



## **AZMANIRA ARIFF**

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### **PROFILE SUMMARY**

Detail-oriented professional with more than 20 years of experience in managing legal, compliance and corporate secretarial affairs of local and foreign entities. Skilled in corporate governance, regulatory compliance, anti-money laundering ("AML"), corporate secretarial, business management and office administration. Holder of Master of Business Administration ("MBA"), Certificate in Legal Practice ("CLP") and an Associate of The Chartered Governance Institute (previously known as The Institute of Chartered Secretaries and Administrators, ICSA).

Highly independent with excellent communication skills to interact with a wide range of audiences with diverse backgrounds. Exceptional organizational skills with the ability to manage multiple concurrent deadlines and delegate tasks efficiently to manage workload.

Significant achievements include completing Securities Commission of Malaysia ("SC") modules 9, 10 and 11 and successful registration as the Compliance Officer in less than 3 months, receiving the employee excellence award after only 2 years of service and successfully steering the transformation of a unit firstly into a newly established department and thereafter into a subsidiary company.

Aspire to be a proactive contributor and leader in an organisation with a pleasant environment that will lead to a lasting relationship where my corporate experiences as well as leadership, managerial, legal, compliance and corporate secretarial expertise will play an instrumental and critical role in the company's overall success.

### **Core Skills**

● Chartered Governance Professional ● Registered Compliance Officer ● Chartered Secretary ● AML Practitioner ● Attention to Detail ● Time Management ● Effective Communication ● Leadership ● Adaptability ● Interpersonal Skills ●

### **EMPLOYMENT HISTORY**

1. 19 Sept 2016 – Present **Guidance Investments Sdn. Bhd.**
  - **Associate Director - Head, Compliance, Legal and Corporate Secretarial**
  - **Senior Manager - Compliance, Legal and Corporate Secretarial**
- Leading the compliance, legal and secretarial functions and supporting the various business units, its holding company in Labuan, various fund entities and affiliates in several foreign jurisdictions in relation to these functions.

- Registered and remain qualified as the compliance officer with the SC.
- Interfacing with directors, regulators, external service providers and other stakeholders on various compliance, corporate secretarial and legal matters.
- Drafting, reviewing, and completing legal and corporate documents including agreements, statutory forms, regulatory submissions, proposal papers, board of directors' ("Board") resolutions and meeting minutes.
- Participating in ongoing compliance and governance initiatives, including assisting in developing and implementing processes to promote and sustain good corporate governance.
- Coordinating compliance efforts including establishing, reviewing, and disseminating manuals, policies, and procedures such as the compliance monitoring program, AML manual, enterprise risk management manual, Foreign Account Tax Compliance Act ("FATCA") and Common Reporting Standard ("CRS") manual, anti-bribery and corruption manual and other compliance related information to various stakeholders.
- Advising the Board and senior management on regulatory and statutory requirements in respect of corporate and fund compliance across applicable jurisdictions including Cayman Islands, Singapore, and Labuan.
- Coordinating periodic awareness and training programs for directors and employees.
- Ensuring proper, accurate and timely lodgement of regulatory submissions.
- Assisting the General Manager and other stakeholders on various operational and corporate matters.

2. 3 June 2013 – 9 Sept 2016

**UTSB Management Sdn. Bhd.**

- **Manager - Legal & Compliance, Group Secretarial Department**

- Assisting the head of department in ensuring compliance with corporate statutory obligations.
- Carrying out corporate secretarial duties including providing administrative and advisory support for implementation of corporate decisions.
- Keeping abreast of latest developments and disseminating information on the latest amendments in respect of relevant local and foreign legislations and regulations.
- Conducting research and providing inputs on local and foreign legal and compliance matters such as FATCA, related persons, foreign listing requirements and winding-up.
- Liaising with foreign service providers in various jurisdictions including Singapore and United Kingdom in respect of legal and corporate secretarial matters.
- Coordinating and making arrangements for Board and Board committee meetings, including attending and recording the proceedings of the meetings as well as drafting meeting minutes.
- Providing support as a committee member for special projects undertaken by the group such as the listing of a foreign subsidiary, and purchase of a property in foreign jurisdictions.
- Reviewing documents relating to corporate proposals and other related documents and providing advice on legal, regulatory, and other compliance issues.

3. 2 Aug 2010 – 2 June 2013

**AmanahRaya-REIT Managers Sdn. Bhd.**

- **Senior Manager - Head, Legal & Compliance**

- Managing legal and compliance matters of the real estate investment trust (REIT) fund and the REIT manager.
- Providing legal advice on corporate and operational matters mainly involving acquisitions, disposals, leases and tenancies of properties, assignment and novation exercises, and loan facilities.

