



MALAYSIAN INSTITUTE OF ACCOUNTANTS
ACCOUNTANTS: MANAGERS OF VALUE

PROUD HOST:



MIAconference 2011

MIA INTERNATIONAL ACCOUNTANTS CONFERENCE

17th

AFA CONFERENCE



Proud Winner of :
PSMB Appreciation Award 2010
for Human Resources
Development Awards 2010

MIA PROFESSIONAL DEVELOPMENT CENTRE • MPDC

www.mia.org.my/cpe

OCTOBER 2011 ISSUE 08/2011



MIA CONTINUING PROFESSIONAL EDUCATION SERIES



IFRS / FRS & ACCOUNTING

The Changing Face of
Financial Statements



TAXATION

Budget 2012
Proposals & Recent
Developments



FINANCIAL MANAGEMENT

Fundamentals of
Budgeting and Cash
Flow Forecasting



MANAGEMENT

Human Resources
Management Series



LEGAL & CORPORATE
GOVERNANCE

Independent Directors
– A Necessity, Not A
Choice



PERSONAL
DEVELOPMENT

Email and Business
Letter Writing Skills



17th
AFA CONFERENCE

MIA-AFA CONFERENCE 2011: "CONVERGE, TRANSFORM, SUSTAIN: TOWARDS WORLD CLASS EXCELLENCE"

Join over 2,500 delegates from 10 ASEAN member countries comprising the region's most influential thought leaders in accounting, finance and business! For details, please visit <http://mia-afa2011.mia.org.my>



Presentation of Financial Statements and Disclosure Requirements of FRSs

Develop an in-depth understanding on the latest disclosure requirements. Find out how you can hone your skills in disclosing relevant information in the notes, to enhance usefulness to users of financial statements, by mastering FRS 101.

OBJECTIVES

Participants will examine:

- Practical aspects of presenting the main statements in accordance with FRS 101 (revised in 2009)
- Detailed disclosure requirements of each FRS

COURSE OUTLINE

- FRS 101 Presentation of Financial Statements (revised 2009; effective 1 January 2010)
- An Update on Current Developments on Presentation of Financial Statements
- Disclosure Requirements Contained in Other FRSs

METHODOLOGY

Lectures facilitated by practical case studies, illustrations using published financial statements and interactive discussions.

WHO SHOULD ATTEND

- Directors & Partners
- Senior Accountants & Auditors
- Financial Controllers
- Finance Managers
- Fund Managers & Investment Analysts
- Academicians
- Anyone responsible for preparing, reporting, reviewing and auditing financial statements

DATE, VENUE & CONTACT INFO

Date : 13 & 14 October 2011
 Venue : Hilton Petaling Jaya
 Contact : Vera
 Tel : 03 2279 9358
 Fax : 03 2273 5167

PROGRAMME FEE

Member : RM 1,050
 Member Firm's Staff or Sponsored Staff¹ : RM 1,150
 Non-member : RM 1,250

FACILITATOR

DANNY TAN BOON WOOL



Preparation of Group Accounts Covering FRS 127, FRS 128, FRS 131 & FRS 3

Stay on top with the current standards dealing with group accounts include FRS 3, Business Combinations; FRS 127, Consolidated and Separate Financial Statements; FRS 128, Investment in Associates; and FRS 131, Interests in Joint Ventures.

OBJECTIVES

The course will assist participants to:

- Master techniques of preparing Group Accounts
- Be updated on the current issues of Group Accounts

COURSE OUTLINE

DAY 1

- Introduction
- Requirements of the Companies Act and FRS 127 & FRS 3
- Principles of Consolidation
- Acquisition
- Subsidiaries

DAY 2

- Subsidiaries
- FRS 127, FRS 128, FRS 131
- The Equity Method
- The Proportionate Consolidation Method
- Current International Financial Reporting Standards on changes in stakes

METHODOLOGY

The course will emphasise learning based on the worksheet technique of consolidation. It comprises lectures, open discussions, exercises and case studies.

WHO SHOULD ATTEND

- Financial Controllers & Finance Managers
- Accountants & Auditors
- Fund Managers & Investment Analysts
- Company Secretaries
- Academicians

DATE, VENUE & CONTACT INFO

Date : 3 & 4 October 2011
 Venue : Renaissance Kuala Lumpur Hotel
 Contact : Vera
 Tel : 03 2279 9358
 Fax : 03 2273 5167

Date : 15 & 16 November 2011

Venue : Mutiara Johor Bahru
 Contact : Nasheta / Hanem / Ms Chan
 Tel : 07 227 0369
 Fax : 07 222 0391

PROGRAMME FEE

Member : RM 1,000
 Member Firm's Staff or Sponsored Staff¹ : RM 1,100
 Non-member : RM 1,200

FACILITATORS

**TAN LIONG TONG
 WOON CHIN CHAN**



The Changing Face of Financial Statements

Have financial statements become more informative, thus creating value for shareholders, or are they a complex compilation of information that can be understood only by a select few? How do we reconcile all that information presented to what is required, for tax purposes? This programme will enable you to acquire added knowledge on the information shown in the IFRS financial statements.



OBJECTIVES

Participants will be able to:

- Understand IFRS and how to deal with fair value issues
- Interpret IFRS financial statements – How they assist the capital markets and promote FDI
- Examine the significance of critical accounting estimates and management judgements
- Learn how accounting policies are selected and their impact on the financial statements
- Ask the right questions to understand the financial statements with clarity
- Recognise the taxation issues involved

COURSE OUTLINE

- General principles of IFRS concerning recognition, measurement and the retrospective approach
- Accounting policy selection, and review of available alternatives
- Fair value measurement of Financial Instruments and Compound Financial Instruments

- Impairment testing, use of estimates, de-recognition of financial assets
- Derivatives, hedge accounting, Special Purpose Entities and Securitisation
- Share-based payment transactions
- What IC, SIC and IFRIC Interpretations are and how they fit in with IFRS
- Presentation and disclosure requirements
- Interim Financial Reporting
- The benefits of IFRS in investment valuation and overcoming the problems of implementation
- Tax computations – how to ask the right questions and where to find the right information in IFRS financial statements to do a tax computation
- Reconciling financial statements reported net income to taxable income

METHODOLOGY

Interactive lectures and illustrations.

WHO SHOULD ATTEND

- Financial Controllers
- Finance Managers & Executives
- Group Accountants & Partners

- Auditors
- Tax Agents
- Fund Managers
- Preparers of financial statements, and individuals whose role requires them to understand and interpret IFRS financial statements and their impact on investment valuation and taxation

DATE, VENUE & CONTACT INFO

Date : 4 & 5 October 2011
Venue : Renaissance Kuala Lumpur Hotel
Contact : Anis
Tel : 03 2279 9364
Fax : 03 2273 5167

PROGRAMME FEE

Member : RM 850
Member Firm's Staff or Sponsored Staff¹ : RM 950
Non-member : RM 1,050

FACILITATOR

J. SELVARAJAH



Accounting for Agriculture – Covering Living Plants & Animals

The Malaysian Accounting Standards Board (MASB) has adopted IAS 41, Agriculture, which requires biological assets and agricultural produce to be measured at fair value with changes in fair value recognised as gains or losses in the income statement. Ready yourself before the Exposure Draft is issued as a Financial Reporting Standard in Malaysia.



