

MIoD Learning Series

Board/Company Secretary Program

17 – 18 January 2026

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, 17 January 2026 (Saturday)	
8:30 am – 9:00 am	Registration, Networking & Breakfast
9:00 am – 10:30 am	Opening Remarks and Introduction to Corporate Governance Faculty – Daw Khine Khine Nwe <ul style="list-style-type: none"> ▪ What is Corporate Governance? ▪ Corporate Governance Framework
10:30 am – 10:45 am	Coffee Break
10:45 am – 12:00 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
12:00 pm – 1:00 pm	Buffet Lunch Break
1:00 pm – 1:30 pm	Getting to know each other
1:30 pm – 3:00 pm	Building an Effective Board Faculty – Daw Khine Wai Thwe <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, 18 January 2026 (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 Thaug <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 2026 together with Next batch followed by Networking Event.

 **FACULTY AND INVITED SPEAKERS**



Daw Khine Khine Nwe (Rosaline) is the first female Secretary General (SG) of Republic of the Union of Myanmar Federation of Chambers of Commerce and Industry (UMFCCI) in over a Century Period as well as the Secretary General of Myanmar Garment Manufacturers Association (MGMA). She heads the Responsible Business and Natural Resources Development Committee in UMFCCI and also is a Trustee on the Board of ASEAN CSR Network. She is also Board member of ASEAN Confederation of Employers (ACE) and is a focal person for Strengthening Women Empowerment and Gender Equality Representing ACE. She is an Advisor to Myanmar Institute of Directors (MIOD). She is Patron of Myanmar Women Entrepreneurs Network (MYANWEN) and Advisor to Myanmar Women Entrepreneurs Association (MWEA). She is also on the Board of UNGC Network Myanmar and is active in Industrial Relations and has been attending International Labor Conference (Geneva) as Employers' Delegate since 2011.

She holds her Master's Degree from Yangon University, Myanmar and taught at Assumption University in Bangkok, Thailand. She is Chairman of Myanmar Garment Human Resource Development Center (MGHRDC) and Honorary Principal of UMFCCI Training Institute. She is a member of Accreditation and Certification Committee and Chairman of Manufacturing Industry Occupational Competency Standard Committee, National Skills Standard Authority (NSSA).

She was a member of Myanmar Investment Commission (MIC) (2011 – 2016), and was a member of National Accreditation and Quality Assurance Committee (NAQAC) (2017-2021), Ministry of Education.

She is a successful business woman leading Best Industrial Co., Ltd, a garment manufacturing company as a Managing Director. Her passion is to help develop an inclusive socio friendly economic environment in Myanmar that will lead to equitable growth and prosperity of the Nation.



I am **Myo Min**. I graduated with a degree in Electrical Engineering. My first job was somewhere else, but life always has its twists and turns – I ended up becoming an officer. Since 2012, I have been serving at the Directorate of Investment and Company Administration (DICA), where I first encountered a law-based working environment. Legal reform, procedural reform, and system reform had happened in DICA—these are the areas I had been involved in, particularly on the implementation of the Myanmar Companies Law 2017 with electronic registry Myanmar Companies Online MyCO. Now, thanks to those experiences, I'm planning to sell sand in the desert. I am serving as a director at the Bago regional office, DICA.



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 UMFCCI 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 Nandar Thaug is a member of management team in taking care of Corporate Governance, 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 18 years of experiences in her career life in FMCG, Oil & Energy, Construction & Power Sectors. Previously 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 her 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 is also member of ASEAM IP association as an IP Practitioner. She does her continuous learning at World Intellectual Property Organization (WIPO) at IP asset management on intellectual property rights.



Daw Khine Wai Thwe is a Certified Director and Faculty Member of the Myanmar Institute of Directors (MioD) and a USAID Women Corporate Directors alumna. She brings extensive expertise in corporate governance, compliance, and regulatory engagement through senior leadership roles in leading Myanmar companies as well as multinational organizations including International SOS and British American Tobacco (BAT).

She previously led the government relations department at Yoma Group, aligning regulatory strategies with business objectives to support sustainable growth for listed entities Yoma Strategic Holdings (YSH) and First Myanmar Investment (FMI), alongside their development initiatives. Prior to that, as Chief Corporate Affairs Officer and Company Secretary at Digital Money Myanmar Ltd. (Wave Money), Khine was responsible for corporate governance frameworks, regulatory compliance, stakeholder communications, and fostering strong relationships with regulators and partners.

A passionate advocate for diversity and inclusion, Khine has partnered with the Business Coalition for Gender Equality (BCGE) and collaborated with EuroCHAM, AmCHAM, and BritCHAM to promote responsible investment policies and improve ease of doing business. Through her work with the Global System for Mobile Communications Association (GSMA), she has advanced digital financial literacy to empower MSMEs in Myanmar.

As an Executive Committee Member of the Myanmar Women Entrepreneurs Network (MYANWEN), Khine actively supports women entrepreneurs by providing mentorship and practical resources focused on empowerment and growth.

Beyond her professional commitments, Khine embraces the Rotary spirit of "Service Above Self" as a dedicated Rotarian. She also enjoys traveling and fashion.
