

## **Directors Compliance Programme (DCP)**

Organised by : Singapore Institute of Directors (SID) and Accounting and Corporate Regulatory Authority (ACRA)

Date : **Thursday, 12 July 2018**

Time : **1.00 pm to 5.30 pm** (Registration & Lunch from 12.15 pm)

Venue : **FTSE Room, Level 9, Capital Tower, 168 Robinson Road**

CPD Hours: 4 hours

Cost : \$233.00 (excl. GST) \$249.31 (incl. GST)

This programme is developed in collaboration with ACRA for the learning needs of directors of commercial companies and those non-profit organisations which are incorporated as Companies Limited by Guarantee (CLGs).

The speakers with domain knowledge in the legal, company secretarial and accounting field will in an interactive session take participants through the duties and responsibilities of directors, basic statutory requirements and basic financial statements as well as keep accounting and other records. An officer from ACRA will also cover the topic of “Compliance from the Regulator’s Perspective” and respond to questions.

This course is suitable for:

1. Directors who have not fully complied with statutory and annual return filing requirements under the Companies Act and have received instructions by ACRA to attend this course to rectify breaches.
2. New directors of recently incorporated companies and non-profit organisation incorporated as GLCs.
3. Aspiring directors who want to know more before becoming a director.

## **Programme**

| <b>Time</b>              | <b>Topics</b>                               | <b>Content</b>   |
|--------------------------|---|--|
| 12.15 pm – 1.00 pm       | Registration and Lunch                      |  |
| 1.00 pm – 2.00 pm        | Directors' Duties & Responsibilities        | <ul style="list-style-type: none"> <li>• Types of directors &amp; qualifications</li> <li>• General duties and liabilities of directors (statutory, fiduciary duties, conflict of interest, insider trading)</li> <li>• Companies Act</li> <li>• Principles of good governance</li> <li>• Code of corporate governance</li> <li>• Corporate social responsibility</li> </ul> |
| 2.00 pm – 3.00 pm        | Statutory Requirements Under Companies Act  | <ul style="list-style-type: none"> <li>• Common Statutory Requirements under Companies Act</li> <li>• Registers &amp; Record Requirements</li> <li>• Annual General Meetings Obligations</li> <li>• Annual Returns Filing</li> <li>• Role of Company Secretary</li> <li>• Closing Down a Company</li> </ul>  |
| <b>3.00 pm – 3.30 pm</b> | <b>Tea Break</b>                            |  |
| 3.30 pm – 4.30 pm        | Understanding Financial Statements          | <ul style="list-style-type: none"> <li>• Illustrative Financial Statements</li> <li>• Companies Act Requirements</li> <li>• Basic Accounting Concepts</li> <li>• Preparation of Financial Statements</li> <li>• Role of External Audit</li> <li>• Benefits of Proper Record Keeping</li> </ul>   |
| 4.30 pm – 5.30 pm        | Compliance from the Regulator's Perspective |  |

**Note: All meals provided during the course are halal certified**

## **About the Speakers**

### **Chin Hooi Yen**

Director  
Polaris Law Corporation

*Hooi Yen* is Director of Polaris Law Corporation, a boutique corporate law practice. Her practice focuses on venture capital and investments in companies, shareholders' agreements, mergers and acquisitions, and employment law and employee share incentive schemes.

Hooi Yen was named as a leading lawyer in several publications including the *AsiaPacific Legal 500*. Her work was also cited in *Asialaw Profiles* in several categories.

She speaks regularly at seminars and conducts training for several organizations including the Singapore Association of the Institute of Chartered Secretaries and the IP Academy.

### **Yap Siew Ling**

Director,  
Avant Law LLC

*Siew Ling*, a qualified lawyer in both Singapore and Malaysia, specialises in corporate and commercial works, mergers & acquisitions and initial public offerings.

