



Jason Minos

Contact Number: +60128871074

Email: jasonminos@yahoo.com.my

Experience

25 years of total experience

Jan 2020 - Present
(3 years 4 months)

Head, Legal & Compliance / Company Secretary

DEVELOPMENT BANK OF SARAWAK BERHAD | Sarawak, Malaysia

Industry	Banking / Financial Services
Specialization	Banking/Financial Services
Role	Regulatory Compliance
Position Level	Senior Management

Brief description on employer:

Development Bank of Sarawak Berhad ("DBOS") is a development financial institution wholly-owned subsidiary by the State Financial Secretary of Sarawak, acting as the catalyst for development & funding partnership in support of the Sarawak State Government's efforts on socio-economic and strategic infrastructure projects.

In the capacity as Head, Legal & Compliance / Company Secretary, the position reports to the Bank's Chief Executive Officer and is responsible for all areas of legal, compliance, integrity & governance and company secretarial concerning the Bank. Key responsibility areas covers leadership & strategic management, policy development & implementation, compliance, integrity & governance, monitoring & reporting and customer relations.

Role summary

- (i) Provide advisory to senior management & the Board of Directors and business on legal strategy and risk issues associated with the company's business operations, regulatory, compliance, governance, commercial transactions and product review;
- (ii) Provide solutions and mitigation to risk issues, possible breaches, non-compliance, litigation matters and recovery cases;
- (iii) Collaborate and support other stakeholders in providing general legal advisory services to protect Bank's interests;
- (iv) Lead the legal operation activities including negotiations, vetting, drafting, compiling and ensure timely execution, submission and filing of all legal documents/agreements to the relevant parties/authorities;
- (v) Manages the Bank's Integrity & Governance Unit ("IGU") acting as Chief Integrity & Governance Officer ("CIGO") and leads the Bank's compliance activities and framework monitoring inclusive of matters concerning integrity & governance for the Bank;
- (vi) Acts as the Bank's named group company secretary and leads the process of organizing, taking meeting minutes, drafting resolutions, compilation and circulation of board of directors, remuneration and nomination papers to all members in a timely manner;
- (vii) Monitor maintenance of all company statutory records and compliance with the latest Companies Act, with respect to all relevant regulations
- (viii) Ensure attraction, motivation, development and retention of employees across all levels for smooth flow of daily operations while maintaining a high-performance culture

Aug 2017 - Dec 2019
(2 years 5 months)

Head, Corporate Legal and Group Company Secretary
KNM Group Berhad | Malaysia

Industry	Oil / Gas / Petroleum
Specialization	Law/Legal Services
Role	Company Secretary
Position Level	Senior Manager

Major Duties & Responsibilities are summarized as follows:

- (1) To oversee the administration of KNM Group's Corporate Services Division comprising the sub-departments of Corporate Legal, Corporate Secretarial & Compliance and Corporate Communications;
- (2) To act as KNM Group Berhad's Group Company Secretary and Company Secretary for all subsidiary companies;
- (3) To ensure adherence and compliance of KNM Group to Bursa Malaysia's Listing Requirements, Companies Act, MCGG and all applicable related statutes and regulations effecting the Group;
- (4) To participate in and at times spearhead the corporate initiatives and exercises that KNM Group is involved in;
- (5) Preparation, review and confirming all related agreements, contracts and connected documentation in connection to KNM Group's corporate legal, compliance and corporate secretarial matters.

Oct 2012 - Jun 2017
(4 years 9 months)

Group Legal Manager
PETRONAS Lubricants International

Industry	Oil / Gas / Petroleum
Specialization	Law/Legal Services
Role	Lawyer
Position Level	Senior Manager

- Monitors and oversees all commercial, corporate and statutory legal matters in relations to PETRONAS Lubricants International Group of companies
- Monitors and act as Group's Company Secretary and Joint Company Secretary for territories requiring local corporate secretarial representation. This includes full compliance to preparation, submission and circulation of all related Board Papers, Meeting Packs, Resolutions and Statutory Submissions where applicable.
- Monitors all litigation and commercial disputes for the Group, associate and affiliate companies
- For specific portfolios or projects, participate as Group's Legal Representative for feasibility studies, corporate strategic exercises, operations carve-out exercises, organic & non-organic strategic growth, corporate finance exercises, etc.
- The tasks cover whole Group spanning from domestic Malaysia operations, China, Africa, Europe, North & South Americas, Nusantara Countries and areas rotating around India, Sri Lanka and Pakistan where the PETRONAS Downstream and Oil Lubricant (inclusive of functional fluids) distribution operations extends.

