

Board/Company Secretary Essentials Program

4 & 11 & 12 May 2024

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 (4 May 2024) Zoom Online	
9:00 am – 9:30 am	Getting to know each other
9:30 am – 10:30 am	Introduction to Corporate Governance (CG) Faculty – Daw Kim Chawsu <ul style="list-style-type: none"> ▪ What is Corporate Governance? ▪ Corporate Governance Framework
10:30 am – 10:45 am	Break
10:45 am – 11:30 am	The Legal Framework for CG and Compliance in Myanmar Faculty – Daw Thaw Dar Sein <ul style="list-style-type: none"> ▪ Directors Duties (Myanmar Companies Law) ▪ Reporting and disclosure
11:30 am – 12:30 pm	Good corporate governance needs effective Board Secretaries: a conversation with the regulator Guest Speaker – U Myo Min, Director, DICA
End of Day 1	

Day 2 (11 May 2024) Zoom Online

9:00 am – 11:00 am	Building an Effective Board and Running an Efficient Board and Successful AGMs Faculty – Daw Kim Chawsu <ul style="list-style-type: none"> ▪ Board Composition ▪ Board Roles ▪ What are Independent Directors in Myanmar? ▪ Board Committees ▪ Board Evaluations ▪ Conflicts of Interest ▪ Developing a Board Charter and Policies ▪ Board working procedures ▪ Board Meeting Agenda & Minutes ▪ Review of Board Packs ▪ Running Member Meetings (AGMs) including during COVID
11:00 am – 11:15 am	Break
11:15 am – 12:15 pm	Case Study: Group Discussion Faculty – Daw Kim Chawsu
12:15 pm – 12:30 pm	Q & A and Next Steps

End of Day 2

Day 3 (12 May 2024) in-person at Summit Parkview Hotel

8:30 am – 9:00 am	Registration
9:00 am – 9:10 am	Opening Remarks by Miod’s Board Director
9:10 am – 10:10 am	Panel Discussion
10:10 am – 10:20 am	Q & A Session
10:20 am – 11:00 am	Certificate Awarding and Group Photo
11:00 am – 11:30 am	Networking Session

End of Day 3