

MIoD Learning Series

Board/Company Secretary Program

24 and 25 May 2025

Overview: This course examines various aspects of the role and responsibilities of a board secretary in companies of different types and sizes from a compliance, governance and operational perspective and the importance of the board secretary as a key compliance and governance officer.

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.

The course will cover practical aspects of company secretarial duties: directors' meetings; members'/shareholders' meetings; company registers; DICA company filings via the MyCO online registry system; other disclosure requirements. Course materials will include a range of example documents to assist participants in managing their own company secretarial activities.

AGENDA

Day 1, 24 May 2025 (Saturday)	
8:30 am – 9:00 am	Registration, Networking & Breakfast
9:00 am – 9:30 am	Opening Remarks and Getting to know each other Faculty – Daw Thuzar Win
9:30 am – 11:00 am	Introduction to Corporate Governance (CG) Faculty – Daw Thuzar Win <ul style="list-style-type: none"> What is Corporate Governance? Corporate Governance Framework
11:00 am – 11:15 am	Coffee Break
11:15 am – 12:30 pm	The Legal Framework for CG and Compliance in Myanmar Faculty – Daw Min Min Ayer Naing <ul style="list-style-type: none"> Directors Duties (Myanmar Companies Law) Reporting and disclosure
12:30 pm – 1:30 pm	Buffet Lunch Break
1:30 pm – 3:00 pm	Building an Effective Board Faculty – Daw Wah Wah Min <ul style="list-style-type: none"> Board Composition Board Roles What are Independent Directors in Myanmar? Board Committees Board Evaluations Conflicts of Interest
3:00 pm – 3:15 pm	Coffee Break
3:15 pm – 4:45 pm	Good corporate governance needs effective Board Secretaries: a conversation with the regulator Guest Speaker – U Myo Min, Director, DICA
4:45 pm – 5:00 pm	Closing and Q&A
End of Day 1	

AGENDA

Day 2, 25 May 2025 (Sunday)	
8:30 am – 9:00 am	Registration, Networking & Breakfast
9:00 am – 10:30 am	Role of Company Secretary Faculty – Daw Khine Wai Thwe <ul style="list-style-type: none"> The role of the company secretary Discussion and takeaways
10:30 am – 10:45 am	Coffee Break
10:45 am – 12:15 pm	Running Successful Board Meeting Faculty – Daw Nandar Thaung <ul style="list-style-type: none"> Developing a Board Charter and Policies Board working procedures Board Meeting Agenda & Minutes Review of Board Packs Running Member Meetings (AGMs) including during COVID
12:15 pm – 12:30 pm	Group Photo and Evaluation Feedback
12:30 pm – 1:30 pm	Buffet Lunch Break
End of Day 2	

Note: Certificate Awarding Ceremony will be in 2025 together with Next batch followed by Networking Event.



FACULTY AND INVITED SPEAKERS



Daw Thuzar Win is a Business Development professional with a wealth of expertise in financial control and management, HR & Admin development, Sales and Marketing as well as professional development in over twenty years of experience. Having been trained by IFC for Corporate Governance initiatives for Myanmar, she has developed her new skills in corporate governance since 2015 and has been collaborating with MIOD in facilitating director certification program and governance trainings. Being a passionate woman executive, her contributions for women development, capacity enhancement for SME business community, bridging and building women networks across the regions have been achieved significantly through the involvements with UMFCCL, MYANWEN and YEN-D associations.

She also works as Independent Director at Early Dawn Microfinance Myanmar where she aligns management practices and board's expectations in compliance with existing legal requirements representing shareholders' interest.

Currently, she is working as an Independent Consultant with DAI for SME development project funded by USAID. The project aims to enhance the capacity of SMEs in CG area so that they can be equipped better to grasp more business opportunities.

- Certified Director, Corporate Governance Consultant and Trainer
 - Senior leader, Advisory board member and Business Development professional at private sector businesses
 - Independent Director at Dawn Microfinance
 - Alumnus – USAID WDP (Women Director Program)
 - MBA (Bradford, UK), Leadership certification from Harvard, INSEAD
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Daw Min Min Ayer Naing works at SCM Legal as a partner position since August 2018 following extensive experience at international law firms, Baker & McKenzie for 5 years and Kelvin Chia Yangon Ltd for more than 10 years, recently set up Ayer Legal Services to specialize IP related matters while assisting SCM Legal. She got over 20 years legal experience with both local and international transactions to provide effective and efficient professional legal services. Min Min has special expertise in foreign direct investment in Myanmar while liaising government officials in different government departments to facilitate progress for foreign investors and local clients. She advises on a wide variety of corporate and commercial works, banking, corporate finance, compliance, regulatory, employment and licensing of foreign investment set up in Myanmar. She got her master of Business Law and post graduate diploma of law from Yangon University and post graduate diploma in laws (corporate and commercial) from University of London in addition to LLB degree. She also attended arbitration courses conducted by Union of Myanmar Chamber of Commerce and Industry UMFCCL and authorized IP agent courses conducted by IP Department of Myanmar, Ministry of Commerce and WIPO. She is also a member of ASEAN IP Association and Asia Patent Attorney Association, actively participate in these regional Associations with other Myanmar leading IP lawyers.