- Ensuring appropriate and adequate reporting on legal and compliance matters including escalation of high risk situations, identification of weaknesses and recommendations for improvement.
- Coordinating corporate exercises undertaken by the REIT to ensure compliance with the REIT guidelines, Main Market Listing Requirements, and other relevant laws.
- Ensuring compliance with regulatory requirements imposed by regulatory authorities, particularly the SC and Bursa Malaysia Securities Berhad.
- Managing the appointment and resignation of directors, Board committee members and company secretaries.
- Managing the preparation, compilation, printing, publication, and distribution of the REIT's annual report.
- Preparing or reviewing Board papers, proposals, and other relevant corporate documents.
- Establishing and implementing operational manual, policies, and procedures.
- Liaising with external parties particularly the trustees, regulatory bodies, share registrar, company secretary, external solicitors, and other various service providers.

4. 15 Feb 2007 – 1 Aug 2010

**AmanahRaya Legacy Services Sdn. Bhd.**

- **Manager, Will Registration and Custodian**

- Managing the will registration and custodian unit ("Unit") and responsible in ensuring proper and efficient will registration and custodian operations.
- Preparing and reviewing corporate agreements, and providing legal advice on legal issues.
- Overseeing the estate administration and will preparation operations.
- Coordinating strategies across the Unit to ensure consistency of all strategies applied by individual checkpoints within the Unit.
- Communicating legal precedents and other legal developments which are relevant to the operations of the company.
- Ensuring compliance with applicable internal policies and procedures.
- Constructing and monitoring the enhancement of quality procedures according to the International Organization for Standardization ("ISO") standards.
- Preparing annual budget, business plan and Board papers for the Unit.
- Representing the Unit in the annual budget and performance challenge meeting.
- Coordinating the recruitment of personnel for the Unit and managing the performance and development of subordinates.

5. 16 Feb 2004 – 14 Feb 2007

**Amanah Raya Berhad**

- **Company Solicitor**

- Vetting and reviewing legal and corporate documents including trust deeds, wills, tenancy agreements, and sale and purchase agreements.
- Organising and screening applications for the appointment of panel legal firms.
- Providing legal advice and managing corporate and operational legal matters.
- Processing applications for the appointment of Amanah Raya Berhad as the Personal Representative of deceased persons.
- Preparing proposals and working papers, and ensuring compliance with applicable internal policies and procedures.

- Constructing and monitoring the enhancement of quality procedures according to ISO standards.
- Preparing annual budget and destination statement for the legal department.
- Representing the legal department in the annual budget and performance challenge meeting.
- Managing the wills unit ("Unit") and responsible for the transformation of the Unit into a newly established Probate Management Department and subsequently into a newly established subsidiary company, AmanahRaya Legacy Services Sdn. Bhd.

6. 5 Dec 2001 – 13 Feb 2004

**Messrs Amir, Azli & Halim (Advocates & Solicitors)**

- **Legal Assistant**
- **Chambering Student**

- Handling conveyancing matters, especially sale and purchase transactions and loan documents.
- Preparing and reviewing legal documents, and providing legal advice to corporate clients on corporate agreements.
- Negotiating terms of agreements for and on behalf of corporate clients.
- Handling civil litigation matters, particularly monies due and owing and bankruptcy cases.

## **EDUCATION**

### **Associate, The Chartered Governance Institute**

**(previously known as The Institute of Chartered Secretaries and Administrators, ICSA)**

Awarded "The Yayasan Sime Darby Prize" for best paper in Corporate Governance in Dec 2014 examination

*28 July 2014 – 30 Aug 2016*

### **Master of Business Administration (MBA)**

University of Sunderland, United Kingdom

SEGi University College, Kota Damansara

*Dec 2007- 10 Dec 2010*

### **Certificate in Legal Practice (CLP)**

Legal Profession Qualifying Board

University of Malaya, Kuala Lumpur

*Oct 2000 - June 2001*

### **Bachelor of Jurisprudence (External) (B.Juris (Ext))**

University of Malaya, Kuala Lumpur

*1997 - 19 Oct 2000*

### **General Certificate of Education (GCE) Advanced Level (A-Level)**

MARA College, Banting

*1995 - 1997*

### **Sijil Pelajaran Malaysia (SPM)**

Tunku Kurshiah College, Seremban

*1990 - 1994*

### **Language**

English – Excellent, Bahasa Malaysia – Excellent,