OBJECTIVES

This course will:

- Explain the requirements IAS 41
- Focus on the fair value measurement principle prescribed
- Demonstrate how the fair value principle should be applied by entities engaged in agriculture
- Enable participants to understand the requirements of IAS 41 and assess the impact on their current practice

COURSE OUTLINE

- Introduction: Objectives and Scope
- Definitions: Agriculture
- Biological Assets and Agricultural Produce
- Recognition of Biological Assets (Bearer Biological Assets vs. Consumable Biological Assets) and Agricultural Produce

- Measurement of Biological Assets and Agricultural Produce
- Gains and Losses of Fair Value Changes
- Inability to Measure Fair Value Reliably
- Price Change vs Physical Change
- Government Grants Related to Agriculture
- Presentation and Disclosure
- Cases and Examples on Plantation Operations, Aquaculture and Livestock—Using the Fair Value Model

METHODOLOGY

Lecture-cum-discussions, Q&A sessions, examples and case studies

WHO SHOULD ATTEND

- Financial Controllers & Finance Managers
- Accountants & Auditors
- Fund Managers & Investment Analysts
- Company Secretaries
- Academicians

DATE, VENUE & CONTACT INFO

Date : 12 October 2011
Venue : Hilton Petaling Jaya
Contact : Anis
Tel : 03 2279 9364
Fax : 03 2273 5167

PROGRAMME FEE

Member : RM 550
Member Firm's Staff or Sponsored Staff¹ : RM 600
Non-member : RM 650

FACILITATORS

TAN LIONG TONG
WOON CHIN CHAN





Financial Reporting Standards Impact on Company Tax

The implementation of Financial Reporting Standards (FRSs) on Financial Instruments (FRSs 139, 132 & 7 and IC 9) brings significant changes in the measurement, presentation and disclosure of financial assets and liabilities. Learn about the changes and its relation to the Inland Revenue Board (IRB).

OBJECTIVES

Participants will be able to understand and deal with the following:

- Changes brought about by FRSs
- Fair value concept and how IRB views it
- Impact of effective interest rate, present value and amortised cost reporting
- Impairment losses
- Interest free loans and non arm's length loans
- Recognition of transaction costs
- Revenue and Capital in FRS vs. Revenue and Capital in the ITA 1967
- Realised and unrealised amounts and presentation in the Statement of Equity

COURSE OUTLINE

- The fair value concept
- Fair value through Profit & Loss Account (FVTPL) measurement basis and treatment in Profit & Loss Account (P&L)
- Held-to-Maturity (HTM) instruments, measurement and treatment in P&L

- Loans and Receivables (L&R)
- Available for Sale (AFS) financial assets, measurement and treatment in P&L
- Its impact and treatments in tax computations
- Computation of effective interest rates
- Present value and amortised cost reporting
- Impairment losses for loans & receivables (L&R) and Held-to-Maturity assets & liabilities (HTM)
- Interest free loans and non-arm's length loans
- Recognition of transaction costs
- Effects of hedging instruments & hedged items
- Derivatives and embedded derivatives
- Business Combinations–Fair Value & Goodwill

METHODOLOGY

Interactive lectures with illustrations.

WHO SHOULD ATTEND

- Financial Controllers, Managers & Executives
- Group Accountants, Partners & Auditors
- Tax Agents and Others who prepare and need to understand the financial impact taxation on a company's financial statements and investment valuation

DATE, VENUE & CONTACT INFO

Date : 17 October 2011
Venue : Parkroyal Hotel, Kuala Lumpur
Contact : Vithyaah
Tel : 03 2279 9362
Fax : 03 2273 5167

PROGRAMME FEE

Member : RM 450
Member Firm's Staff or Sponsored Staff¹ : RM 500
Non-member : RM 550

FACILITATOR

J. SELVARAJAH



Practical Accounting Principles and Practices

Equip your staff with adequate knowledge in maintaining accurate accounting records to ensure proper administration of your business enterprise.

OBJECTIVES

Participants will learn:

- Accounting standards, concepts, equations and uses of accounting data and the systematic steps in the recording process
- Journalising and posting adjusted entries correctly
- How to manage inventory accounting, perform account and bank reconciliation accurately
- Importance of cash flow statement
- How to complete the accounting cycle systematically
- Common features in a computerised accounting system
- Understand salient points of accounting standards relevant to the presentation of financial statements

COURSE OUTLINE

DAY ONE

- The Accounting Framework
- The Double-Entry System
- Steps in the Recording Process
- Depreciation of Fixed Assets
- Adjustment at Financial Year-End

DAY TWO

- Preparation of Financial Statement
- Correction of Errors
- Inventory Accounting
- FRS 101–Presentation of Financial Statements
- FRS 107–Cash Flow Statements

METHODOLOGY

Lectures, supported by discussions on relevant issues and exercises facilitated by the trainer.

WHO SHOULD ATTEND

- Office Administrators & Their Assistants
- Secretaries & Accounts Clerks/ Supervisors
- Finance Executives and other staff involved in accumulating accounting data

DATE, VENUE & CONTACT INFO

Date : 17 & 18 October 2011
Venue : Hotel Armada, Petaling Jaya
Contact : Zuraini
Tel : 03 2279 9352
Fax : 03 2273 5167

PROGRAMME FEE

Member : RM 900
Member Firm's Staff or Sponsored Staff¹ : RM 1,000
Non-member : RM 1,100

FACILITATOR

KENNETH TAM

Value for Money (Performance) Audit

Enable your business to be more cost effective in using resources; to implement appropriate policies and procedures; and to determine best practices to improve the quality of services and product delivery through this Value for Money (VFM) audit course.



OBJECTIVES

Participants will be provided with:

- An independent assessment and advice about how economical, efficient and effective the organisation has used its resources
- Ways for the organisation (i.e. the auditee) to improve their performance in achieving value for money and implementing suitable policies and procedures
- The best practices to improve the operations in terms of enhancing services and product deliveries
- An understanding of the principles and practices involved in VFM audit
- Practical examples mainly from the VFM work in several international jurisdictions; especially the UK (the world's leading audit institution in this field)
- Particular challenges faced by audit institutions less experienced with performance audit

COURSE OUTLINE

- Introduction to VFM: Concept and purpose of VFM auditing
- The relationship between VFM auditing with financial and operational audits (bringing together financials, operations, compliances and performance)
- The current global trends in VFM auditing
- VFM global best practices
- The VFM auditing process and methodology
- The various VFM audit tools
- Illustrations of the various VFM audit tools
- Development in VFM audits
- Producing best practice advice and support
- Case studies on VFM Audits
- The scrutiny of audit findings
- Illustrative VFM reports
- Challenges faced in VFM audits

METHODOLOGY

PowerPoint presentations, case studies and group work, followed by Q&A sessions.

WHO SHOULD ATTEND

Audit personnel from all levels who wish to be more informed on VFM audit.

DATE, VENUE & CONTACT INFO

Date : 3 & 4 October 2011
Venue : Renaissance Kuala Lumpur Hotel
Contact : Elin
Tel : 03 2279 9341
Fax : 03 2273 5167

PROGRAMME FEE

Member : RM 700
Member Firm's Staff
or Sponsored Staff ¹ : RM 800
Non-member : RM 900

FACILITATOR

RAMESH RUBEN LOUIS

New Public Rulings in 2011

Public rulings are issued by IRB to provide guidance to clarify uncertainties and best practices of the IRB and at the same time assist taxpayers to comply with the tax legislation. This workshop will introduce the most recent developments by IRB, highlighting the new public rulings on tax treatment for Interest Expenses, Rental Income and Investment Holding Companies.



OBJECTIVES

Participants will be able to:

- Receive updates on the new public rulings by IRB
- Discuss and learn the practical implications of the IRB rulings and framework
- Learn through illustrative case studies to examine the implementation and transition issues

COURSE OUTLINE

- Public Ruling 2/2011: Interest Expense and Interest Restriction
- Public Ruling 3/2011: Investment Holding Company
- Public Ruling 4/2011: Income from Letting of Real Property

METHODOLOGY

Lectures, supported by extensive case studies.

