

# The Directors' and Company Secretaries' Guide to Anti-Money Laundering Reporting Obligations

**20 February 2025, Thursday**

9.00am - 1.00pm

Speaker: PROF DR ZUBAIDAH  
ZAINAL ABIDIN FCIS (CS) (CGP)

Virtual

Course code: CG200225W1

**Closing date: 18 February 2025**

**4 CPD  
HOURS**

## Introduction

In today's increasingly complex financial landscape, the risk of money laundering poses a significant threat to businesses and organisations worldwide. Governments and regulatory bodies have implemented stringent anti-money laundering (AML) regulations to combat this issue, placing a responsibility on key corporate leaders to ensure compliance. As vital governance professionals, directors and company secretaries play a central role in an organisation's AML efforts. Beyond ensuring internal policies are in place, they are responsible for understanding the legal reporting obligations tied to suspicious activities and working to safeguard the company's reputation and financial integrity. Failure to comply with AML regulations can lead to severe legal and financial consequences for an organisation and its leadership.

This training programme, "*The Directors' and Company Secretaries' Guide to Anti-Money Laundering Reporting Obligations*," is designed to provide a clear and comprehensive understanding of the responsibilities that directors and company secretaries must fulfill in relation to AML reporting. It aims to equip participants with the necessary knowledge and practical tools to navigate AML regulations, identify red flags for suspicious activity, and ensure their organisation's compliance. Through this programme, participants will explore:

- Key AML regulations and reporting frameworks that apply to directors and company secretaries.
- The specific obligations and duties of directors and company secretaries under AML laws.
- How to develop, implement, and monitor an effective AML compliance programme.
- Best practices for reporting suspicious activities and ensuring a proactive approach to risk management.

By the end of this training, participants will be empowered to take proactive steps in ensuring their organisation's compliance with AML regulations, reducing the risk of financial crime, and promoting a culture of ethical governance.

## Course objectives

### Understand the Key Anti-Money Laundering (AML) Regulations

Gain a comprehensive understanding of the global and local AML frameworks, including the legal obligations that apply to organisations and governance professionals.

### Clarify the Roles and Responsibilities of Directors and Company Secretaries in AML Compliance

Explore the specific reporting and compliance obligations that directors and company secretaries have under AML regulations.

### Identify and Assess Money Laundering Risks

Learn how to identify potential red flags and suspicious activities that may indicate money laundering risks, and understand when to escalate concerns for reporting.

### Develop Effective AML Compliance Policies and Frameworks

Learn how to design, implement, and monitor robust AML policies and compliance programmes that meet legal and regulatory requirements.

### Understand Reporting Obligations and Procedures

Gain practical insights into the reporting process for suspicious activities, including the preparation and submission of reports to regulatory authorities.

### Implement an AML Culture within the Organisation

Understand the role of directors and company secretaries in promoting a culture of compliance and ethical behavior across the organisation.

### Enhance Corporate Governance with AML Best Practices

Learn how to integrate AML compliance into broader corporate governance practices, ensuring that the organisation operates in full compliance with legal and ethical standards.

### Mitigate Risks and Protect the Organisation's Reputation

Explore strategies to protect the organisation from the legal, financial, and reputational risks associated with non-compliance and money laundering activities.

### Stay Updated on Emerging AML Regulations and Trends

Equip participants with the tools to stay informed about changes in AML regulations, emerging trends, and best practices to ensure ongoing compliance.

By the end of this course, participants will have the skills and knowledge to fulfill their critical role in the fight against money laundering, ensuring their organisation meets regulatory expectations while upholding the highest standards of corporate governance.

## Course outline

### Module 1: Introduction to Anti-Money Laundering (AML) Regulations

1. Overview of global and local Anti-Money Laundering frameworks
2. Key AML regulations and their impact on organisations
3. The role of directors and company secretaries in AML compliance
4. Legal consequences of non-compliance and reputational risks

### Module 2: Understanding the AML Reporting Obligations

1. Key reporting obligations for directors and company secretaries
2. How to identify suspicious activities and red flags of money laundering
3. The process of filing Suspicious Activity Reports (SARs)
4. Timelines and requirements for AML reporting

### Module 3: Developing an Effective AML Compliance Programme

1. Creating and implementing AML policies and procedures
2. Risk assessment and the role of directors in overseeing AML risk management
3. Best practices for ensuring AML compliance within the organisation
4. Monitoring and auditing AML compliance programmes

### Module 4: Identifying and Reporting Suspicious Activity

1. Recognising potential money laundering red flags in financial transactions
2. How to assess and investigate suspicious activity
3. Reporting mechanisms: Internal escalation and external reporting to regulators
4. Case studies of suspicious activity and the reporting process