Aug 2008 - Sep 2012
(4 years 2 months)

Senior Manager, Group Legal & Corporate Services
NEXTNATION COMMUNICATIONS BERHAD

Industry	Computer / Information Technology (Hardware)
Specialization	Law/Legal Services
Role	Management
Position Level	Senior Manager

Description of Employer:

MNC involving in telecommunication platform, application, content & service provider; Public Listed Company on Bursa Malaysia Securities Bhd for the MESDAQ Market

Major Duties & Responsibilities are summarized as follows:

- (1) Heads and oversees all matters in relation to the in-house legal and company secretarial department inclusive of budget control, staff administration matters, in-house monitoring, storage and filing of originals and softcopies, master list maintenance of Register Of Agreements, Licences, Permits, etc;
- (2) Monitors Group's corporate compliance and licensing – among others that include Inland Revenue Board compliances, Ministry of Trade Pioneer Status, MCMC (Application Service Provider), MDec (MSC Status), Telecommunication Companies' mandatory preventive systems, local authorities, statutory bodies
- (2) Monitors Group's mediation, arbitration and litigation matters – among others include advisory, tracking of status, case review, legal fees cost control
- (3) Monitors Group's corporate secretarial matters – among others include acting as Group's Board Secretary, subsidiary companies Company Secretary, ensuring compliance to all related Acts, guidelines, circulars, listing requirements, Corporate Governance, liaison with Registrar and Sponsors, attending meetings, filling of statutory forms, announcements, secretarial papers, annual returns, resolutions, company secretarial advisory, etc.
- (4) Counsels and monitors Group's corporate planning and exercise domestically and overseas (inclusive o Indonesia, China, Hong Kong and Singapore) – among others include corporate finance planning , double taxation study, tax planning & exemption research & implementation (local & offshore), restructuring, mergers & acquisition exercises, take-overs, mandatory general offers, listing potentials locally and overseas, IPO exercises and shareholders escrow control for disposal / exchange, etc
- (5) Monitors Group's legal commercial & contract management activities and intellectual properties registration & protection – among others include negotiating, finalizing, review, drafting Group's legal commercial contracts and related documentations strategic business & commercial transactions, service level agreements, intellectual property licences, participates in software / platform / rackspace / servers / reseller and other forms of ICT related solutions and contracts.

Mar 2007 - Aug 2008
(1 year 6 months)

Legal Counsel

PROTON Holdings Berhad

Industry	Automobile / Automotive Ancillary / Vehicle
Specialization	Law/Legal Services
Position Level	Manager

Brief description on employer:

Malaysian national automobile and auto parts manufacturer and distributor, Public Listed Company on the Main Board of Bursa Malaysia

Major Duties & Responsibilities are summarized as follows:

- (1) Oversees the respective legal department under PROTONs Group Legal Division for corporate and commercial matters and is responsible for advising on all related issues that affect the Group and all subsidiary / associated companies within Malaysia and overseas;
- (2) Drafting and vetting all forms of contracts / agreements for the group, ensuring that the groups interests are always protected within and approval obtained within Limits Of Authority;
- (3) Counsels Board of Directors, Management Committee Members and senior management on the legal implications of all companys corporate and commercial activities;

- (4) Involved and advises on Groups restructuring, mergers and acquisition exercises;
- (5) Overseeing all major corporate international PROTON projects from initiation, feasibility study, monitoring and expansion which includes among others the signing of Confidentiality, NDA, Distribution Agreement, strategic alliances collaboration , credit financing issues, Intellectual property rights issue such as licensing of trademarks & patents, etc;
- (6) Liaise with external panel legal advisors and consultants as and when required;
- (7) To perform any other job / function as assigned by the Head, General Manager of Group Legal Division.

Nov 2005 - Feb 2007
(1 year 3 months)

Senior Land & Contract Officer **SALCRA**

Industry	Agricultural / Plantation / Poultry / Fisheries
Specialization	Law/Legal Services
Position Level	Manager

Brief description on employer :

Sarawak Land Consolidation & Rehabilitation Authority ("SALCRA") is a Government Agency under the purview of the Ministry of Land Development, Sarawak. It's functions to the State Government of Sarawak are similar to what the Federal Land Consolidation & Rehabilitation Authority ("FELCRA") or now known as FELCRA Berhad after privatisation, does for the Federal Government of Malaysia.

Major Duties are summarized as follows :

- (i) Serve as in-house senior contract & land officer to attend to all matters pertaining to land administration including land leases;
- (ii) to confirm description of Development Areas with Dept. of Lands & Surveys;
- (iii) to apply for state land for large scale agriculture plantation;
- (iv) to liaise with Dept. of Lands & Surveys on all matters pertaining to land acquisition and issuance of all land titles;
- (v) to be responsible for crop and properties valuation;
- (vi) to make submission to State Planning Authority for Siting Board Paper;
- (vii) to attend to all matters pertaining to Contracts & Agreements;
- (viii) to analyse and report on Contractors performance & propose improvements on shortcomings;
- (ix) to initiate and maintain a registry of Contractors & Suppliers;
- (x) to arrange tender openings and coordinate tender evaluations and
- (xi) to check and report on Contractors financial performance and ensure proper Budget controls.