WHO SHOULD ATTEND

- Financial Controllers
- Finance Managers & Executives
- Tax Preparers
- Accountants & Auditors
- Tax Advisors

DATE, VENUE & CONTACT INFO

Date : 27 October 2011
Venue : Hilton Kuching
Contact : Aileen
Tel : 082 418 427
Fax : 082 417 427

Date : 31 October 2011
Venue : Parkroyal Hotel, Kuala Lumpur
Contact : Hidayah
Tel : 03 2279 9368
Fax : 03 2273 5167

Date : 18 November 2011
Venue : Hilton Petaling Jaya
Contact : Hidayah
Tel : 03 2279 9368
Fax : 03 2273 5167

Date : 23 November 2011
Venue : Traders Hotel, Penang
Contact : Sylvia Anthony
Tel : 04 261 3320
Fax : 04 261 3321

Date : 25 November 2011
Venue : Mutiara Hotel, Johor Bahru
Contact : Nasheta / Hanem / Ms Chan
Tel : 07 227 0369
Fax : 07 222 0391

PROGRAMME FEE

Member : RM 500
Member Firm's Staff
or Sponsored Staff ¹ : RM 550
Non-member : RM 600

FACILITATOR

CHOW CHEE YEN

BUDGET 2012

Budget 2012 Proposals & Recent Developments

MIA in collaboration with MATA will once again be organising 2012 Budget seminar nationwide, in conjunction with the very much awaited 2012 Malaysian Budget proposals, which will be announced by Honourable Prime Minister of Malaysia/ Minister of Finance, YAB Dato' Sri Mohd Najib Tun Abdul Razak on 7 October 2011.

The 2012 Budget, with the theme "Together Driving Transformation" will focus on accelerating transformation efforts towards enhancing the growth momentum and sustaining the well-being of the rakyat. This one-day seminar aims to discuss key issues on the tax proposals, both new and amendments, in the Budget and the implications to various tax rules and legislations. Highlights of recent tax updates and developments for the benefit of taxpayers and tax practitioners will also be discussed.

PROGRAMME FEE

Member (MIA & MATA) : RM 350
Non-member : RM 450



FREE FOR ALL PARTICIPANTS!
**2012 Budget Commentary and
Tax Information**

Jointly presented with:



DATES & VENUES

REGION	DATE (2011)	VENUE
Central Region	13 October	Renaissance Kuala Lumpur Hotel
	20 October	Hilton Petaling Jaya
Northern Region	13 October	Traders Hotel, Penang
	19 October	StarCity Hotel, Alor Setar
	19 October	Syuen Hotel, Ipoh
East Coast	23 October	Grand Riverview Hotel, Kota Bharu
	24 October	Hotel Grand Continental, Kuala Terengganu
	25 October	M. S. Garden Hotel, Kuantan
Southern Region	13 October	The Landmark Hotel, Batu Pahat
	14 October	Mutiara, Johor Bahru
	17 October	Renaissance Hotel, Melaka
Sabah	13 October	Shangri-La's Tg Aru Resort & Spa, Kota Kinabalu
	14 October	Promenade Hotel, Tawau
	18 October	Sabah Hotel, Sandakan
	19 October	Grand Dorsett Labuan Hotel, Labuan
Sarawak	17 October	Hilton Kuching
	18 October	RH Hotel, Sibul
	20 October	Imperial Palace Hotel, Miri
	21 October	New World Suites, Bintulu

PROGRAMME

CENTRAL REGION		OTHER REGIONS	
8:00am	Registration & Light Refreshment	8:30am	Registration
9:00am	2012 Budget Tax Proposals—Economics Highlights & Implications Speaker: Representative from Ministry of Finance	9:00am	2012 Budget Tax Proposals
10:30am	Morning Coffee	10:30am	Morning Coffee
11:00am	2012 Budget Tax Proposals—Direct Tax Speaker: Tax Expert from Private Sector	11:00am	2012 Budget Tax Proposals (cont'd)
12:30pm	Lunch	12:30pm	Lunch
2:00pm	2012 Budget Tax Proposals—Indirect Tax Speaker: Representative from Royal Malaysian Customs	2:00pm	Updates on Recent Changes to Tax Law & Practice Developments
3:00pm	Dialogue Session: Recent Developments & Tax Updates Speakers: Tax Experts from Private Sector/Ministry of Finance/Inland Revenue Board/Royal Malaysian Customs	3:30pm	Afternoon Tea
4:30pm	Afternoon Tea	4:00pm	Recent Tax Cases Updates and How Its Decision Impact on Tax Principles
5:00pm	End of Seminar	5:00pm	End of Seminar

Fundamentals of Budgeting and Cash Flow Forecasting

This programme introduces business planning and budgeting framework, from scratch. Learn the right techniques to fulfil your company's corporate strategy by effectively budgeting a resource plan, and understanding the intricacies of the budgeting system.

OBJECTIVES

Participants will learn the following:

- The budget planning process, preparation, review and control
- How to implement company's budget successfully
- Link budget to business or operating plan
- Explore budget planning to achieve strategic goals
- Preparing cash flow and resolve cash deficit
- Steps in measuring actual progress against company target
- Recognise the importance of human behaviour affecting the budget

COURSE OUTLINE

- Importance of planning framework in the budgeting process
- How to set objectives and strategies
- Approach of budget preparation

- How to develop a functional budget
- How to prepare a master budget
- Types of budget systems
- Cash flow forecasting & planning
- Problems in budgeting
- Budgetary control and analysing budget variance
- Making next year's budget a success

METHODOLOGY

Lectures, discussions and exercises, facilitated by the trainer.

WHO SHOULD ATTEND

- Accountants
- Business Planners & Business Owners
- Operation & Project Engineers
- General Managers
- Corporate Secretaries
- Financial Managers & Executives
- Heads of Department and staff involved in budget preparation



DATE, VENUE & CONTACT INFO

Date : 12 & 13 October 2011
Venue : Melia Hotel, Kuala Lumpur
Contact : Hidayah
Tel : 03 2279 9368
Fax : 03 2273 5167

PROGRAMME FEE

Member : RM 900
Member Firm's Staff or Sponsored Staff¹ : RM 1,000
Non-member : RM 1,100

FACILITATOR

KENNETH TAM

This programme is recognised by:

PSMB's



1Malaysia
Training Programme
Scheme



Integrating Financial Data for Management Reporting

Do you ever wish to have more than 24 hours in a day? Leverage on technology—by managing the sources of your data more effectively. This programme aims to share how you can better take advantage of the MS Office applications that are used commonly. With technology, you will not only be able to speed up your work, but also be more effective at it. Reduce your workload and stress levels—work smart with technology!

OBJECTIVES

Participants will be able to:

- Extract database files, link and consolidate financial data using excel functions
- Share data with other applications, such as PowerPoint, MS Word, MS Excel
- Learn to use various practical shortcut functions and tips to be more efficient at work
- Present data professionally with the use of PowerPoint

COURSE OUTLINE

- First Things First – Why Technology?
- Working Smart with Data Using Excel
 - McApple: Quick Sales Report Preparation with Excel
 - Useful Smart Functions

- Retrieve External Database Files from Query Table
- Linking and Consolidating Worksheets
- Sharing Data with other Applications
- Professional Presentations with PowerPoint
 - Integrating Excel Data/Charts in PowerPoint
 - The Final Hurdle

METHODOLOGY

Practical hands-on exercises accompanied by lectures and discussions.

WHO SHOULD ATTEND

- Accountants
- Managers
- Executives
- Entrepreneurs & the Self-Employed

DATE, VENUE & CONTACT INFO

Date : 12 & 13 October 2011
Venue : Hilton Petaling Jaya
Contact : Elin
Tel : 03 2279 9341
Fax : 03 2273 5167

PROGRAMME FEE

Member : RM 1,100
Member Firm's Staff or Sponsored Staff¹ : RM 1,200
Non-member : RM 1,300

FACILITATOR

KOK YEE LAN, JOANNE



E-mail and Business Letter Writing Skills

Good writing skills are imperative in any organisation. These skills can often mean the difference between success and failure. The results are, literally in your hands.

OBJECTIVES

At the end of the course, you will be able to:

- Know what makes business e-mail/letters effective
- Employ strategies to write powerful and effective business e-mail/letters
- Edit e-mail/letters for grammar and for sentence style
- Compose messages for different kinds of e-mails/letters

COURSE OUTLINE

Section 1:

Why business communication?