### Module 5: Roles and Responsibilities of Directors and Company Secretaries in AML Compliance

1. Understanding the legal duties and ethical responsibilities of directors and company secretaries
2. Ensuring oversight and accountability in the implementation of AML policies
3. The role of the company secretary in maintaining AML documentation and compliance records
4. Case studies on the role of governance professionals in AML compliance

### Module 6: Building an AML Compliance Culture

1. Promoting a culture of compliance across the organisation
2. Training and educating staff on recognising money laundering risks
3. Leading by example: How directors and company secretaries can set the tone at the top
4. Creating an environment where reporting suspicious activities is encouraged and protected

### Module 7: Navigating AML Challenges and Emerging Trends

1. New trends in money laundering and their impact on organisations
2. Emerging regulatory changes and global AML standards
3. Challenges in implementing AML compliance across multinational organisations
4. The future of AML regulations and what directors and company secretaries need to prepare for

### Module 8: Managing Risks and Protecting the Organisation's Reputation

1. Strategies for managing the financial, legal, and reputational risks of money laundering
2. Conducting AML risk assessments and addressing vulnerabilities
3. The role of board members in protecting the organisation from AML-related risks
4. Crisis management in the event of an AML breach

This course outline offers a comprehensive approach to understanding and fulfilling the AML reporting obligations for directors and company secretaries. It provides practical tools, case studies, and actionable insights that will help participants confidently navigate AML regulations and enhance their organisation's compliance framework.

## Who should attend

Company secretaries, directors, corporate advisors, corporate governance professionals, lawyers, auditors, accounting professionals, risk management professionals and compliance officers.

**About the trainer: Dr. Zubaidah Zainal Abidin, PhD, FCIS**  
**Governance Professional | Academic Leader | Corporate Practices and Sustainability Expert**

Dr. Zubaidah Zainal Abidin is a distinguished expert in governance, sustainability, and corporate practices, with over 40 years of experience spanning the corporate and academic worlds. She has held key roles, including Group Company Secretary for Safuan Group of Companies and senior leadership positions at Perwaja Terengganu Sdn Bhd and Malaysia Mining Corporation Berhad, mastering regulatory compliance and governance frameworks. An accomplished academic, Dr. Zubaidah served as Deputy Vice-Chancellor (Academic and Internationalization) at Kolej Universiti Poly-Tech MARA and earned a Professorship at Universiti Teknologi MARA (UiTM), where she contributed significantly for over 25 years. She holds a PhD in Accounting from Curtin University and an MSc from the University of Southampton, reflecting her academic rigor. Her teaching and mentorship have guided countless professionals and students in subjects like corporate governance, boardroom dynamics, and corporate social responsibility. Dr. Zubaidah's areas of expertise include ESG and sustainability reporting, board governance, anti-money laundering compliance, and Section 17A of the Malaysian Anti-Corruption Commission Act. She is a Certified HRD Trainer, a Fellow of MAICSA, and a Council Member for the Chartered Governance Institute Malaysia Berhad. As a prolific author, her eight books and numerous research contributions have influenced governance practices nationwide. A sought-after speaker, she has addressed global forums on governance risks, sustainable leadership, and ethical practices. Currently, she serves as an Academic Fellow at Universiti Sains Islam Malaysia (USIM), advancing research and education in governance. Dr. Zubaidah's legacy lies in her commitment to ethical leadership, sustainable growth, and mentoring the next generation of governance professionals. Her transformative work continues to inspire organizations and individuals to navigate the complexities of modern governance with integrity and foresight.

**WEBINAR FEE**

| Category                                     | Early Bird Fee per person (RM)<br><i>(applicable for participant who register and pay before 6/2/2025)</i> | Normal Fee per person (RM) | Group Fee per person (RM)*<br><i>(For 3 or more registrations from the same organisation)</i> |
|--|--|----------------------------|---|
| MAICSA Member/<br>Affiliate/Graduate/Student | 290  | 340                        | 310   |
| Non member                                   | 440  | 490                        | 460   |
| Retired MAICSA member                        | 170  | 170                        | 170   |
| MAICSA Member's staff***                     | 400  | 400                        | 400   |

Fee includes course materials in digital form and e-certificate.  
 Registration with HRDCorp grant, **the NORMAL FEE will apply. Discounted fee is NOT applicable.**

**MAICSA Member's Staff**

- \*\* (i) applicable to the staff of MAICSA member (Sponsoring Staff) of the same organisation and billing
- (ii) NOT entitle to any other discounts
- (iii) The Sponsoring staff must be MAICSA active member
- (iv) MAICSA Affiliate CANNOT sponsor his/her staff.

