

SENIOR ASSOCIATE – COMPANY SECRETARIAL

- **Board Administration**

- Liaise with appointed external Company Secretary to manage the various Boards of Directors within NMB Group;
- Assist in communicating the Board's or the Board Committee's decisions and disseminate information to the respective departments or persons as directed;
- Assist in the compilation of master lists of subsidiaries, joint venture companies, Directors and relevant corporate information of NMB Group;
- Ensure information on incorporation, allotment of shares, change of directors and secretary, etc. are kept up to date in the Companies Commission of Malaysia ("CCM")'s records and at the Ministry of Science, Technology and Innovation ("MOSTI") or other related government entity;
- Facilitate the process of appointment, assessment, re-appointment and termination of NMB Group Directors;
- Ensure that the remuneration and benefits of all NMB Group Directors are made available and properly processed as per the Board Remuneration Policy, including keeping track of Directors' development programmes and training activities.

- **Board Meetings and Statutory Requirements**

- Ensure the effective functioning of the matters of the Board and the Board Committees in accordance with the regulatory requirements of corporate governance and Companies Act 2016;
- Plan, organise, coordinate and manage Board, Board Committee and General Meetings calendar including pre-council meetings, if required;
- Attend meetings for the Board, the Board Committee, Annual General Meetings, Extraordinary General Meetings and provide general advice to the Board Members on matters related to company secretarial and corporate governance when required;
- Assist in reviewing minutes of the aforesaid meetings prepared by the Company Secretary and maintain proper record of the aforesaid meetings and their minutes;
- Ensure that NMB Group's Board and the Board Committee meetings are well organised and in order including preparation of meetings agendas, to coordinate with the relevant stakeholders for the timely submission of board papers; to compile and circulate papers to the Board Members prior to meetings; the preparation thereof and maintaining the effective communication between respective Board and Management;
- Responsible in the review and complete circulation of directors' written resolutions and timely submissions of annual audited accounts;
- Assist in the completion and lodgement of statutory forms or returns with CCM and reporting under the Companies Act 2016 and ensure their execution and lodgement are made in timely manner;
- Ensure that the Company Secretary maintains and updates the statutory books and records and other materials in compliance with the Companies Act 2016 and any other related regulatory requirements

- **Corporate Governance**
 - Keep abreast and close contact with regulatory bodies such as the Securities Commission, the CCM, and other relevant regulatory bodies, where appropriate, to any latest updated to relevant corporate governance policies, guidelines, processes or procedures;
 - Prepare communication pack to update the NMB Group Boards of Directors on latest rules and policies related to corporate governance principles and programme;
 - Assist in assessing the compliance of corporate governance within NMB Group and identify root cause for any non-compliance, and subsequently addressing the concerns;
 - Provide company secretarial support and advice to the Management and other departments as and when required.

- **Other Responsibilities**
 - Undertake and effectively execute day-to-day departmental duties, other administrative duties and any ad-hoc duties in a timely manner.
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QUALIFICATION AND EDUCATION REQUIREMENTS

- Bachelor's degree in corporate or business administration/management, law, or any relevant field.
- 5 years working experience in company secretarial.
- Well versed in Companies Act 2016, CCM requirements and other related regulations.
- Qualified and certified company secretary (ICSA/MAICSA).
- Must possess a good command of spoken and written Malay and English.

ADDITIONAL SKILLS

- Familiar with Microsoft 365, SharePoint, Word, Excel and PowerPoint;
 - Pleasant and having good interpersonal skills;
 - Must have hands-on experience in corporate governance in private and public-listed companies; in general corporate matters, incorporation of companies, constitution, board meetings, secretarial matters, directors' and shareholders' rights, public listing of companies, in corporate secretarial functions with exposure in managing corporate governance and corporate secretarial practices of public listed companies;
 - Sound technical knowledge and well versed with statutory requirements of the Companies Act 2016, Securities Commission, Malaysian Code on Corporate Governance and other corporate rules and regulations;
 - Must have hands-on experience in preparation for and attending shareholders/board/board committee/management meetings, minute writing, drafting resolutions, announcements, and other corporate secretarial and compliance works;
 - Able to handle a portfolio of companies independently.
 - Familiar with MyCOID system for incorporation, allotment of shares, change of directors and secretary.
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