Section 2:

The e-mail/letter writer's craft

Section 3:

Appearance counts

Section 4:

Composing the message

Section 5:

Different kinds of e-mails/letters

METHODOLOGY

Participants will be given:

- Instruction on the principles of report writing
- The opportunity to examine business reports and carry out numerous activities—aimed at developing practical techniques and skills related to the business environment

WHO SHOULD ATTEND

- Managers
- Executives
- Administrators
- Graduates
- Undergraduates
- Students and all those who need to function in English, especially in written form

DATE, VENUE & CONTACT INFO

Date : 4 & 5 October 2011
 Venue : Melia Hotel, Kuala Lumpur
 Contact : Vithyaah
 Tel : 03 2279 9362
 Fax : 03 2273 5167

PROGRAMME FEE

Member : RM 900
 Member Firm's Staff
 or Sponsored Staff¹ : RM 1,000
 Non-member : RM 1,100

FACILITATOR

NG KEAT SIEW, DR.

How satisfied are you?

Extremely satisfied

Very satisfied

Somewhat satisfied

Unsatisfied

Very unsatisfied

How to Successfully Implement a KPI System within an Organisation – A Practical Approach

Knowing what is going on within an organisation is as crucial as wanting the organisation to succeed. This programme will make an attempt to provide Management with insight on how to successfully carry out the Key Performance Indicator (KPI) system.

OBJECTIVES

This programme is designed to provide participants an understanding of the essential factors critical to implementing a KPI system and how it can be managed successfully within an organisation.

WORKSHOP OUTLINE

- Setting the Objective
- Corporate resources to tap on
- Identifying the need to measure
- Efficiency vs. Effectiveness in Performance Management
- Checklist on what is needed
- Scenario Analysis
- Level of KPIs
- Examples of effective KPIs
- Strategy, Objectives and Competency link
- What to do when a KPI is achieved
- The Performance language: K-Lingo™
- Checklist to select an appropriate approach

- Excel spreadsheets to illustrate OCS™ and CSO™ methods
- The role of a Steering Team
- How to select the team
- Possible Perspectives
- Criteria to select appropriate perspectives
- Performance-Reward link
- Case Studies

METHODOLOGY

Excel spreadsheets will be used to further illustrate useful methods that can be adopted.

WHO SHOULD ATTEND

- Directors
- Accountants & Auditors
- Company Secretaries
- Regulatory & Compliance Managers or Officers
- Human Resources Managers & Executives
- All Managers responsible for Performance Management

DATE, VENUE & CONTACT INFO

Date : 3 & 4 October 2011
 Venue : Hyatt Regency Kinabalu, Kota Kinabalu
 Contact : Shirley
 Tel : 088 261 291
 Fax : 088 261 290

Date : 23 & 24 November 2011
 Venue : Hilton Petaling Jaya
 Contact : Meera
 Tel : 03 2279 9360
 Fax : 03 2273 5167

PROGRAMME FEE

Member : RM 1,500
 Member Firm's Staff
 or Sponsored Staff¹ : RM 1,650
 Non-member : RM 1,800

FACILITATOR

HARMAN J., DR.

In Partnership with:

Regal
 Solutions
 (Asia)

* Includes KPI Development Template in MS Excel + Tel & E-mail support for 2 months.

Effective Stock Take Techniques

Improve your day-to-day management of inventory with a clear focus on improved efficiency and effectiveness to reduce inventory costs! This programme will give you practical knowledge on the processes and best practices to inventory stock taking and managing variances.



OBJECTIVES

Participants will learn:

- Importance of inventory accuracy and stock valuation in business enterprise
- Physical inventory techniques and process
- Cycle counting and its applications
- How to control stock variances
- How to reduce error at source
- Process related and transaction related errors
- How to manage obsolete stocks

COURSE OUTLINE

- Concepts and Principles
- Stock Take Management
- Variance Reporting
- Operating Systems
- Resource Management and Security

METHODOLOGY

Lectures, supported by PowerPoint presentation on concepts, role-playing, case studies, exercises, and sharing of practical situations.

WHO SHOULD ATTEND

Junior staff from the following departments in the manufacturing or trading industry:

- Finance & Accounting
- Supply & Distribution
- Audit
- Stock Control

DATE, VENUE & CONTACT INFO

Date : 10 October 2011
Venue : Parkroyal Hotel, Kuala Lumpur
Contact : Elin
Tel : 03 2279 9341
Fax : 03 2273 5167

PROGRAMME FEE

Member : RM 400
Member Firm's Staff or Sponsored Staff¹ : RM 450
Non-member : RM 500

FACILITATOR

TEO KIM SOON

Entrepreneurial Approach to Credit Management & Debt Recovery

Are you ready to be profitable for your organisation? Embrace smart sales to increase your company cash flow. Even if you are dealing with credit, you can be sure to approach credit management and debt recovery effectively through this course, today.



OBJECTIVES

This course will assist participants in:

- Managing cash flow and debtors efficiently
- Improving analytical skills in collection
- Providing a variety of techniques in collection of debts

COURSE OUTLINE

DAY ONE

Managing Cash Flow

- The Business Environment
- Credit Policies and Procedures
- Collection Policies and Procedures
- Business Policies and Practices

DAY TWO

Managing the Debtors

- Why Collection Should Be a Problem
- Understanding Debtor Behaviour

- Customer Management Requirements
- Requirements for an Effective Collection
- Telephone-Based Collection

Workshops on:

- Drafting Policies and Procedures
- Credit Screening
- Collection strategies and customer communications

METHODOLOGY

Lectures and discussions.

WHO SHOULD ATTEND

- Entrepreneurs & Business Managers
- Bankers & Accountants
- Marketing Managers
- Finance Executives
- Sales & Collection Executives
- Supervisors & Credit Analysts
- Credit Control & Recovery Officers

DATE, VENUE & CONTACT INFO

Date : 10 & 11 October 2011
Venue : Concorde Hotel, Kuala Lumpur
Contact : Vera
Tel : 03 2279 9358
Fax : 03 2273 5167

PROGRAMME FEE

Member : RM 800
Member Firm's Staff or Sponsored Staff¹ : RM 900
Non-member : RM 1,000

FACILITATOR

STEVEN LIEW, DR.





Human Resources Management Series

Human resources make up the driving force of any organisation, enabling continuous growth and profitability. This series of HR Management Workshops aims to sharpen and empower your workforce toward becoming your most invaluable asset for your organisation.

WORKSHOP 1

The Employment Act 1955 – Understanding, Interpretation, Application & Compliance (including the latest 2011 amendments) 6 & 7 October 2011

To achieve organisational goals, hiring people in the modern-economy requires legal savvy in unravelling relevant portions of labour legislation as well as recognising key skills in acceptable applied practices, appropriate attitudes and mindsets. Can you say that you are up to the task? Learn how you can harness all the legal provisions at your disposal to create a truly 21st Century workforce.

OBJECTIVES

Participants will learn:

- Basic working knowledge of the Employment Act 1955 (including the latest year 2011 amendments, expected to take effect in November 2011)
- To inculcate specific attitudes towards achieving professional industrial relations management
- To avoid the costly consequences of non-compliance and promote harmony in the work environment

WORKSHOP OUTLINE

- Introduction and Overview
- Malaysian Industrial Relations: System & Machinery
- Laws Relating to Employment in Malaysia
- Components of the Employment Contract
- Definitions in the EA 1955
- Contractors for Labour
- Contracts of Service & Contracts for Service
- Taking Disciplinary Action & Breach of Contract Wages
- Employment of Women
- Maternity Protection
- Rest Days, Hours of Work, Shift Work, Holidays, Annual Leave & Sick Leave
- Ordinary Rate of Pay
- Employment of Foreign Workers
- Sexual Harassment & Remedies
- Offences & Penalties
- Employment Regulations 1957 & 1980
- Employment (Part-Time Workers) Regulations 2010

WHO SHOULD ATTEND

- Business Owners & Entrepreneurs
- Accountants
- Managers, Executives & Supervisors

FACILITATOR

MUHAMMAD SADAS ABDULLAH

WORKSHOP 2

Developing An Effective Employee Handbook 17 October 2011

The employee handbook informs employees about company policies, procedures and practices and communicates expected standards of performance and conduct. A well-designed handbook can positively influence employees' morale and promote employees' loyalty. It serves as an important guide in your daily business activities—important enough that you should pause and pay attention on how to develop one properly. Be preemptive. Learn how to develop this key document before you need answers, not when you need them.

