



ABOUT ME

A qualified and licensed Chartered Secretary with an Associate membership from the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) since 22 April 2014.

More than ten (10) years of professional experience in company secretarial practice, corporate works as well as corporate governance in various industries ranging from management and consultancy, construction, automotive, banking and financial services, aviation, and maritime.

Career expectation is to be successful and recognised Chartered Secretary and Chief Integrity and Governance Officer.

DION ALMATIN BIN RUHUTON AABID

(MAICSA No. 7064710)

(Practising Certificate No. 201908001467)

Address : No. 171, Lorong Cakera Purnama 12/29
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Selangor
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LICENSE AND CERTIFICATION

1. Associate Member of MAICSA

Designatory Letters : ACIS (CS) (CGP)
MAICSA No. : 7064710
Date Issued : 22 April 2014

2. Practising Certificate for Secretaries issued by the Companies Commission of Malaysia (CCM)

Practising Certificate No.: 201908001467
Date of Issuance : 9 May 2020
Expiry date : 8 May 2021 (To be renewed)

EXPERIENCE



1 February 2021 – Present

Maritime Institute of Malaysia (MIMA)

Head of Integrity Unit

Lead and manage the Integrity Unit in creating a business environment that practices high integrity and free from corruption by:-

- Promoting values of integrity, transparency and good governance.
- Strengthening the internal system and support corruption prevention.
- Ensuring that MIMA complies with laws, policies and procedures relating to fighting corruption.
- Advising the Management and Board members on integrity and governance matters.

ACCOMPLISHMENT

March 2021

- Revised Terms of References of all Board Committees in MIMA

December 2019 – May 2020

- Annual Report 2019 of MAHB

March 2019 – June 2019

- Adoption of New Constitution of PUNB

October 2018 – February 2019

- Establishment of PUNB Board Charter
- Establishment of PUNB Director's Code of Conduct and Ethics

November 2018

- Paperless meeting for Board of Directors' meeting (Azeus Convene)

September 2018

- Initiate PUNB Director's Disclosure of Interest and Related Party Transaction
- Implementation of Types of Directors, i.e., Independent and Non-Independent

February 2018

- Imposition of penalty on late submission of meeting paper

March 2017 – May 2017

- Amalgamation exercise of indirect wholly-owned subsidiaries of Sime Darby Berhad in New Zealand



1 November 2019 – 31 January 2021

Malaysia Airports Holdings Berhad (MAHB)

Manager, Company Secretarial Division

Oversee the company secretarial division and to assist Group Company Secretary in day-to-day secretarial functions. The essential functions of my position in the Malaysia Airports company that manages most airports in Malaysia, includes:-

- Attend Board Committees / Board of subsidiary companies' meeting and draft quality minutes of meetings within reasonable time.
- Draft Board papers, Directors' circular resolution for approval by the Board Committees / Board of subsidiary companies.
- Ensure relevant forms are lodged with the Companies Commission of Malaysia (CCM) within the time frame and documents submitted within the deadline to comply with the requirements of Bursa Malaysia; Securities Commission and other regulatory requirements.
- Named Joint Company Secretary of MAHB's subsidiary companies such as MAB Agriculture-Horticulture Sdn. Bhd. and Malaysia Airports International Sdn. Bhd.
- Draft announcements for release to Bursa Malaysia Securities Berhad.
- Draft report / statements for inclusion in Annual Report.
- Ensure effective coordination of AGM / EGM.
- Ensure the statutory records and register books are updated.
- Guide and supervise secretarial staff in discharging their duties.
- Advise management / board on the latest statutory obligation / regulatory requirements.
- Ensure board policies and procedures are complied with for promoting good corporate governance.
- Assist in the implementation of the relevant principles / recommendations in the Malaysian Corporate Governance Code 2017.

ACCOMPLISHMENT (Continued)

January 2017 – March 2017

- Formation of Auto Bavaria M Performance Sdn. Bhd. and Performance Munich Autos Pte. Ltd. (Singapore)
- Drafted constitution of Performance Munich Autos Pte. Ltd., an indirect wholly-owned subsidiary of Sime Darby Berhad in Singapore

August 2016 – September 2016

- Gap Analysis on Corporate Governance of AFFIN Bank Group in virtue of Bank Negara Malaysia's Policy Document on Corporate Governance issued on 3 August 2016

April 2016 – May 2016

- Obtained Halal certification for Puncak Seri (M) Sdn. Bhd., a wholly-owned subsidiary of Puncak Niaga Holdings Berhad, carrying out food and beverages business

