

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

- Organised by : Singapore Institute of Directors (SID) and Accounting and Corporate Regulatory Authority (ACRA)
- Date : **Thursday, 6 December 2018**
- Time : **1.00 pm to 5.30 pm** (Registration & Lunch from 12.15 pm)
- Venue : **The URA Centre (podium block), Training Room 5, 5th Storey,  
45 Maxwell Road Singapore 069118**
- 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**

**Joel Teo Zhu-En**  
**Partner, Corporate**  
**Lee & Lee**

*Joel* is a Partner in the Corporate Department of Lee & Lee, specialising in equity capital markets, corporate and M&A transactions, investment funds and private equity.

He graduated with a LLB (Hons) degree from the National University of Singapore in 2005 and was called to the Singapore Bar in 2006. He also holds two masters degrees: LLM (Merit) (specialisation in Corporate/Commercial Law) from the University of London (Queen Mary) in 2009, and MBA (specialisation in Finance) from the National University of Singapore in 2013, for which he won the Inchcape Berhad Book Prize for Corporate Strategy.

**Augustine Law**  
**Director, CKS Global Consultants Pte Ltd**

*Augustine* is a director of CKS Global Consultants Pte Ltd as well as a public accountant with his private practice.

He has held various positions in auditing, banking, payments processing and oil & gas sectors; and managed support and business units on a country, regional and global scale for more than 20 years.

Augustine holds a Master degree in Financial Management from the University of London, (SOAS, UK) and a bachelor degree in Accountancy from the National University of Singapore. He is a public accountant, chartered accountant and a practising member of the Institute of Singapore Chartered Accountants (ISCA). He is also an accredited tax practitioner (GST & Income Tax) of the Singapore Institute of Accredited Tax Professionals (SIATP), a certified public accountant of CPA Australia, a chartered certified accountant and fellow of the Association of Chartered Certified Accountants (ACCA, UK), a chartered management accountant with the Chartered Institute of Management Accountants (CIMA, UK), a global chartered management accountant (CGMA, AICPA) and a member of the Association of Corporate Treasurers (ACT, UK).

**Janet Patt**  
**Head, Finance/HR**  
**Revenue Valley Pte Ltd**

Janet has graduated with a Bachelor of degree in Accountancy from the National University of Singapore and is a Certified Public Accountant with the Institute of Certified Public Accountants, Singapore. She has since completed her Masters in International Management with Royal Melbourne Institute of Technology via Singapore Institute of Management, and has recently embarked on her second Master's degree in Information Technology with Universitas 21 Global University due to complete in 2016

She has taught various accounting and business finance subjects at advanced level and has gained a passion to impart knowledge to students to achieve examination success as well as to working adults to apply the knowledge acquired during courses/workshops to their relevant work situations.

She has worked as a Financial Controller & Senior Finance Director for large American, Australian, Swedish and British MNCs as well as for our national broadcaster throughout her corporate career. In addition, she has been awarded both “Human Relations Award” and “Outstanding Performance Award” recognized by Dale Carnegie Training. She is also an ACTA-certified trainer. Over the years, she has dealt with practical accounting and auditing issues as well as internal controls. With her 20 years of working experience in industry and 19 years in education, Janet will bring her practical knowledge and personal skills that will enliven her classes.

### **Registration**

Please register online at [www.sid.org.sg](http://www.sid.org.sg) by **2 November 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)