OBJECTIVES

Participants will learn to:

- Determine policies, practices, and procedures
- Use the handbook to help employees make adjustments
- Tailor information to accommodate change
- Use a well-written handbook to support employees and supervisors
- Differentiate clearly between a policy handbook and a human resource handbook
- Discuss how to write a human resource handbook
- Identify pitfalls to avoid in writing a human resource handbook

WORKSHOP OUTLINE

- **Module 1:** What is a Human Resource (HR) Handbook?
- **Module 2:** How Do You Know What to Tell Your Employees?
- **Module 3:** Writing Policy Summary
- **Module 4:** Use Your HR Handbook
- **Module 5:** Review

WHO SHOULD ATTEND

- Human Resource Practitioners
- Human Resource Managers, Executives & Supervisors
- Office Managers
- Administration Managers
- Administrators
- General Affairs Managers, Executives & Officers
- Personal Assistants & Secretaries

FACILITATOR

PAT YEOH

WORKSHOP 3

Effective Hiring and Interviewing Skills 14 & 15 November 2011

There isn't a great organisation in the world that isn't staffed with great people. That is why filling key positions requires managers to be able to discern the greats from the mediocres during the hiring process. The manager's interview technique needs to be able to match the best people for the right position. Let us teach you the best practices when it comes to determining who makes the cut—your business depends on it.

OBJECTIVES

Participants will be able to:

- Describe the Candidate's implicit skills based on the HAIR and LEMON model
- Identify 7 critical stages of an Effective Interviewing Process and 7 Professional Roles of a recruitment personnel
- Plan and structure the interview session to obtain the 7 key information
- Demonstrate basic clarification skills
- Demonstrate at least 3 appropriate methods for effective Verification S
- Handle 3 types of difficult candidates, namely the Talkative, Arrogant and Manipulative candidates

WORKSHOP OUTLINE

- **Module 1:** The Whole Brain Functions
- **Module 2:** The Interviewing Process
- **Module 3:** The Professional Recruitment Personnel
- **Module 4:** Processing Information
- **Module 5:** Handling Difficult Candidates
- **Module 6:** Case Studies & Role Plays

WHO SHOULD ATTEND

- Human Resource Managers, Executives & Personnel
- Recruitment Specialists
- Anyone involved in the recruitment and interviewing process for their company

FACILITATOR

PAT YEOH

WORKSHOP 4

Managing & Processing Payroll in Malaysia

24 & 25 November 2011

You can boost your human resources by ensuring proper preparation of payslips and statutory returns. Find out how you can improve on the payroll management and process for your organisation, in order to keep your employees happy and motivated to work, beyond pay day.

OBJECTIVES

Participants will understand:

- How to calculate pay based on employment terms & conditions according to the Employment Act 1955
- Termination and lay-off benefits and its computation
- The computation of EPF, SOCSO, HRDF contributions and income tax deduction
- The background and benefits of EPF, SOCSO, HRDF contributions and income tax deduction
- How to set up the payroll system and its upkeeping
- Year-end reports and statutory requirements

COURSE OUTLINE

- Definition of Payroll
- Employment Terms & Conditions
- Application of Employment Act
- Employment Related Calculations
- Application of Employment Related Calculations
- Termination and Lay-off Benefits
- Application of Termination and Lay-off Benefits
- Employees Provident Fund (EPF)
- Social Security Organisation (SOCSO)
- Human Resource Development Fund (HRDF)
- Income Tax Deductions
- Setting Up the Payroll System and Upkeeping

WHO SHOULD ATTEND

- Finance Managers & Accountants
- Finance & Accounts Executives
- Human Resource Managers & Executives
- Administration, Personnel Managers & Executives
- Payroll Executives
- Those responsible for payroll processing

FACILITATOR

PAT YEOH

METHODOLOGY

Lectures, facilitated by PowerPoint presentations, participative group discussions and Q&A sessions. Participants will receive course notes, actual case studies and examples, exercises and application of principles.

VENUE & CONTACT INFO

Venue : Hotel Istana, Kuala Lumpur
 Contact : Hidayah
 Tel : 03 2279 9368
 Fax : 03 2273 5167

WORKSHOP 5

Payroll Tax Computation Using The New Monthly Tax Deduction Method

15 December 2011

The implementation of the Computerised Calculation Method on 1 January 2009 and its further streamlining has left employees in the dark on the sudden changes in their monthly tax deductions. Those in payroll processing must understand the impact and implications of the new Computerised Calculation Method as it employs new calculations and formulae. Update yourself with new payroll information today and get your payroll calculations correct all the time!

OBJECTIVES

Participants will learn:

- The impact and implication of the new Monthly Tax Deduction using:
 - The Computerised Calculation Method
 - The new Schedular Tax Deduction Table
- The Computerised Calculation Method Formula
- To compute the Monthly Tax Deduction (MTD) using the formula provided by LHDNM manually
- To compute the Additional Remuneration using the formula provided by LHDNM manually
- Why the new Monthly Tax Deduction (MTD) was implemented and the benefits of its implementation
- Implementation of the MTD Method

COURSE OUTLINE

- Introduction
- Background of the Schedular Tax Deduction (STD) and Monthly Tax Deduction (MTD)
- Why was the new Monthly Tax Deduction (MTD) Method Implemented?
- Scenarios before the Implementation of the Monthly Tax Deduction

WHO SHOULD ATTEND

- Finance Managers & Accountants
- Finance & Accounts Executives
- Human Resource Managers & Executives
- Administration, Personnel Managers & Executives
- Payroll Executives
- Those responsible for payroll processing

FACILITATOR

PAT YEOH

WORKSHOP 6

Handling Misconduct & Domestic Inquiry

20 & 21 December 2011

Human resources management these days requires the appropriate knowledge, skills and attitudes to function as 'first-contact' representatives of senior management. Are you sure your supervisors are technically proficient, well-trained, have a manageable team size, are effective go-betweens for senior management and is up to speed on the latest internal developments? Don't miss out the opportunity to learn how you can strengthen this crucial element of your organisation!

OBJECTIVES

Participants will be able to deal with:

- Disciplinary matters such as investigations, due inquiries and punishment
- Justice professionally, fairly, firmly, and without fear or favour
- The due inquiry process professionally and protect the organisation's interests

WORKSHOP OUTLINE

- Management's right to discipline and punish
- Mechanics of taking disciplinary action
- Reducing indiscipline – your action plan
- Section 14 of the Employment Act 1955
- What is... Due Inquiry? Domestic Inquiry? Natural Justice? Substantive Justice? Social Justice? Misconduct? Condonation? Does a show-cause letter satisfy the requirement of "due inquiry"?
- Purpose of Investigation – 1H5W of Investigation
- Purpose of Due Inquiry
- Findings of the panel of inquiry and punishment
- Consequences of a defective inquiry
- Industrial & superior Courts position on "Domestic Inquiries"
- What to do to properly handle general indiscipline, attitude problems, tardiness, absence and performance problems
- Due diligence in documentation, follow-up & consistency

WHO SHOULD ATTEND

- Human Resource Managers & Executives
- Non-HR Managers entrusted with Human Resource functions
- Departmental Heads, Operations Managers & Executives
- Owners of small/medium sized businesses
- Anyone who wants to understand the legal and practical requirements of conducting "Domestic" Inquiries
- Anyone who is or may be involved in the Investigation & DI process

FACILITATOR

MUHAMMAD SADAS ABDULLAH



PROGRAMME FEE FOR:

	1-Day Workshop	2-Days Workshop
Member	: RM 450	: RM 900
Member Firm's Staff or Sponsored Staff ¹	: RM 500	: RM 1,000
Non-member	: RM 550	: RM 1,100

Enjoy 10% Discount off total fees when you sign up for 3 or more workshops!



