

# BOARD/COMPANY SECRETARY PROGRAM

14 December 2024 | 8:30 am – 6:00 pm

## ABOUT THE PROGRAM

The Board/Company Secretary provides a key role in supporting the board. This course is intended for those who need to understand the breadth and scope of the role and responsibilities of both directors and those who support boards and in particular Company.

This course will discuss the role of a company secretary and provide practical instruction in relation to fulfilling that role in the context of the Myanmar Companies Law 2017 (MCL) and the requirements of the Directorate of Investment and Company Administration (DICA), including looking at key company secretarial regulatory compliance requirements under the MCL. Participants will be provided with a range of example documents to assist them in managing their own company secretarial activities.

By the end of the course, you will understand:

- The core responsibilities of a Company Secretary/Governance Professional.
- The legal and regulatory components of Statutory Compliance in Myanmar for different types of company.
- External reporting
- Meeting Management; including types of meetings, conflicts of interest, minutes, and timelines.
- Director Duties.
- Basic Corporate Governance; including governance codes and approaches at international and Myanmar level.

## TARGET AUDIENCE

It is also relevant to those professionals who are directly involved in board support and board information preparation and presentation to help them provide to their boards the best quality board support and to enable them to consider what practical steps they can take to deliver better quality board support.

## AGENDA

- Introduction to Corporate Governance (CG)
- Building an Effective Board
- The Legal Framework for CG and Compliance in Myanmar
- Role of Corporate Secretary
- Running an Efficient Board and Successful AGMs
- Good corporate governance needs effective Board Secretaries: a conversation with the regulator

## LANGUAGE

Myanmar and English Language Program

## PROGRAM DURATION

### 1 day In-person Course

- 14 December 2024 (8:30 am – 6:00 pm)

## LOCATION

Hotel Venue in Yangon

## COST

MMK 500,000 for non-members (net of taxes and bank charges)

- ❖ 20% discounts (Professional member)
- ❖ 50% discounts (Certified member)
- ❖ 10% discounts (Corporate member)

## DELIVERY

Detailed interactive classroom review of statutory reporting requirements by DICA per MCL using examples and templates.

3 Continuing Directorship Education (CDE) credits

## REGISTRATION

**Please register by 11 December 2024.**

To register, please contact Myanmar Institute of Directors at [trainingandevent@myanmariod.com](mailto:trainingandevent@myanmariod.com)

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FILL THE ONLINE REGISTRATION FORM

<https://forms.office.com/r/993XKhyeLP>

*Registration first comes, first served.*

