

**SITI AFNANI BINTI AMINUDIN**

B-19-7 Residensi Infiniti 3
Jalan Seri Wangsa 2
Wangsa Maju
53300 Kuala Lumpur

PERSONAL INFORMATION

- Age: 41
- Gender: Female
- Marital status: Married
- Nationality: Malaysian
- Date of Birth: 6 Sept 1979
- Handphone no: 017-3273117
- E-mail: s.afnani@gmail.com

EDUCATION BACKGROUND

- Master of Law Executive LL.M (Business Law)
International Islamic University
CGPA: 3.30
Graduated in May 2008
- Bachelor Degree of Law LL.B (Hons)
International Islamic University
CGPA: 3.031 (Second Class Upper)
Graduated in November 2002
- Certificate in Company Administration (CiCA)
International Islamic University
Graduated in January 2003

EMPLOYMENT HISTORY

1. Company : FGV Holdings Berhad
Designation : General Manager (1 Aug 2019 to present)
Senior Manager (1 April 2016 – 30 July 2019)

Responsibilities**Corporate**

- Reviewing and drafting various types of contracts, legal opinions, correspondences and other legal documentations as required from time to time by the business units;
- Managing, negotiating contracts with internal and external parties and finalising contracts for execution by the relevant parties;
- Managing the divestment of FGV's subsidiary in China to a public listed company in China, attending to the negotiation on the Equity Transfer Agreement, preparation of the performance bond, liaising with local and international appointed solicitor;
- Managing the divestment of subsidiary in UK, attending to the due diligence exercise, negotiating legal terms on the Share Sale Agreement and all other documents relating to the divestment, liaising with the local and international appointed solicitor;
- Attending to the data audit of the UK subsidiary for the purpose of transfer of information from UK to Malaysia in compliance with General Data Protection Act, liaising with UK solicitor on the compliance and completion of the whole exercise; and
- Providing legal counsel, advice and guidance to the business units (on general or specific areas of law).

Litigation

- Advising the relevant business unit on pre-litigation issues together with Group Litigation unit;
- Monitoring litigation matters relevant to respective cluster handled by Group Litigation unit;

Others

- Identifying and escalating legal, regulatory and compliance issues affecting the business units and Group to the Chief Counsel;
- Create, review and updating legal templates for use by the business units as and when necessary;
- Direct interface with the business units and technical team on legal issues and strategies; and
- Educate and train business units on important legal issues.
- Whenever required, assist the management in formulating the policy on legal matters and will then provide advice and legal services in accordance with the company policy and guidelines.

2. Company : Messrs Salleh & Co
Designation : Senior Associates
Stint : 1 November 2015 to 30 March 2016 (5 months)

Responsibilities

- Vetting and finalizing the Request for Proposal (RFP) document for the joint development of lands owned by a state government, attending to the verification meeting of the RFP, drafting and finalising the proposed joint development agreement.
- Drafting and finalising Joint Venture and Shareholders Agreement for incorporation of a joint venture company to undertake an award granted to the joint venture partner.
- Drafting the Contract of Affreightment for the chartering of vessel.
- Undertaking a due diligence exercise on the target company's material contract, secretarial information, licences, list of litigations and financing documents.

3. Company : Tradewinds (M) Berhad
Designation : Senior Manager (January 2013 to August 2015)
Manager (July 2010)
Assistant Manager (June 2009)
Stint : June 2009 until August 2015 (6 years)

Responsibilities

Corporate

- Plans and supervises the provision of internal and external legal services covering Tradewinds Group of Companies, in all legal aspects of its holding company operations and the sugar divisions.
- Managing, drafting and finalising agreements and legal documents for the company's operation and business. This includes among others shares sale agreement, joint venture agreement, consultancy agreement, non-disclosure agreement, memorandum of understanding, export agreement, service agreement, sales and purchase agreement, development agreement, financing agreement, undertaking letter, corporate guarantee, term sheets, letter of comfort etc.
- Assist the company secretary in preparing the necessary announcement to Bursa Malaysia. Assisting the external solicitor in conducting due-diligence on the material contract, secretarial information, minutes of meeting, licences, litigations matter and verifying the due-diligence report for the management.
- Supervise and participate in response to internal requests for legal advice/opinion on any other matters such as contracts, corporate issues and employment. Examine each situation, discussion on the matter with the management, including advise on obligations, recommended course of action and anticipated impact on the company.