**ENQUIRIES:**

Email: [training@maicsa.org.my](mailto:training@maicsa.org.my)  
 Tel: **03-2282 9276 (ext 803)**  
**Attention: Ms Vicky**

- Fee is payable to **MAICSA**

**PAYMENT MODE:**

**Online transfer**

RHB Account No: 2-64-094-0000-4232  
 Swift Code: RHBBMYKL

**Note:** Bank charges for telegraphic transfer will be borne by the client.

Please email the bank-in slip/ transfer advice to [training@maicsa.org.my](mailto:training@maicsa.org.my) or fax to 603-2283 4492, for our verification and record.

**Individual Registration:** Full payment shall be made AFTER you have done the online registration.

**Company Registration:** Full payment shall be made 7 days **BEFORE** the webinar.

- Access to join the webinar shall be granted only upon full payment as per the above requirement.
- **NO Letter of undertaking is accepted.**

**Upon successfully registration, you are deemed to have read and accepted the terms and conditions.**

**TERMS & CONDITIONS FOR WEBINARS**

**WEBINAR ACCESS LINK**

- The Access Link will be emailed at least one day before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.
- **Participants may log-in at 8.45am**

## **CANCELLATION/REFUND/REPLACEMENT/TRANSFER**

Should the participant decide to cancel his/her enrolment, a cancellation policy shall be applied as follows:

- For written cancellation received with minimum seven (7) days' notice from the date of the webinar, no penalties will be imposed and full refund will be made to participants who have paid.
- For written cancellation received less than seven (7) days from the date of the webinar, an administrative charge of 20% of the registration fee will be imposed. Unpaid registrations include those registrations with HRDCorp grant will also be liable for a 20% administrative charge.
- No refunds will be made for written cancellations received on the day of the webinar or for participants who failed to join the webinar. Unpaid registrations include registrations with HRDCorp grant will also be liable for full payment of the registration fee.
- Replacement of participant and transfer of webinar are not acceptable.

## **CERTIFICATE OF ATTENDANCE AND CPD HOURS**

- Participants will be issued with an e-certificate of attendance and full payment and awarded CPD hours upon strict compliance of the following terms:
  - Remain logged in at least 75% of the time allocated for the webinar,
  - Submit the feedback form within 3 days after the completion of the webinar
- Delegates may check their E-certificates from this link <https://www.maicsa.org.my/resources/cpd-training/e-certificate-of-attendancee-confirmation-letter-of-attendance> within 5 working days after the webinar.
- For MAICSA members, the CPD hours will be credited into the CPD Tracker System within 14 days of the webinar for participants who have complied with all terms and conditions stipulated herein.
- For MAICSA members who are also PC Holder, please contact SSM for the calculation and recognition of CPD Hours for online training held by MAICSA.
- For non MAICSA members, please contact your professional body or regulator for the calculation and recognition of CPD Hours for courses held by MAICSA.

## **COPYRIGHT**

The materials of the webinar shall not be disclosed or used in any manner, either wholly or partially against any other parties and/or used in any manner, either wholly or partially as a defence by you and/or any other parties under any circumstances. The participants are therefore prohibited from reproducing any materials of this programme. All copyright and/ or intellectual property rights in any relevant materials produced in this Programme will remain with the party who produced such materials.

MAICSA disclaims responsibility for the materials of this programme. Neither the MAICSA, its Council or any of its Boards or Committees nor its staff shall be responsible or liable for any claims, losses, damages, costs or expenses arising in any way out of or in connection with any persons relying upon the materials provided during the webinar.

## **DATA PROTECTION**

Information given by the participants to MAICSA is true, accurate and to the best of their knowledge. The participants have read and agreed with the Privacy Notice as stated on MAICSA's official website and therefore, allow MAICSA to collect, process, store and use the participants' data other than what is provided under the Personal Data Protection Act 2010.

## **EXCLUSION OF LIABILITY**

This webinar shall not constitute an endorsement of the speaker(s) by MAICSA and MAICSA shall not be liable for whatsoever circumstances arising from any engagement between the speaker(s) and the webinar's participants.

## **DISCLAIMER**

MAICSA reserves the right to change the speaker(s), date(s), time(s) and to cancel the webinar should circumstances beyond its control arise. MAICSA shall not be responsible for any costs, damages or losses incurred by the participant due to the changes and/or cancellation. MAICSA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon registering, you are deemed to have read and accepted the terms and conditions herein.