Daw Wah Wah Min is an experienced trainer, consultant, and responsible business leader with a strong track record in entrepreneurship, recruitment consultancy, training, and corporate governance. She is the Founder and Managing Director of Kaung Lin Khant Co., Ltd, operating under the brand *Skills for Success*, which has been delivering ethical and affordable HR and training services to Myanmar SMEs since 2018.

Her leadership is rooted in responsible business values—emphasizing anti-corruption, data privacy, fair pricing, non-discrimination, and environmental sustainability. She is a committed advocate for ethical leadership, transparency, and compliance with laws and regulations.

Wah Wah Min has served as a Trainer and Consultant in Corporate Governance with the Myanmar Institute of Directors (MIOD) since 2016, facilitating director-level governance programs. She has also contributed as a trainer and consultant in social enterprise initiatives with British Council Myanmar and supported ILO-led SME development projects.

In addition to her training role, Wah Wah Min is actively engaged in advancing gender inclusion and SME capacity development through consultancy work with IFC, Vision Fund (World Vision), and Intellectap (India). She plays an active leadership role as a Central Executive Committee Member of the Myanmar Women Entrepreneur Association (MWEA), promoting governance, compliance, and inclusive economic participation.

Education & Certifications

- MBA, Yangon Institute of Economics
- LL.B, University of Distance Education, Yangon
- Director Certification Program, Thai Institute of Directors
- Audit Master Program, International Finance Corporation (IFC)
- Certified in Industrial Relations, Leadership, and Corporate Social Responsibility (AOTS- Japan , ITCILO – Italy)
- TOT certifications in Digital Economy (Korea-ASEAN IDEAS Project) and Women ICT Frontier Initiative (WIFI-DX, ESCAP
- Alumna, USAID Women Director Program
- Award Recipient: Ma Myat Lay Award (2010), Myanmar Women Entrepreneur Award (2019) and ASEAN Outstanding Woman Entrepreneur Award (2019)



Daw Khine Wai Thwe leads the development and execution of Yoma Group's government relations strategy, aligning it with business objectives. She advocates for the company's interests in legislative and regulatory matters and builds key relationships with government officials and stakeholders.

Previously, Khine served as the Chief Corporate Affairs Officer at Wave Money - Digital Money Myanmar Ltd., overseeing corporate governance, regulatory engagement, compliance, and stakeholder relationships. She also served as Company Secretary, ensuring statutory and regulatory compliance.

Khine champions diversity and inclusion, partnering with the Business Coalition for Gender Equality. She collaborates with EuroCHAM, AmCHAM, and BritCHAM Myanmar to shape policies for responsible investment and fosters women and economic empowerment initiatives supported by GSM Association.

A certified Director from the Myanmar Institute of Directors and alumna of the USAID Women Corporate Director Program, Khine has driven strategic transformation, compliance, and business development in various multinational corporations, including International SOS and British American Tobacco Myanmar Ltd.

She is a Rotarian, committed to community service, and passionate about travel and fashion.



Daw Nandar Thaung is a member of management committee in taking cares of Corporate Governance, IP asset management, Risk & Compliance, Tax & regulatory, Partnership management, and Brand protection awareness in her professional experiences in combining of Laws and business management; she has more than 20 years of experiences in her career at FMCG, Oil & Energy, Construction & Power Sectors. In the past, she worked for METRO Wholesale Myanmar as a Head of Legal and Compliance. Prior to that, she was a General Counsel and Head of Communication & External Affairs; Regulatory at Unilever Myanmar which she contributed to the best in Sustainable Development program for women and farmers in rural area. Presently, she is representing as a Group Legal Director of Europe & Asia Commercial Services Group of companies, which one of the leading local conglomerates companies in FMCG Sector. In her capacity, she finished her study at Institutes of Economics, Yangon Master of Business Administration (MBA) and extended her post graduate studies at University of London specialized in Competition Laws graduated in 2022. Her most recent crediting was awarding as a Colleague of Arbitration at Myanmar Arbitration Centre. She makes her continuous learning at World Intellectual Property Organization (WIPO) at IP asset management on intellectual property rights. She extends her study to IP Asset Management at WIPO, KIPO and Department of Intellectual Property, Ministry of Commerce to be a certified IP professional. She enjoys sharing her experience of legal & regulatory compliance with relevant Legal environment as a faculty member at MIOD.



U Myo Min is a Director at the Directorate of Investment and Company Administration (DICA), in Myanmar's Ministry of Investment and Foreign Economic Relations (MIFER). He served in the military as an engineer from 1994 to 2006, before being appointed to be Assistant Director in the Office of the Minister of National Planning and Economic Development.

He was promoted to Deputy Director in 2009, and in 2011 to Deputy Head of Office in MNPED (now MOPFI).

Myo Min transferred to DICA as a Director in November 2012 where he was responsible for the Company Affairs Division and played a leading role in the implementation of a new only company registry system (MyCo) following the adoption of the 2017 Myanmar Companies Law. He now represents the regulator in investment related matters in support of the Myanmar Investment Commission (MIC).