Litigation

- Supervising the external lawyer on all litigation matters before the Federal Court, High Court, lower court and the industrial court, include assisting in the preparation of affidavits, written submissions, investigation and cross examination of other party's evidence and witnesses.
- Whenever required, assisting the management in planning and supervising the engagement of local and international legal advisors. This includes briefing the legal advisors on legal issues to identify satisfactory solutions to legal issues in the company. Reviews invoices for professional fees for external legal services and endorses for payment.
- Assisting the HR Department in handling the domestic inquiry including but not limited to framing of the charges and planning for the conduct of the domestic inquiry. Attending to the domestic enquiry as minutes-taker.

Others

- Ensure that the management is kept fully abreast to the changes and impact of the relevant Law. Provides verbal and written interpretations to the management on any issues concerning any laws, Bursa Listing Requirement, attending to and observing any related party transactions and labour laws.
- Provides monthly reporting to the Group Managing Director on all cases and legal matter involving the Group.
- Attend to the legal aspect of any corporate proposals in the board paper prior to any circulation to the Board of Directors of the Company for approval. Preparing and update the matters arising to the board paper for the discussion by the Board members.
- Frequent contacts at all levels in the company to provide advise, legal opinion and interpretation on legal, contractual, dispute resolution.

4. Company : Malaysia Pacific Corporation Berhad
Designation : Legal Executive
Stint : February 2008 until May 2009 (1 year)

Responsibilities

- Drafting and vetting various agreements on corporate transaction between Malaysia Pacific Corporation Berhad (MPCB) Group of Companies and the third parties vis-à-vis Joint Venture Agreement, Shareholders Agreement, Shares Sale Agreement, Consultancy Agreement, Tenancy Agreement etc.
- Attending to various negotiation of commercial contract between the management and the third parties, advising on the legal aspect of the corporate transaction, managing the due-diligence process with merchant banker and solicitors, ensure compliance to various regulations and authorities including Securities Commission, Bursa and FIC.
- Attending to various issues pertaining to Wisma MPL (owned by MPCB) and being one of the committee members of the Joint Management Body, representative of the Developer and co-owners of Wisma MPL.
- Managing MPCB Group litigation cases and liaising with the external lawyers on the defence, strategy and counter-claim. Preparing monthly report on legal.

5. Company : Felda Holdings Berhad
Designation : Legal Executive
Stint : January 2007 until February 2008 (1 year)

Responsibilities

- Attend to the negotiation of corporate agreement, drafting and vetting various agreements on corporate transaction including merger and acquisition, energy renewable purchase agreement and other agreements within Felda Group of Companies.

- Managing Felda Group litigation cases in lower court and the High Court including liaising with the external lawyers.
 - Handling and managing the Industrial Relation cases within Felda Group of Companies and liaising with the Malaysia Employer Federation in representing the company in the industrial court.
 - Attending to the corporate negotiation involving Felda Group of Companies and assist the implementation of the group restructuring exercise involving Felda Group of Companies and other application and approval from the relevant authorities including SC, FIC and MITI.
6. Company : Messrs Azmi & Associates
 Designation : Legal Assistant
 Stint : April 2003 until January 2007 (4 years)

Responsibilities

- Attending to litigation matters in lower court and high court within Malaysia, preparing various interlocutory application and preparation for the trial.
- Assisting and handling arbitration proceeding for commercial dispute between companies held in Kuala Lumpur Regional Center of Arbitration and/or Institute of Engineers Malaysia.
- Experience in conducting corporate due-diligence exercise for the purposes of submission to the Securities Commission including attending to drafting of submission to the SC for the issuance of musyarakah medium term notes and musyarakah commercial papers for the combined master limit of RM500.0 million on behalf of a public listed company.
- Attending and preparing submission to the SC for the exemption of mandatory general offer pursuant to PN. 2.9.6 of the Take over and Merger Code.
- Attending and preparing the application for approval from FIC and MITI.
- Experience in obtaining and opposing various interlocutory applications in lower court and high court, perusing and drafting pleadings and cause papers involving local and foreign clients.
- Experience in corporate litigation concerning winding-up and bankruptcy proceeding in Court.
- Experience in application in relation to estates, Wills and Probate and Letters of Administration.
- Experience in various debt recovery, enforcement of judgment and negotiation for settlement on behalf of the client.
- Experience in liaising with multi-international legal firm in dispute involving cross-border transaction within the ambit of foreign jurisdiction.
- Undertook numerous researches, providing ancillary services to clients such as advisory works, opinion writing and settlement agreement.

PERSONAL STRENGTH

- Hardworking, determined, strong-willed, committed and ready to lead and cooperate in any given situation.
- Eloquentlly outspoken, positively articulate and reasonable in accepting criticism.
- Willing to lead and learn and easy to adapt in new environment

OTHERS

- Notice period: 1 month
- References: Furnish upon request