Independent Directors – A Necessity, Not a Choice

Understand and appreciate the exact role, functions and responsibilities of Independent Directors in the discharge of their fiduciary duties in ensuring effective boardroom deliberations. Further enhance your skills and diligence expected of Independent Directors by the Regulators by delivering sustainability of business activities of the listed issuer.

OBJECTIVES

Participants will learn:

- The important questions for Independent Directors to ask for an effective Board to function efficiently
- How to discharge fiduciary and legal duties of Directors in the best interest of the Company
- The essential characteristics of an Independent Director

COURSE OUTLINE

- Understand the Key Challenges of Independent Directors
- Responsibility to Strengthen the Financial Reporting Chain
- Oversight Duties from Merit-Based to Disclosure-Based Regime

- Workshop Session: Managing Business Growth Strategies – AirAsia Bhd
- Key Attributes of Independent Directors As A Catalyst for Effective Boardroom Dynamics

METHODOLOGY

PowerPoint presentation with relevant case studies on specific areas and discussions.

WHO SHOULD ATTEND

- Directors
- Chief Executive Officers
- Chief Financial Officers
- Finance Managers
- Company Secretaries
- Chief Risk Officers
- Chief Internal Auditors

DATE, VENUE & CONTACT INFO

Date : 13 October 2011
Venue : Concorde Hotel, Kuala Lumpur
Contact : Vithyaah
Tel : 03 2279 9362
Fax : 03 2273 5167

PROGRAMME FEE

Member : RM 550
Member Firm's Staff or Sponsored Staff¹ : RM 600
Non-member : RM 650

FACILITATOR

BOEY TAK TONG



Understand How Banks Structure & Approve Banking Loan

On 19 January 2010, Bank Negara Malaysia introduced new guidelines on the classification of non-performing loans. The provisioning for loan impairment was also amended to comply with FRS 139. These and other new guidelines will soon change the financial and banking landscape for all players. Thus, many businessmen, accountants and managers have to be aware of the banks' comprehensive risk management policies and its effects on how they finance their business and influence their daily transactions. Master the computation of these new risk weights today!

OBJECTIVES

Participants will learn to:

- Assess CREDIT risk weights of the various categories of exposures under the Standardised Approach and Internal Rating Based Approach
- Use the tools preferred by bankers to process and approve your loan applications
- Run a business by mapping out a business model
- Convince bankers to achieve your goals
- Avoid the irascible manners of some bank officers in handling your proposition
- Help your bank and its officers to feel comfortable and confident to do business with you

COURSE OUTLINE

DAY ONE

- **Session 1:** Deals with the financial statements used for loan applications and how banks interpret them

- **Session 2:** The new guidelines require banks to determine the risk weights of their exposures to different types of borrowers and banking facilities
- **Session 3:** Looks at how banks choose their customers through the old method of Credit-Scoring technique and other Credit tools

DAY TWO

- **Session 4:** Banks are guided by the moral guidance from Bank Negara Malaysia and then choose their preferred customers and selected types of banking products to market
- **Session 5:** Showing actual methods that banks adopt at all times to determine your credit lines and limits and keep their interests in check

METHODOLOGY

Lectures supported by case studies.

WHO SHOULD ATTEND

- Credit Officers
- Managers & General Managers
- Accountants & Financial Controllers
- Businessmen
- Chief Financial Officers
- Chief Operating Officers
- Chief Executive Officers & Directors

DATE, VENUE & CONTACT INFO

Date : 24 & 25 October 2011
Venue : Concorde Hotel, Kuala Lumpur
Contact : Anis
Tel : 03 2279 9364
Fax : 03 2273 5167

PROGRAMME FEE

Member : RM 800
Member Firm's Staff or Sponsored Staff¹ : RM 900
Non-member : RM 1,000

FACILITATOR

AGEE LEE

JOINTLY ORGANISED BY:



MALAYSIAN INSTITUTE OF ACCOUNTANTS
ACCOUNTANTS: MANAGERS OF VALUE

PROUD HOST:



Suruhanjaya Sekuriti
Securities Commission
Malaysia

IN PARTNERSHIP WITH:



Audit Quality: Thinking Ahead of the Game



6 OCTOBER 2011 (THURSDAY), AUDITORIUM, SECURITIES COMMISSION, KUALA LUMPUR

The Capital Market Masterplan 2 charts the path to building a capital market that will be distinguished by the quality of governance. Good governance is predicated on the reliability and quality of information disclosures, which relies on the quality of work of gate-keepers, auditors being one of them. With International Financial Reporting Standards (IFRS) inching closer and closer, you would want to be prepared for the alteration of the financial reporting landscape. The implementation of the Clarified International Standards on Auditing (ISAs) demands more thought in assessing audit risks, applying professional skepticism and exercising professional judgments. The new ISA 265 has increased expectation on the quality of communication between auditors and those charged with governance. Gain insights on how this new standard influences the relationship between auditors, audit committee and management, and the level of governance of public interest entities. Stay ahead of the game—sign up now!

OBJECTIVES

You will be able to:

- Comprehend the impact of the IFRS convergence to auditors
- Understand perspectives of the AOB in enhancing audit quality
- Gain insights from the experience in implementing the Clarified ISAs in other jurisdictions
- Appreciate best practices in communication with those charged with governance

PROGRAMME OUTLINE

- The Impact of IFRS Convergence on Auditors
- AOB's Perspective of Audit Quality
- Implementation of Clarified ISAs in the EU
- Forum: "Auditor's Communication with Those Charged with Governance"

PROGRAMME FEE

Member	: RM 600
Member Firm's Staff or Sponsored Staff ¹	: RM 650
Non-member	: RM 700

FACILITATORS

- NIK MOHD HASYUDEEN YUSOFF
- SUKANTA DUTT
- MOHAMMAD FAIZ MOHAMMAD AZMI
- THONG FOO VUNG
- LIM FEN NEE
- SUE ALMOND
- DEVANESAN EVANSON
- Y.BHG TAN SRI DR ABDUL SAMAD HJ ALIAS
- Y.BHG DATUK MOHD NASIR AHMAD

CONTACT INFO

Contact : Vera
Tel : 03 2279 9358
Fax : 03 2273 5167

ENJOY GROUP DISCOUNTS

3 - 5 pax : 5% off
6 or more pax : 10% off *50% off for Academicians

IFRS/FRS & ACCOUNTING

A Comprehensive Workshop on Deferred Taxation

- 6 & 7 September 2011, Hotel Istana Kuala Lumpur

Malaysian Financial Reporting Standards - Overview of New and Revised FRSs

- 6 September 2011, Sabah Hotel, Sandakan
- 8 September 2011, Promenade Hotel, Tawau

A Changing Group Structure Going Forward – Identifying, Capturing and Disclosing New Entities under IFRS 10, 11 and 12

- 8 September 2011, Renaissance Kuala Lumpur Hotel

Updates of FRSs 2010/11 New and Revised FRSs, Amendments, IC Interpretations and the New Bursa Listing Requirements

- 12 & 13 September 2011, Hilton Petaling Jaya

IFRS & Audit Committees – Adding Value

- 12 & 13 September 2011, Hilton Petaling Jaya

Financial Impact of Adopting IFRS and Related Tax Implications

- 20 & 21 September 2011, Hotel Armada, Petaling Jaya

IFRS Convergence – Are You Ready?

