclusions*

Lee Leok Soon  
Head, Client Services,  
Minority Shareholder Watchdog Group

12:30pm – 2:00pm Lunch

## **AFTERNOON SESSION**

**Moderator: Dr Siti Normala Obid**

Managing Director  
City Tax Shelter Sdn Bhd

2:00pm – 3:00pm **The Role of Company Secretary in Enhancing the Board Decision Making Process**

- *Emphasising the role of Company Secretary as an advisor to the Chairman and the Board of Directors*
- *Keeping abreast with the latest legal and business updates to ensure that the Board receives the information for timely strategic decisions*
- *Effectively planning the agenda of Board meetings to ensure that key issues are covered*
- *Properly documenting minutes of Board meetings for references for future business decisions*
- *Instilling the rights and limitations of Directors with respect to proper conduct of Board meetings*
- *Tackling common challenges and best practices in mediating effective Boardroom meetings*

Kenneth Foo Poh Khean  
Corporate Governance Practiser  
KL Management Services

3:00pm – 4:00pm **Amendments to the Companies Act 1965: Its Implications to Directors and Officers of Companies**

- *Identification of the amended provisions in the Companies Act affecting company directors and officers*
- *Comparison between the previous regulatory framework and current regulatory framework*
- *How the amendments affect such directors/officers*

Lai Kor Foong  
Senior Manager and Head of Statistics,  
Accounting Development and Reporting Section  
Suruhanjaya Syarikat Malaysia

4:00pm – 4:30pm Refreshments / Networking

4:30pm – 5:30pm **Securities Commission Update & Regulatory Changes**

- *Updates on cross border listing regulations*
- *Impact of cross border listing on foreign and local company*
- *Update on practice note*
- *New practice note 1 on FIC pursuant to acquisition, mergers and takeovers*
- *Changes to prospectus guidelines*

Wong Tat Chung  
Partner & Managing Director  
Wong Ben & Toh

5:30pm Closing of Conference

# REGISTRATION FORM – CG04/2008

## COMPANY SECRETARIES CONFERENCE 2008

### “REDEFINING THE ROLE OF COMPANY SECRETARIES IN THE NEW CORPORATE GOVERNANCE LANDSCAPE”

#### 27 & 28 AUGUST 2008 – CONCORDE HOTEL, KUALA LUMPUR

- Yes! Please register the following delegate(s) for this Event (Please photocopy for more delegates)
- I am unable to attend but please put me on your mailing list

I claim 15% discount as a member of Malaysian Institute of Corporate Governance / Federation of Public Listed Companies Bhd

MICG membership number: \_\_\_\_\_ FPLC membership number: \_\_\_\_\_ MAICSA membership number: \_\_\_\_\_ MACS membership number: \_\_\_\_\_

**Name:** (Dr/Mr/Mrs/Ms): \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

**Name:** (Dr/Mr/Mrs/Ms): \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

**Approving Manager:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Booking Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Company Website: \_\_\_\_\_

Bankdraft/Cheque No. \_\_\_\_\_ Amount \_\_\_\_\_

### 5 EASY STEPS TO REGISTER

I. **PHONE:** (603) – 7782 0846

II. **FAX:** complete and send this registration form to:  
(603) – 7783 3552

III. **MAIL:** this completed form together with payment to:  
**Malaysian Institute of Corporate Governance**  
2B-I, Bangunan PanGlobal, IA, Jalan Tandang,  
46050 Petaling Jaya, Selangor Darul Ehsan

IV. **WEBSITE:** <http://www.micg.net>

V. **EMAIL:** [info@micg.net](mailto:info@micg.net)

#### Your Investment for attending this Conference is:

	Regular Fee <small>(Payment after 12<sup>th</sup> August 2008)</small>	Early Bird Fee <small>(If payment &amp; registration are received by 12<sup>th</sup> August 2008)</small>
<i>Conference</i>		
<i>Only</i>	RM 1600.00	RM 1440.00

The fee includes lunch, refreshments and conference documentation. **Group Discount:** Enjoy a group discount of **10% for 3 or more delegates** registered at the same time from the same organization and of the same billing source.

#### For Government Officials

A Local Order or Letter of Approval to participate must be presented before the conference.

#### ACKNOWLEDGEMENT OF REGISTRATION

MICG hereby confirmed the registration of the above delegate/s for the conference as stated.

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Approved by: .....

Date: .....

**Important Notice: I.** Payment Terms: Following completion and return of the sales contract, full payment is required within seven (7) working days receipt of invoice. Cheques, bankdrafts should be crossed and made payable to **Malaysian Institute of Corporate Governance**. PLEASE NOTE: Payment must be received prior to the conference date. We reserve the right to refuse admission if payment is not made on time.

**II.** Cancellation/Transfers: Cancellations must be received in writing by mail two (2) weeks before the conference in order to obtain a refund (Less 20% Administrative Charges) Thereafter the full conference fee is not refundable and will automatically entitle your organization to utilize the same credit amount for any future Conference/Forum/Training that is of interest to your organization conducted by Malaysian Institute of Corporate Governance and credit voucher will be issued.

**III.** If you unable to attend, a substitute delegate is acceptable at no extra charge. Please provide the name and the position of the substitute delegate at least 2 days prior to the conference.

**IV.** The Organizer reserves the right to make any amendments or changes as may be necessary on the replacement of speaker, venue, agenda and topics of this conference.

**V.** Upon confirmation of registration, an invoice will be email as a proof of acceptance and confirmation of delegates' participation in the conference and the receipt and original invoice will be posted to the address as per the registration form, after the full payment has been made.