Oct 2003 - Oct 2005
(2 years 1 month)

Senior Legal Officer **Housing Development Corporation**

Industry	Property / Real Estate
Specialization	Law/Legal Services
Position Level	Senior Executive

Details about employer :

Statutory Body under the purview of the Ministry of Housing and Local Government

Major Projects :

All housing development in Sarawak in particular to the low-cost & medium low cost housing

Major Duties :

Serve as in-house legal officer to the Statutory Body and to the State Housing Ministry in general pertaining to all legal matters, dealing with private developers, contractors, purchasers, private financial institutions, relevant government authorities in particular with Department of Land & Surveys, Bintulu Development Authority, NREB, DID, Local Authorities, Local Councils, Syarikat Perumahan Negara Berhad (SPNB), Jabatan Perumahan Negara, etc

Sep 1998 - Sep 2003
(5 years)

Legal Officer

Alom Building Systems (M) Sdn Bhd

Industry	Construction / Building / Engineering
Specialization	Law/Legal Services
Position Level	Senior Executive

Serve as in-house legal person to support teams negotiating sales, service level agreements, related transactions with strategic alliance partners. Drive compliance within company to meet legal requirements, while balancing company goals and priorities as well as meeting clients' and partners' needs. To handle portfolio in conveyancing, retail loans, corporate loans and export-import financing, in which familiarization with sale and purchase agreements and loan recovery including enforcement and sound litigation. To carry out company's corporate secretarial functions. To handle matters concerning labour laws and industrial relations, primarily with relations to Company's claim, former employees complaints, termination/retrenchment procedures. To evaluate and review Company's insurance claim(s) on assets, properties and all policies related to Projects undertaken and/or Bonds issued.

Education

1998

University of East London (UEL)

Bachelor's Degree in Law | United Kingdom

Major	Law
Grade	2nd Class Lower

1996

Stamford College Petaling Jaya (Selangor)

Higher Secondary/STPM/"A" Level/Pre-U in Others | Malaysia

Major	Law
Grade	Grade A/1st Class

Skills

- Lotus 123, MS Powerpoint, MS Word, MS Excel
- Licence Company Secretary (LS0009402) - Companies Commission of Malaysia (since YR2001)
- Certified Integrity Officer (CeIO) – Malaysian Anti-Corruption Agency (since YR2022)

Additional Info

Expected Salary
Preferred Location

MYR 30,000 (negotiable)
Anywhere in Malaysia, preferably around Kuala Lumpur

Other Information

- Previously an Executive Director of ASDION BERHAD since 1 April 2015, a public listed company under Bursa Malaysia ACE Market and executive directors in several subsidiaries of the Group which is involved in the Information Technology, Property Development, Logistics and Trading of Commodities Sector.
- Previously a non-independant and non-executive President Commissioner of PT INOVISI INFRACOM Tbk, a public listed company under Bursa Efek Indonesia (Telecommunications, Engineering and Natural Resource Sectors) from 03 March 2011 until 30 June 2015.
- Previously an independant and non-executive Director and Audit Committee Member of PETROL ONE RESOURCES BERHAD, a public listed company under Bursa Malaysia Main Market (Oil and Gas Trading and FSO sector) since 12 January 2011 until 19 November 2011.
- Previously an executive director at PT PETRONAS Lubricants Indonesia, a wholly-owned subsidiary company of PETRONAS Lubricants International (member company of PETRONAS, Malaysia National Oil Corporation) from 6 March 2014 to 20 August 2014.

Relevant Certificates Obtained & Courses / Seminars Attended:

Certified Integrity Officer (CeIO)

- Accredited by the Malaysia Anti-Corruption Academy in 2022

Course Certificate on Kursus Asas Binaan Kontraktor (JKR)

- Course conducted by Institut Usahawan Muda & Ministry of Works, Malaysia

Course Certificate on Shipping & Port Operations and Practices

- Course conducted by Institute of Professional Advancement and MISC Berhad, Malaysia

Training Certificate on Internal Quality Audit for QA / QC

- Training conducted by Eagles Wings Consultancy & Training Solutions, Malaysia

Training Certificate on Radarsat SAR Application Training

- Training conducted by MDA Geospatial Services International (Canada) & University Sarawak Malaysia

Sijil Program EQ and Leadership Program

- Program conducted by TNDP Punchak Mahajaya Sdn Bhd, Malaysia

Certificate of Attendance 52 Contractual Issues Relevant To Malaysia And Their Resolution

- Seminar conducted by JR Knowles, Malaysia (A Hill International Company)

Certificate of Attendance Legal & Practical Issues Under The Housing Developers Act

- Seminar conducted by Asia Pacific Diligence Sdn Bhd, Malaysia

Certificate of Attendance Labour Act & Occupational Health and Safety

- Seminar jointly conducted by Labour Dept, SHO, Safety & Health Dept, Industrial Relations Dept, Msia

Certificate of Attendance Credit Management & Control

- Seminar conducted by Finet Associates Sdn Bhd

Certificate of Attendance Performance Management System Human Resources

- Seminar conducted by Proton Holdings Berhad

About Me

Gender

Male

Age

49 years

Telephone Numbers

(+60) 0128871074

Permanent Address

No. 106, Jalan D'Alpinia 3, Taman D'Alpinia, 47120, Puchong, Selangor, Malaysia.

Nationality

Malaysia