



Technical

# Corporate Secretarial Best Practices



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## OVERVIEW

The role of a modern company secretary has evolved significantly, encompassing a broader and deeper range of responsibilities. Today, company secretaries are expected to manage not only traditional tasks such as arranging board meetings, preparing documents, taking minutes, filing, and acting as a liaison for directors, but also to understand and navigate general legislation and governance matters that impact their duties.

To be effective and relevant, a company secretary must embody a professional sense of responsibility, applying best practices with due care and diligence. This comprehensive understanding and application of their role can significantly influence a company's performance.

## OBJECTIVES

- To explore the role and significance of a modern company secretary in today's corporate landscape, with a specific focus on the unique context of Brunei, which differs from that of regional company secretaries.
- To understand the various relationships a company secretary maintains, including those with the Board of Directors (Chairperson and Directors), shareholders, relevant authorities, and other third parties.
- To provide a comprehensive understanding of the distinct roles and responsibilities of a company secretary, differentiating them from general secretaries or clerks. This programme will cover the expected statutory duties and contractual obligations, and explore the wide range of activities a company secretary is involved in, including those related to the Board of Directors beyond just organising meetings.

- To ensure company secretaries are aware of the various legal responsibilities they can be held accountable for, thereby helping them avoid potential personal liabilities.
- To understand how corporate governance is inherently integrated into the functions of a company secretary.
- To recognise how corporate governance is an inherent part of the functions of a company secretary.
- To understand how corporate governance is an inherent part of the functions of a company secretary.
- To familiarise participants with relevant terminology and legislation.
- To understand fiduciary responsibilities and restrictions for company secretaries.

## LEARNING OUTCOMES

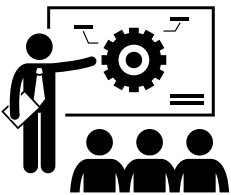
- Understand the role and expectations of a modern company secretary within the Brunei context.
- Gain insights into the various relationships a company secretary must manage.
- Learn about the main statutory and non-statutory roles and duties of a company secretary, including the necessary actions to be taken.
- Acquire knowledge of the legislations that impact the execution of their roles and duties.
- Identify the potential dangers and risks of personal liability that a company secretary may face.

## WHO SHOULD ATTEND?

This programme is designed for professionals involved in corporate administration, compliance, and governance, including:

- Company secretaries
- Assistant or deputy company secretaries
- Legal officers and corporate services executives
- Compliance and governance officers
- Directors and senior management overseeing secretarial functions
- Administrative and corporate support staff aspiring to move into secretarial or governance roles
- Professionals from secretarial service firms or accounting firms providing corporate secretarial services
- Entrepreneurs or business owners managing their own companies

## METHODOLOGY



Face-to-face

## PROGRAMME DETAILS

DATE	TIME
Day 1 & 2	8:00 am - 12:00 pm 1:30 pm - 5:00 pm

\*\*\*Subject to change  
Please refer to [www.bilif.com.bn](http://www.bilif.com.bn) for the latest updates\*\*\*

# PROGRAMME OUTLINE

1. Introduction
2. The company secretary today
3. Terminology
4. The company secretary in Brunei
5. Legislation
6. Appointment
7. Reporting lines of a company secretary
8. Functions: roles and duties
9. Statutory registers, filings and timelines
10. Fiduciary duties
11. Corporate Governance
12. Prohibitions affecting a company secretary
13. Contraventions of legislation
14. Liabilities
15. An ethical or legal dilemma



## PROGRAMME LEADER

**MUHD JAMIL ABAS BIN ABDUL 'ALI @ JAMES CHIEW**

Muhd Jamil Abas is a barrister-at-law with 40 years legal experience in private practice (30 years) and in Government legal service (10 years). He retired as Senior Partner in the firm Abrahams, Davidson & Co in 2010 and continued legal practice as Legal Adviser from 2010 till June, 2023. In private practice he specialised in financing (conventional and Islamic), corporate and commercial, and conveyancing and banking.

Muhd Jamil Abas is an Adjunct Senior Assistant Professor at the UBD School of Business & Economics (UBDSBE) Faculty and has been teaching Legal Issues in Islamic Finance in the programme Masters in Islamic Finance, since 2012.

# CORPORATE SECRETARIAL BEST PRACTICES



To apply for the programme, please email your completed form to askSEED@bilif.com.bn 30 days before your preferred programme dates.

CATEGORIES	STAKEHOLDERS	NON-STAKEHOLDERS
FEE	<input type="checkbox"/> \$1,000.00	<input type="checkbox"/> \$1,200.00

Please tick your preferred dates:  11-12 May 2026  22-23 June 2026  27-28 July 2026

By completing and signing this form, you hereby agree to the terms and conditions below:

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

## APPROVING OFFICER

Name:	<input type="text"/>	Email:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>

Please email the invoice to:

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Signature and Company's Stamp

## Terms and conditions:

### Cancellation Policy:

- All cancellation must be submitted to BILIF in writing either by letter or email.
- Any cancellation received 30 days or more prior to the training date will incur a cancellation fee of 10% of the programme fee.
- Cancellation received 8 - 14 days to the training date will incur a cancellation fee of 50% of the programme fee.
- Cancellation of registrations received 7 days or less from the date of training or if the delegate fails to attend the training, he/she will be considered as 'no show' and is subjected to 100% of the programme fee.
- BILIF welcomes and accepts replacement of participants up until a day before the training commences.