Workshop 1: Statement of Comprehensive Income, Statement of Equity and Related Notes to Financial Statements

- 9 September 2011, Renaissance Kuala Lumpur Hotel

Workshop 2: Statement of Financial Position and Related Notes to Financial Statements

- 23 September 2011, Renaissance Kuala Lumpur Hotel

Workshop 3: Financial Instruments Demystified

- 19 October 2011, Renaissance Kuala Lumpur Hotel

Workshop 4: IFRS Compliant Financial Statements – A Step-by-Step Guide to Preparation

- 8 November 2011, Renaissance Kuala Lumpur Hotel

Workshop 5: IC Interpretation 12 (IFRIC 12) – Service Concession Arrangements

- 24 November 2011, Renaissance Kuala Lumpur Hotel

AUDITING, ASSURANCE & RISK MANAGEMENT

Highlights of Newly Issued, Revised & Re-drafted Clarified Standards

- 22 & 23 September 2011, Traders Hotel Penang
- 3 & 4 November 2011, Shangri-La's Tanjung Aru Resort & Spa, Kota Kinabalu
- 10 & 11 November 2011, Mutiara Johor Bahru
- 24 & 25 November 2011, Concorde Hotel, Kuala Lumpur

Auditor's Risks Assessment

- 29 & 30 September 2011, Mutiara Johor Bahru
- 6 & 7 October 2011, Melia Hotel, Kuala Lumpur
- 6 & 7 December 2011, Hyatt Regency, Kota Kinabalu
- 8 & 9 December 2011, Hilton Kuching

Practical Audit Series Training – Intermediate Level for Small Medium Practices

- 7 & 8 September 2011, Traders Hotel, Penang
- 26 & 27 September 2011, Seri Pacific Hotel, Kuala Lumpur

Practical Audit Series Training – Advanced Level for Small Medium Practices

- 12 & 13 September 2011, The Pacific Sutera, Kota Kinabalu
- 14 & 15 September 2011, Grand Margherita Hotel, Kuching
- 19 & 20 September 2011, The Puteri Pacific, Johor Bahru
- 9 & 10 November 2011, Seri Pacific Hotel, Kuala Lumpur
- 14 & 15 November 2011, Traders Hotel, Penang

Audit Committee – The Guardian of Financial Reporting Integrity & Transparency

- 13 September 2011, Melia Hotel, Kuala Lumpur

Effective Construction Management and Audit – Building / Infrastructure Contracts

- 19 & 20 September 2011, Pacific Sutera, Kota Kinabalu
- 21 & 22 September 2011, Hilton Kuching

TAXATION

Optimising Corporate Tax Planning Strategies

- 5 & 6 September 2011, Syuen Hotel, Ipoh

Sales Tax & Service Tax and Its Implication on the Introduction of Goods & Services Tax (GST)

- 8 & 9 September 2011, Melia Hotel, Kuala Lumpur

Malaysian Corporate Tax Practices and Principles

- 14 & 15 September 2011, Concorde Hotel, Kuala Lumpur

Tax Audit & Investigation

- 22 September 2011, Melia Hotel, Kuala Lumpur

FINANCIAL MANAGEMENT

Building Financial Models for Decision Making: Part 1

- 5 & 6 September 2011, Hotel Istana, Kuala Lumpur

Building Financial Models for Decision Making: Part 2

- 24 & 25 October 2011, Hotel Istana, Kuala Lumpur

Budget & Variance Analysis Modelling for Accountants

- 8 & 9 September 2011, Pullman Kuching
- 12 & 13 September 2011, Hotel Armada, Petaling Jaya
- 20 & 21 October 2011, The Puteri Pacific, Johor Bahru

Strategic Cost Management Techniques for Profit Improvement

- 12 & 13 September 2011, Hilton Petaling Jaya

Cloud Computing – Adapting to the Changing Needs of Business

- 13 September 2011, Menara SSM, Sentral Kuala Lumpur

Financial Essentials for Non-Financial Professionals

- 14 & 15 September 2011, Concorde Hotel, Kuala Lumpur

Applied Project Financing – Get Ready for Mega Projects under 10MP

- 19 & 20 September 2011, Seri Pacific Hotel, Kuala Lumpur

The Essentials of Budgeting

- 20 & 21 September 2011, Hotel Istana, Kuala Lumpur

Effective Charting Models for Management Reporting

- 21 & 22 September 2011, The Puteri Pacific, Johor Bahru

MANAGEMENT

Transform to Perform – The New Emerging Finance Leaders

- 28 & 29 September 2011, Hilton Petaling Jaya

Managing & Processing Payroll in Malaysia

- 10 & 11 October 2011, Traders Hotel, Penang
- 13 & 14 December 2011, Hilton Petaling Jaya

Implementing Audit Quality Control

- 26 & 27 September 2011, Shangri-La's Tanjung Aru Resort & Spa, Kota Kinabalu
- 28 & 29 September 2011, Grand Margherita Hotel, Kuching

Public Practice Programme

- 27 & 28 September 2011, Hotel Armada, Petaling Jaya

LEGAL & CORPORATE GOVERNANCE

Corporate Reporting

- 23 August 2011, Seri Pacific, Kuala Lumpur

Facilitators' Profile

AGEE LEE has over 22 years of commercial banking experience in Malaysia. He was involved in structuring loans and lecturing modules on Debt Collecting and Legal Documentation on Securities for 13 years. He is now a Training Consultant for IBBM, MIA and several banks in Malaysia, Singapore and Vietnam.

BOEY TAK TONG is a Director of IJM Land Bhd., Dutch Lady Milk Industries Bhd., Green Packet Bhd., Gadang Holdings Bhd., Permaisuri Industries Bhd. and Century Software Holdings Bhd. He has over 23 years experience in senior financial management, internal audit and overseas business development. He is a Chartered Accountant of the MIA, Fellow of ACCA UK, Associate member of ICSA UK and IMM, and a member of MIM.

CHOW CHEE YEN is Executive Director of a tax consultant firm. He has over 19 years of tax experience and was involved in tax engagements concerning cross border transactions, tax due diligence review, restructuring schemes, corporate tax planning, group tax review and inbound investments. He was an Associate Director of an international firm, and has served at PricewaterhouseCoopers and Arthur Andersen Kuala Lumpur.

DANNY TAN BOON WOOL has over 30 years of experience in public practice, commerce and industry. He specialises in International Financial Reporting Standards and is currently a partner of a firm providing financial training and consulting in the preparation and interpretation of financial statements. He holds an Honours Degree in Economics (major in finance and investment) from Manchester Metropolitan University (UK), MBA from Heriot-Watt University (UK) and Masters in Advance Business Practice from University of South Australia. He is a Fellow Member of CIMA and ACCA, a member of MIA and an associate member of CTIM.

HARMAN J., DR. is a Director and Senior Consultant of a consulting firm who specialises in Corporate Performance, Management Challenges, Motivation, Customer Service and Sales. He has written more than 20 training manuals and also worked on KPI / BSC / Performance Management projects from small to public listed companies. He holds a Doctorate in Business Administration with a High Academic Achievement Award from Paramount University of Technology, USA.

J. SELVARAJAH has more than 37 years of work experience in public practice particularly in the areas of financial reporting for public and private entities, corporate governance and risk assessment, audits, and fraud prevention. He delivers regular public seminars and training on International Financial Reporting Standards (IFRS), Financial Instruments and as well as on Fraud and Fraud Detection and Prevention. He is a member of MIA, ICA New Zealand, and an Associate member of CTIM.

KENNETH TAM is a local counsellor of MBA learning programmes, and has over 30 years experience in finance and accounting related functions in various managerial positions. For the past 25 years he has lectured for ACCA, MICPA and ICSA, specialising in strategic financial management, performance measurement and financial reporting. He is a Fellow of ACCA UK, and Associate of CIMA UK and a member of MIA.

KOK YEE LAN, JOANNE has 8 years of experience in audit, manufacturing and investment holding businesses where she accumulated vast, hands-on working experiences in strategic, organisational analysis. She has conducted countless training programmes on financial topics for non-finance executives, project management, inventory management and finance related topics. She is a Certified Accountant (FCCA UK) and has completed the Train the Trainer Program conducted by PSMB and MIM.