Siew Ling co-founded Avant Law LLC in 2018. Prior to that, she was a director at Drew & Napier for 9 years. She began her practice in Malaysia in 2001 at Skrine, Kuala Lumpur and later at Zaid Ibrahim & Co., Kuala Lumpur.

Siew Ling has advised on corporate transactions involving both private and public listed companies. She handles mergers and acquisitions and is also actively involved in cross-border acquisitions in various parts of Asia. Her other areas of practice includes transfers of businesses and undertakings, restructuring of companies, domestic and international joint ventures, advisory on corporate and commercial transactions.

### **Ooi Chee Kar**

Retired Partner  
PricewaterhouseCoopers LLP

*Chee Kar* was an audit partner with PricewaterhouseCoopers, Singapore from 1992 until her retirement on 31 December 2012. She has more than 30 years of professional experience, including six years (1977 to 1983) in London, United Kingdom.

Her other experience included providing both in-house and external training on accounting and audit related courses as well as personal and inter-personal skills programmes.

Chee Kar currently serves as an independent director on the boards of a number of public listed companies and not-for-profit organisations.

Chee Kar holds a Bachelor of Accountancy (Hons) degree from the University of Singapore and is a fellow of both the Institute of Chartered Accountants in England and Wales and the Institute of Singapore Chartered Accountants.

## **Registration**

Please register online at [www.sid.org.sg](http://www.sid.org.sg) by **6 July 2018**.

Should you require assistance, please contact us at:

The Secretariat

Tel: 6422 1188

Fax: 6422 1199

## **TERMS AND CONDITIONS FOR SID COURSES/EVENTS**

SID's courses and events are subject to terms and conditions as set out below. The Institute reserves the right to changes these terms and conditions without notice.

### **1. COURSE REGISTRATION AND ADMISSION**

A participant is successfully enrolled for the course once an invoice is generated. Admission to the course is subject to full payment of the course fees 7 days before scheduled course date.

### **2. NO CANCELLATION**

There will be strictly no cancellation once the participant is successfully enrolled for the course/event.

### **3. NO-SHOW**

There will be strictly no refund of fees for no-show.

### **4. REQUEST FOR DEFERMENT**

Where a participant cannot attend a course, he/she may request to defer the course subject to the following conditions:

1. A one-time deferment of the course is allowed to the next scheduled date, subject to at least 10 working days prior notice in writing.
2. A deferment fee of S\$50 shall apply.

## **5. ENFORCEMENT ACTION BY ACRA**

SID is not responsible for any waivers of summons/penalties offered by ACRA to identified individuals as a result of attending this course to rectify breaches.

## **6. CANCELLATION OF COURSE BY SID**

SID will exercise all possible care to run the confirmed courses. However, in the event of unforeseen circumstances or low enrolment, SID reserves the right to cancel or defer the course/event, and/or to change venue, speaker, course date and fees. SID will make all reasonable efforts to notify participants of changes, should they happen.

If SID cancels a course, a full refund will be made to the participants.

## **7. CAR PARK COUPONS**

There are no complimentary parking vouchers issued. Nearest MRT is Tanjong Pagar Station on the East-West MRT Line.

## **8. PAYMENT POLICY**

Course/Event fees are due upon registration, and payment should reach SID at least **7 working days** before the course date. SID reserves the right to refuse admission if payment is not received in full before a course/event.

## **9. PAYMENT OPTIONS**

### **1. Online Payment**

Please log into your account at [www.sid.org.sg](http://www.sid.org.sg)

### **2. Cheque Payment**

Payable to: Singapore Institute of Directors

Attention: Accounts

Mailing Address: 168 Robinson Road, #09-06/07 Capital Tower, Singapore 068912

### **3. Telegraphic Transfer**

Bank Name: DBS Bank  
Limited

Branch: Raffles Place Branch

Bank Code: 7171

Beneficiary Name: Singapore Institute of Directors

Account Number: 048-016620-2

Swift Code: dbsssgsg

(Note: All bank charges are to be borne by the applicant)