### Other terms:

- Participants must complete all scheduled sessions and activities for them to receive the certificate of attendance/ completion.
- Payment must be made upon receipt of invoice issued by BILIF.
- BILIF reserves the right to amend, change or cancel the programme at any given time. We will immediately notify participants and organisations if any such changes are to be made.

# ABOUT BILIF

Brunei Institute of Leadership & Islamic Finance (BILIF) was established in 2010 as the Centre of Excellence for the finance industry in Brunei Darussalam, providing high-quality learning solutions, including signature and collaborative events for human capacity development in the areas of Islamic finance and leadership.

Under the purview of Brunei Darussalam Central Bank (BDCB), BILIF plays a fundamental role in Pillar 5 of Brunei Darussalam Financial Sector Blueprint 2016-2025 in raising financial industry standards, especially in the areas of Islamic finance.

All of our programmes are accredited by Brunei Darussalam National Accreditation Council as Value Added Qualifications. Since its inception, BILIF has conducted 809 programmes and 83 events for more than 16,900 participants, including a suite of Virtual Instructor-Led Training (VILT) programmes and online events (as of December 2023).

BILIF has forged strategic partnerships with local and international organisations over the past 10 years which have allowed us to bring professional programmes, expertise and opportunities to shape future leaders, experts and innovators, particularly in the areas of Islamic finance and leadership. Amongst these strategic partners include The London Institute of Banking & Finance (LIBF), United Kingdom; the Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI) and Bahrain Institute of Banking and Finance (BIBF), Bahrain; Islamic Development Bank Institute (IsDBI), Kingdom of Saudi Arabia, Singapore Management University (SMU), Singapore and INCEIF University, Malaysia. Locally, BILIF has also partnered with two of the top higher education institutions in Brunei Darussalam; Universiti Brunei Darussalam (UBD) and Universiti Sultan Sharif Ali (UNISSA) in our joint efforts to impart invaluable knowledge and skills for students and professionals in not only finance but also other private and government sectors.

Appointed by BDCB, BILIF is the official licensing examination centre for Financial Planning Practitioners' Programme (FPPP) and the Qualifying Examination for Insurance/Takaful Agents (QEFITA). BILIF is also the official examination centre for all examinations under Chartered Institute for Securities & Investment (CISI), UK; Chartered Bankers Institute (CBI), UK; International Compliance Association (ICA) and AAOIFI. BILIF has also recently been accepted as a Pearson Vue Authorised Test Centre which can house more than hundreds of examinations such as Certificate in Climate Risk, Certified Internal Auditor® (CIA®) and Certified Associate in Project Management (CAPM), amongst others.

BILIF has received multiple accolades including the "Best Emerging Islamic Finance Training Institution – Brunei 2021" from the International Finance Awards 2022; "Best Islamic Finance Education & Training Brunei 2021" from the Global Banking & Finance Awards® and "Global Good Governance (3G) Human Resource Development Award 2022" received at the 7th Annual 3G Awards Ceremony. BILIF was also awarded its third "GIFA Excellence Award (Islamic Finance Training & Education) 2022, which has been previously received in 2019 and 2021.



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Events

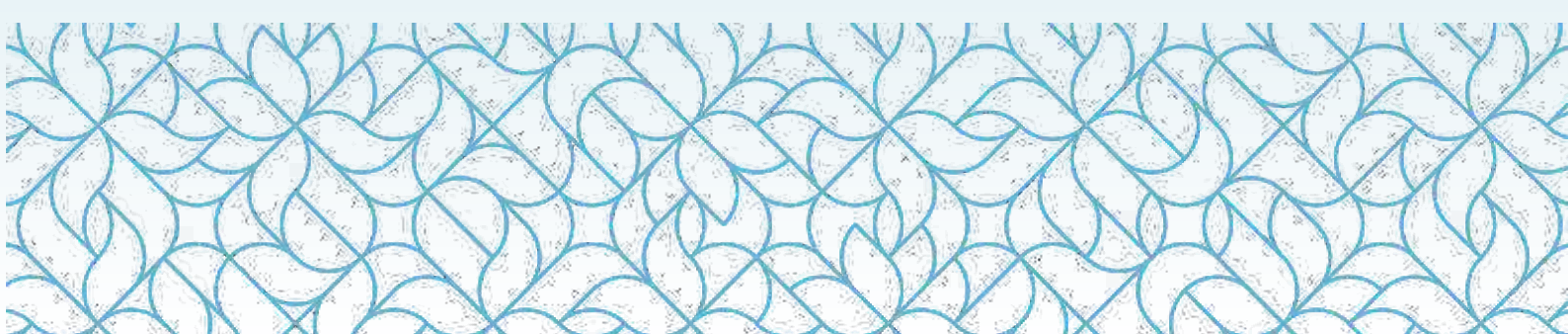
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Programmes  
and Examinations

# 18,900+

Participants

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