

THE INSIDE STORY OF THE ANNUAL REPORT: WHAT DIRECTORS MUST KNOW

INTRODUCTION

Companies Annual Report (AR) provides information on the health of a public listed company to its shareholders, stakeholders, the media and the surrounding community. The ability to understand an AR can help you ensure that AR contains pertinent information not only for your company but also in compliance with the legal requirements by Securities Commission and Bursa Malaysia.

In addition to merely providing financial information, an AR serves as a marketing tool for every company. It promotes company historical milestone and the inclusion of success stories from customers and employees or key achievement moments in the company could certainly appeal to attract new and more investors and customers.

METHODOLOGY

Lectures facilitated by PowerPoint presentation and case studies discussion.

PROGRAMME

Topics to be covered include:

1. The functions and objective of AR
2. The Securities Commission and Bursa Listing Requirements relating to AR
3. The compulsory elements that must be included in every AR
 - 8 principles & recommendations of Malaysia Code of Corporate Governance 2012
 - Roles & responsibilities
 - Composition
 - Independence
 - Commitment
 - Financial Reporting
 - Manage risk
 - Time & quality disclosure
 - Relationship between shareholders

WHO SHOULD ATTEND

Directors, Accountants, Corporate Secretaries

PRESENTER'S PROFILE



ANDREW TAN LYN SAN
MA in Education, UNISEL

Mr. Andrew Tan Lyn San, is a Fellow member of the Association of Chartered Certified Accountants (ACCA) of UK, a Chartered Accountant registered with the Malaysian Institute of Accountants (MIA) and a member of the Malaysian Institute of Certified Public Accountants (MICPA). He holds a Master in Education majoring in leadership management.

He has over 20 years of working experience in public practice and commercial industries. He started his career and was trained with KPMG in Singapore in audit and consultancy and as Senior Accountant with SITA Group, a French MNC based in Singapore until he decided to return to Malaysia at the end of 2000.

Upon returning to Malaysia, he took up the position as Finance Manager with a manufacturing company of thermal insulation materials used mainly in the Heating, Ventilation, Air Conditioning and Refrigeration of residential, commercial and industrial buildings. He managed all the financial and accounting matters to support the business and operational requirements of the company in meeting its objectives and financial target.

He was transferred to the holdings company which is listed at the main market and was repositioned as Executive Director. His primary responsibility is to ensure timely submission on consolidated quarterly financial reports, prepare the Annual Reports for AGM and assist in corporate finance and management.

Currently, Mr. Tan is teaching at local university on corporate financial reporting and corporate governance subjects.

REGISTRATION FORM

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DATES (PLEASE TICK PREFERRED DATE)	<input type="checkbox"/> 22 August 2017 (Tuesday) (pm) <input type="checkbox"/> 19 September 2017 (Tuesday) (pm) <input type="checkbox"/> 24 October 2017 (Tuesday) (pm) <input type="checkbox"/> 21 November 2017 (Tuesday) (pm) <input type="checkbox"/> 12 December 2017 (Tuesday) (am)	4 CEP HOURS
DURATION	Half-day (am: 0900 – 1300 hours), (pm: 1400 – 1700 hours)	
VENUE	Armada Hotel Petaling Jaya	
FEE	RM932.80 per participant (inclusive of 6% GST)	
PAYMENT	Cheque is made payable to BURSATRA SDN. BHD.	
CANCELLATION	Cancellation must be received in writing one (1) week before the seminar. Full amount of the registration fee is chargeable for non-attendance, however, replacement of participant is accepted.	
TO REGISTER	Please Call 03-7954 8002 / 03-7958 8001 or Fax Registration Form to: 03-7954 8001 or e-mail to: sophiah@bursatra.com.my	

Details:

Name of Participant : _____

Designation : _____

NRIC / Passport # : _____

Name of Company : _____

Address of Company : _____

Contact Person & Designation : _____

Tel.# : _____

Fax # : _____

E-mail : _____