



**UNIVERSITI TEKNOLOGI MARA**

**OMT340: PRINCIPLES OF CORPORATE COMPLIANCE**

<b>Course Name (English)</b>	PRINCIPLES OF CORPORATE COMPLIANCE <b>APPROVED</b>
<b>Course Code</b>	OMT340
<b>MQF Credit</b>	3
<b>Course Description</b>	This introductory level course is essentially divided into four different areas. The syllabus starts with the introduction to the overall Malaysian legal system such as the sources of law and the court system. It then covers a range of specific legal areas relating to various aspects of business relating to the law that include the formation and constitution of companies, and the functions, management and conduct of company meetings. The final section tends to instill knowledge and key skills in handling the overall responsibility of legal issues in employment relationship.
<b>Transferable Skills</b>	1. Communication Skills 2. Social Skills, Teamwork and Responsibilities
<b>Teaching Methodologies</b>	Lectures
<b>CLO</b>	CLO1 Acquire and analyze a sound understanding of the essential elements of the Malaysian legal system and Company law. CLO2 Comprehend the law and best practices in conducting the meetings and ensure corporate compliance. CLO3 Recognize the Defamation Act, general principles of Malaysian employment and industrial relation law.
<b>Pre-Requisite Courses</b>	No course recommendations
<b>Topics</b>	
<b>1. 1. INTRODUCTION TO MALAYSIAN LAW</b> 1.1) What is Law? 1.2) The Aim of Law 1.3) The Law, State and the Constitution 1.4) Classification of Law 1.5) Sources of Law 1.6) The Judicial System in Malaysia	
<b>2. 2. INTRODUCTION TO COMPANY LAW</b> 2.1) Company: Definition 2.2) Legal Entity of a Company 2.3) Lifting the Corporate Veil 2.4) Types of Companies 2.5) Special Classes of Companies 2.6) Formation of a Company 2.7) Memorandum and Articles of Association	
<b>3. 3. INTRODUCTION TO THE LAW OF MEETING</b> 3.1) Meeting: Definition 3.2) The Requisites of a Valid Meeting 3.3) Types of a Meeting 3.4) Convening of a Meeting 3.5) Constituting of a Meeting 3.6) Conducting of a Meeting	

**4. 4. INTRODUCTION TO DEFAMATION**

- 4.1) Defamation: Definition
- 4.2) Ways of Defamatory Statement Being Made
- 4.3) Types of Defamation
- 4.4) Elements of Defamation
- 4.5) Defences

**5. 5. INTRODUCTION TO EMPLOYMENT AND INDUSTRIAL RELATIONS LAW**

- 5.1) Overview of Employment Act
- 5.2) Coverage of the Employment Act
- 5.3) Individual Employment Contracts
- 5.4) Basic Rights of Employee
- 5.5) Overview of Industrial Relations
- 5.6) Workmen within the Scope of Industrial Relations
- 5.7) Trade Disputes
- 5.8) Types of Industrial Actions

Assessment Breakdown	%
Continuous Assessment	50.00%
Final Assessment	50.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Group Project	• The Project comprises of written report (10%) and presentation (10%). • It is a group project and each group will consist of 3 students. • The group is required to submit a 5 to 10 pages written documentation on defamation	20%	CLO3
	Individual Project	• The take home assignment is based on selected questions or a case study given by the lecturer that is relevant to the topics covered in class. • The assignment will be graded on originality, depth (efforts), understanding and an approach in solving the selected problem or given questions.	10%	CLO1 , CLO2 , CLO3
	Test	• There will be three (3) tests. Choose the best two (2). 10% for each. • Three (3) topical tests will be given to the students. The format for each test is as follows: i. Four (4) short essay questions - Choose (2) two only (50 marks) ---Each question carries 25 marks ii. Total Time: 1 hour • Topics to be covered for each test can be found in the Scheme of Work.	10%	
	Test	• There will be three (3) tests. Choose the best two (2). 10% for each. • Three (3) topical tests will be given to the students. The format for each test is as follows: i. Four (4) short essay questions - Choose (2) two only (50 marks) ---Each question carries 25 marks ii. Total Time: 1 hour • Topics to be covered for each test can be found in the Scheme of Work.	10%	

Reading List	Recommended Text	• Mas Anom Abdul RAshid, Siti Hajar Wan Mohammad, Wan Normila Mohamad, Zatul Himmah Abdul Karim 2008, <i>Faculty Manual - Principles of Corporate Compliance</i>
Article/Paper List	This Course does not have any article/paper resources	
Other References	<ul style="list-style-type: none"> <li>• n/a Wu Min Aun 1997, <i>The Malaysian Legal System</i>, Longman Malaysia Sdn. Bhd.</li> <li>• n/a Smith &amp; Keenan's 2002, <i>Company Law</i>, Pearson Education, London</li> <li>• n/a Maimunah Aminuddin 2003, <i>Malaysian Industrial Relations and Employment Law</i> , McGraw-Hill (Malaysian) Sdn. Bhd.</li> </ul>	