

Labuan
Financial Services Authority



ASIAN
BANKING
SCHOOL

8

LFSA
CPD HOURS

LABUAN IBFC - LABUAN PRACTICAL GUIDE FOR TRUST OFFICERS

PROGRAMME DESCRIPTION

This program will highlight the evolving and crucial role and responsibilities of a trust officer. By attending this program the trust officers will be fully aware of their administrative and advisory duties they must perform to protect the company, the directors and themselves from any non-compliance issues and penalties.

This program will analyse and describe, mainly from practical standpoint, the duties and responsibilities of trust officers and explain how they should behave to fulfil their duties.

The participants will have better understanding on many new and revised practices and provide clarity to corporate compliance procedures.

This program will also delve into many areas of compliance required under the LFSA and MCCG 2017.

PROGRAMME OUTLINE

- Appointment, resignation, removal and disqualification of trust officers
- Administration of Companies
 - Publication of name and company number
 - Maintenance of statutory registers/ minute books and related issues
 - Register of Members (Beneficial interests)
 - Annual Return
- Memorandum and article
 - The basis of consideration under Companies Act
 - Doctrine of constructive notice
 - Effect of memorandum and article
- Responsibilities regarding Meetings and minutes
 - Board of Director's meeting
 - Shareholders meeting
- Advisory role of trust officers to:
 - Chairman of board and general meetings
 - Newly appointed directors on disclosure of interest requirements
 - Directors on their ongoing statutory / fiduciary obligations
 - Company on compliance matters under the laws
- Good Corporate Governance- MCCG 2017
 - Definition of corporate governance
 - Principles of corporate governance for secretaries
 - Benefit of corporate governance
 - Case studies corporate scandals domestic & international
 - Implementation of corporate governance

LEARNING OBJECTIVES

Upon completion of this programme, participants will be able to:

- Highlights a thorough understanding of the important role of trust officers to ensure they are fully up-to-date and compliant with all the legal responsibilities.
- Gain a good working knowledge on the scope of administrating the companies.
- Identify the pivotal role in supporting the Board of Directors.
- Highlight matters to which the trust officers should advise the Board of Directors when the Board makes business decision in particular related to governance.
- Assist to understand the practical insight on the application of the law to fulfil the obligations and responsibilities and how to avoid the common pitfalls.
- Develop better understanding on the roles and responsibilities of trust officers as gatekeepers of companies, professionals whose independence, integrity and professionalism are critical in ensuring that board of directors' decisions are in the best interest of the company.
- Enhance their understanding on the duties and responsibilities as director for their client in the capacity as resident director.

LEARNING LEVEL

Intermediate

WHO SHOULD ATTEND

Trust Officers or designated Trust Officers of Labuan Trust Companies and staff of Labuan IBFC industry

TRAINING METHODOLOGY

Lecture and case studies

- Use of experiential learning via facilitated discussion and reflective observation of concepts, case studies and real-life experiences

ABOUT THE TRAINER

R.S Gill

R.S Gill is a Trainer/Public Speaker identifying the training development needs of companies, conducting research, developing and delivering training modules related to Company Law. Currently she is one of the prominent speaker who delivers numerous trainings and awareness programs in Peninsular Malaysia and regionally on the company law in many aspects in particular relating on the impact of the law on Board of Directors fiduciary duties and responsibilities. She has served various positions such as Senior Investigator investigating serious financial fraud and breaches of corporate governance involving officers of company. Before serving as Investigating Officer, the trainer was a Senior Legal Officer heading a dedicated Anti-Money Laundering / Counter Financing of Terrorism unit. Gill has been actively involved in numerous projects on counter financing of terrorism organized by United Nations Terrorism Executive Directorate. Gill was appointed as the Chairperson for the Sub-Committee on Non-Profit Organizations (NPOs) in Malaysia. She has delivered presentations related to Anti-Money Laundering, Anti-Terrorism Financing and corporate governance at many international organization general meetings, conferences, workshops and seminars.

She graduated with Bachelor of Law (Hons) from University of London and obtained her Certificate of Legal Practice Certificate. She has practiced as Advocate & Solicitor for 11 years. She trains on topics such as fiduciary duties of directors and secretaries, corporate governance, fraud and corporate hijacking offences committed by company officers, roles and responsibilities of trustees as Designated Non-Financial Businesses and Professions in Combating Money Laundering and Financing of Terrorism, maintaining statutory books under Companies Act. She is also a trainer registered with Pembangunan Sumber Manusia Berhad and a Certified Trainer for Certificate IV in Training and Assessment by Australia. Currently she is conducting research in the Non-Profit Organization sector (Foundations) in Malaysia.

PROGRAMME DETAILS

Duration : One Day
Date : 20 August 2019
1 October 2019
3 December 2019
Time : 9:00am - 5:00pm
Venue : LFSA, Financial Park Complex,
Labuan

PROGRAMME FEE

**MYR
800***

The cost of the programme includes refreshments, as well as programme materials for one participant.

**Subject to 6% Service Tax*

ABOUT US

The ASIAN BANKING SCHOOL (ABS) is dedicated to developing talent and is the largest specialised provider of quality banking training programmes in the ASEAN region.

As the industry's preferred partner in learning and development, ABS offers customised and open enrolment training programmes that cover a comprehensive list of banking areas developed by its Specialist Training Consultancy Team or in collaboration with strategic learning partners that includes some of the top business schools in the world. This includes its Executive Education programmes with Cass Business School in London, the University of Cambridge Judge Business School and INSEAD.

ABS also works closely with the Asian Institute of Chartered Bankers in raising competency standards for the industry through the delivery of training workshops related to professional qualifications developed and awarded by the professional body; and is the exclusive training partner for the Chartered Banker Institute in the UK. It plays a significant role in enriching the talent pipeline for the financial services sector through the industry recognised Financial Sector Talent Enrichment Programme (FSTEP) and Graduate Training programmes; and is also responsible for designing, developing and delivering the industry-wide Ethics and AML/CFT programmes.

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