



## Finance for Non-Financial Managers and Executives

April 21-22, 2021 | 9.00am - 5.00pm | FMM Selangor & Kuala Lumpur Branch

### OBJECTIVES

- Understand better what financial statements are and what they show
- Learn to look at financial statements more critically
- Learn to evaluate the financial performance and health of a business by analysing its financial statement

### CONTENTS

- Economic Volatility – Impact on Business
- Importance of Reading the Financial Statements of Your Customer Critically in Times of Business Uncertainty
- Uses and Users of Financial Statements
- Limitations/Shortcomings of Financial Statements
- The Annual Report – What Does It Contain
- What to Look Out for in the Annual Report
- The Different Financial Statements – Their Structure, Format and Contents
- Qualitative Analysis of the Balance Sheet and Profit and Loss Statement
- Financial Ratios
- Is the Company Doing Well?
- Is the Company Financially Healthy or Sick?
- Typical Financial Statements of the SMEs
- Areas to Investigate

Dates : **April 21-22, 2021**

Time : 9.00 am – 5.00 pm

Venue : **FMM Selangor & Kuala Lumpur Branch**  
8A, Jalan Pensyarah U1/28,  
Hicom Glenmarie Industrial Park

40150 Shah Alam, Selangor Darul Ehsan

Fees : FMM Members – RM 1,378.00 per participant  
(inclusive of 6% Service Tax)

Non Members – RM 1,696.00 per participant  
(inclusive of 6% Service Tax)

**(Fees include course materials, Certificate of Attendance, lunch and refreshments)**

**\* Enjoy 5% for registration of two (2) and 10% discount for registration of three (3) or more participants from the same organisation and of the same billing source.**

For further enquiries, please contact:

Siti Nazihah / Syazwani / Fatahiyah  
**FMM Institute**

**Selangor & Kuala Lumpur Branch**

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Visit us at: www.fmm.edu.my / www.fmm.org.my

### WHO SHOULD ATTEND

Professionals, Managers and Executives from all functions who have no formal training in finance and accounting, but need to understand and interpret financial statements to carry out their work responsibilities more effectively

### FACILITATOR

Lim Tat Sing @ John Lim has extensive experience in finance, costing, office administration and human resource. He was a graduate of the Association of International Accountants (AIA) (UK), in addition to holding associate membership of the Institute of Chartered Secretaries and Administrators (ICSA)(UK) and Malaysian Institute of Human Resource Management. Mr. John Lim's early career in finance and accounting started with a consulting engineering firm, Thomas Anderson & Partners where he receives a solid training in practical book-keeping and accounting. Later he gained years of practical costing experience with an international manufacturer in printing equipment, a large trading company and thereafter with an integrated timber processing and furniture manufacturing plant where he was appointed as the Head of Costing Section. Here he was involved in setting up and implementing the standard costing system. He also assisted the plant manager in handling industrial relations and human resource management with the plant's few hundred workers. After that he struck out on his own, opening a management consultancy practice in company secretarial, taxation, human resource, business advisory and in providing training for corporate employees. Over his career spanning more than 30 years Mr. John Lim gained wide and varied practical experience and hands-on techniques in accounting, costing, office administration, taxation and human resource management. These techniques and practical knowledge will be illustrated in the course manual and hand-outs given to each delegate.

### IN-HOUSE TRAINING AVAILABLE

Registration is on a first-come first-served basis. Cheques made in favour of the "FMM Institute" should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes. Should the programme be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.

# REGISTRATION FORM

## Finance for Non-Financial Managers and Executives

April 21-22, 2021 (Wednesday-Thursday)

FMM Selangor & Kuala Lumpur Branch

**The Manager**  
**FMM Institute**  
Tel: 03-55692950/4471/4171  
Fax: 03-55694346  
**SST No:W10-1901-32000105**

Please tick (√) accordingly:  
PSMB Scheme:  SBL-KHAS  Non Contributor  
Require vegetarian meal:  Yes  No

Please register the following participant(s) for the above programme:  
(To be completed in BLOCK LETTERS)

1. Name \_\_\_\_\_ Designation \_\_\_\_\_ E-mail \_\_\_\_\_

Nationality \_\_\_\_\_ IC/Passport No. \_\_\_\_\_

2. Name \_\_\_\_\_ Designation \_\_\_\_\_ E-mail \_\_\_\_\_

Nationality \_\_\_\_\_ IC/Passport No. \_\_\_\_\_

3. Name \_\_\_\_\_ Designation \_\_\_\_\_ E-mail \_\_\_\_\_

Nationality \_\_\_\_\_ IC/Passport No. \_\_\_\_\_

(If space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. \_\_\_\_\_ for RM \_\_\_\_\_

being payment for \_\_\_\_\_ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company: \_\_\_\_\_ FMM Membership No.: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Date: \_\_\_\_\_

My Corporate Identity No.: \_\_\_\_\_