MUHAMMAD SADAS ABDULLAH has more than 20 years' experience in manufacturing and human resources. He is the Industrial Relations Manager of Dunlop Malaysian Industries Bhd. He has undertaken a fair number of consultancy projects and public training programmes and trained numerous large companies. He was a panel member of the Industrial Court of Malaysia. He graduated with a Second Class Honors Degree in History (International Relations) from the University of Malaya in 1977.

NG KEAT SIEW, DR. is an accomplished author to 18 English text books. She was an Associate Professor at Universiti Teknologi MARA, and has 30 years of providing high level education. She holds a PhD in Teaching of English as a Second Language (TESL) from University of Malaya, and a Master of Arts and Post Graduate Diploma (TESL) from the University of London.

PAT YEOH is a Managing Consultant with over 10 years experience in management of the outsourcing practice, human resource consulting and personnel management. She has spoken and presented at HR seminars, conferences and workshops. She has a Graduate Diploma in Financial Management and Bachelor of Economics. She is a life member of Persatuan Ekonomi Malaysia.

RAMESH RUBEN LOUIS has close to 15 years of working experience in the field of accounting, auditing and corporate finance. He is currently the Principal Trainer of a consultancy and advisory firm providing services for business and public practices across Asia Pacific. He is a member of MIA and MICPA, and is a Certified Financial Planner.

STEVEN LIEW, DR. has 23 years of experience in senior financial and operational management—spearheading the profitability and growth of companies. He is a registered Trainer with the Government and is currently providing management consultancy and training in budgeting, credit management and loan recovery. He has an Asia Pacific Executive MBA (for Senior Executives) from the National University of Singapore and a PhD in International Finance with Rushmore University, USA. He is a fellow member of the Chartered Institute of Management Accountants, UK.

TAN LIONG TONG is an experienced Technical Consultant and the Technical Advisor to the Financial Reporting Standards Implementation Committee (FRSIC) of MIA. He has served as an Associate Professor with the Graduate School of Management, Universiti Putra Malaysia. He has authored five accounting books. He was previously a Council Member of MICPA, and a Technical Consultant to the MASB and the SC. He is a member of MIA, MICPA and a fellow member of IBBM.

TEO KIM SOON has been in various industry sectors for over 30 years, spanning from operations to management levels. He was the Senior General Manager in a listed company and has extensive experience in manufacturing, warehousing and distribution, project management, retailing and trading. He obtained his first degree from United Kingdom with a First Class Honors degree in Mechanical Engineering. He is also a Certified Trainer for the Kepner Tregoe PSDM programme.

WOON CHIN CHAN is project manager to various working groups that formulate and develop FRS Standards for the Board's approval. He is a consultant-cum-trainer in financial, corporate, accounting and auditing. He also consults on strategic policies, financial advisory, business valuation and public relations for PLCs. He is a member of MIA and MICPA.

Please submit registration for only one programme per registration form.
You may make as many copies of the registration form as necessary.

REGISTRATION FORM

Please the appropriate checkboxes.

PARTICIPANTS' DETAILS

Participant 1 Full name as per I/C (Dato' / Datin / Dr / Mr / Mrs / Ms):

Designation:

Membership No.1:

Vegetarian Meal | * Participant's Classification: Member Sponsored Staff¹ Non-member

Participant 2 Full name as per I/C (Dato' / Datin / Dr / Mr / Mrs / Ms):

Designation:

Membership No.1:

Vegetarian Meal | * Participant's Classification: Member Sponsored Staff¹ Non-member

Participant 3 Full name as per I/C (Dato' / Datin / Dr / Mr / Mrs / Ms):

Designation:

Membership No.1:

Vegetarian Meal | * Participant's Classification: Member Sponsored Staff¹ Non-member

ORGANISATION'S DETAILS

Organisation:

Industry:

Contact Person:

Address:

Email:

Tel:

Fax:

Signature & Company Stamp:

PAYMENT DETAILS

Payment by Cheque

Bank & Cheque No.:

Amount RM:

Payment by Credit Card

Visa Master

Cardholder's Name:

Card No.:

Expiry Date:

I Authorise Payment of RM:

Cardholder's Signature:

Date:

For complete programme details, please download the full brochure(s) from: www.mia.org.my/cpe
Our programmes can be customised to meet your in-house training requirements. Please call for details.

TERMS & CONDITIONS

PROGRAMME FEE

Fee is payable to:

- MIA-MPDC for programmes in the Klang Valley and other locations (other than in item b); or
- MALAYSIAN INSTITUTE OF ACCOUNTANTS for programmes in Perlis, Penang, Kedah, Johor, Sabah and Sarawak.

Fee includes course materials, lunch and 2 tea breaks per day.

Admittance will only be permitted upon receipt of full payment.

Registration made by fax must be followed immediately by payment.

CANCELLATION / TRANSFER

Upon registering, participant(s) are considered successfully enrolled in the event. Should participant(s) decide to cancel/transfer their enrollment; a cancellation/transfer fee will be levied.

Written cancellations/transfer notice received:

- Five (5) working days before the event, a refund (less administrative charge of 20%) will be made.
 - For no-show on the day of the event, no refund will be entertained.
- You can substitute an alternate participant(s) if you wish to avoid cancellation/transfer charges. Any difference in fees will be charged accordingly. Cancelled/transferred unpaid registrations will also be liable for full payment of the registration fee.

PROGRAMME DETAILS

Programme Title:

Date & Venue:

PROGRAMME FEE TABULATION

Category	No.	Amount (RM)
MIA Member RM		
Sponsored RM		
Non-member RM		
Total Payable		

ENQUIRIES AND REGISTRATION

Head Office

Tel : 03 2279 9200 Fax : 03 2273 5167

Email : mpdc@mia.org.my

Address : Malaysian Institute of Accountants
Dewan Akauntan
No. 2, Jalan Tun Sambanthan 3
Brickfields, 50470 Kuala Lumpur

Johor

Contact : Nasheta / Hanem / Ms Chan

Tel : 07 227 0369 Fax : 07 222 0391

Email : miajbu@mia.org.my

Address : Malaysian Institute of Accountants
5.03A, 5th Floor Menara TJB
No. 9, Jalan Syed Mohd Mufti
80000 Johor Bahru

Penang

Contact : Sylvia Anthony

Tel : 04 261 3320 Fax : 04 261 3321

Email : miapng@mia.org.my

Address : Malaysian Institute of Accountants
Suite 3.4, Level 3, Wisma Great Eastern
25 Lebuh Light, 10200 Penang

Sabah

Contact : Shirley

Tel : 088 261 291 Fax : 088 261 290

Email : miaaku@mia.org.my

Address : Malaysian Institute of Accountants
Lot 6, 2nd Floor, Block A, Damai Point
Commercial Centre, Off Jalan Damai
Luyang, 88300 Kota Kinabalu

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REMINDER FOR SPECIFIED PROGRAMMES



Bring your calculator



Bring your laptop
—with Excel 2007

PARTICIPANT'S CLASSIFICATION*

Please select the participant classification carefully as it determines the fee payable. No alteration will be allowed after the registration is accepted. Terms and conditions apply.

For ¹Sponsored Staff, sponsoring member is required to indicate his/her name, designation and membership number in the registration form. The sponsored staff must report directly to him/her in his/her firm or company, but for the latter, not in a subsidiary or related company.

CERTIFICATE OF ATTENDANCE AND CPE HOURS

All participants will be presented with a Certificate of Attendance upon full attendance and personal completion of the programme. For MIA members, the CPE hours will be credited into the Membership System within 2 weeks of the programme.

DISCLAIMER

Malaysian Institute of Accountants (MIA) reserve the right to change the speaker(s), date(s) and to cancel the programme should circumstances beyond its control arises. MIA also reserve the right to make alternative arrangements without prior notice should it be necessary to do so. Upon signing the registration form, you are deemed to have read and accepted the terms and conditions.