January 2016 – April 2016

- Annual Report 2015 of Puncak Niaga Holdings Berhad

March 2015 – June 2015

- Annual Reports 2014 of RHB Islamic Bank Berhad and RHB Insurance Berhad



4 December 2017 – 30 September 2019

Perbadanan Usahawan Nasional Berhad (PUNB)

Company Secretary (16 March 2018 – 30 September 2019)

*Acting Head, Company Secretary and Governance Department
(16 March 2018 – 31 July 2018)*

Team Lead, Secretarial / Assistant Manager, Company Secretary and Governance Department

Lead the company secretarial matters and ensure company's compliance with the relevant statutory, regulation and corporate governance. My main responsibilities at this Government Link Investment Company to develop Bumiputera entrepreneurs in retail and distributive trade sector, includes:-

- Provide advisory services to the Board of Directors, Management and employee on good governance and secretarial matters.
- Manage the growing needs of the Board of Directors and the Management for general advisory and compliance requirements.
- Coordinate / manage PUNB's Board and Management meetings.
- Maintain company's Statutory Registers.
- Ensure the company compliance with the relevant statutory, regulation and corporate governance.
- Administer the convening of Annual General Meeting, Board and Committee Meetings, filing statutory documents, and Moneylenders' License.
- Conduct briefing session for entrepreneur during induction programme to ensure that the entrepreneur understand on the secretarial and corporate governance requirement.
- Ensure proper records of meetings (Minutes of meetings) that had been resolved / agreed during a meeting and to ensure the safekeeping of the minutes.
- Attend to audit issues (internal and external) to ensure compliance to policies and standard operating procedures.

ACCOMPLISHMENT (Continued)

March 2014

- Organised the Corporate Integrity Pledge of PUNB in collaboration with Malaysian Anti-Corruption Commission (MACC) on 12 March 2014

STRENGTH / PERSONALITY TRAIT

- Committed to work
- Self-confidence
- Determination
- Meticulous
- Sense of responsibility
- Analytical skill
- Willingly to learn and take up new opportunities and challenge
- Work independently with less supervision
- Strive to complete and accomplish jobs with excellent result that are assigned to me in any circumstances
- Uphold the integrity, governance and best practices in discharging duties and responsibilities
- Easily adapt to different environment
- Outgoing and friendly



23 January 2017 – 3 December 2017

Sime Darby Auto Bavaria Sdn. Bhd.

Senior Executive, Corporate Secretarial, Motors Division

Provide in-house secretarial services to companies under Sime Darby Motors Group, both domestic and overseas. My responsibilities at this automotive arm of the Malaysian trading conglomerate, includes:-

- Provide in-house secretarial services in managing and administering day-to-day operation of secretarial practices and requirements in accordance with the applicable rules and regulations associated to the Group of Companies.
- Assist in organising of Board of Directors' and Board Committees' Meetings, General Meetings, minutes writing, drafting resolutions, announcements and other corporate secretarial and compliance work as well as preparation of meeting files.
- Assist in preparation of all corporate secretarial documents such as resolutions, statutory documents, correspondences, annual reports circulars etc., announcements to Bursa Malaysia Securities Berhad and submissions to the relevant authorities and preparation of reports to other stakeholders within the required period of time.
- Liaise and coordinate with the overseas secretarial agents/ personnel relating to overseas companies of the Sime Darby Motors Group.
- Assist in corporate exercises and/or projects in which the Company Secretarial Department is involved.
- Maintain and update the statutory records/registers.
- Assist in any other duties and assignments as may be assigned by Management from time to time.



11 July 2016 – 22 January 2017

AFFIN Bank Berhad

Assistant Manager, Secretarial, Compliance, Legal & Secretarial Division

Provide in-house secretarial services to AFFIN Bank Berhad Group of Companies and oversee the Corporate Governance of the group. My responsibilities at this Armed Forces-link commercial bank company includes:-

SKILL & KNOWLEDGE

Companies Act, 2019

Bursa Malaysia Listing Requirement

Capital Markets and Services Act, 2007

Malaysia Code on Corporate Governance, 2017

Malaysian Anti-Corruption Act, 2009

Bank Negara Malaysia's Standards and Guidelines

Corporate and Board Governance

Integrity and Ethics

Coordinate and managing Meetings

Drafting Minutes of Meeting

Drafting Resolutions

Drafting Board papers

Liaising with Authorities

Malaysian Business Reporting System (MBRS)

Azeus Convene

Diligent Board

BoardPac

- Assisting the Head, Secretarial and Company Secretary, responsible along with the directors for certain tasks under the new Companies Act 2016, Bursa Malaysia Listing Requirements, Bank Negara Malaysia's rules and regulations, Securities Commission's rules and regulations and other regulatory bodies supervising the financial institution.
- Provides administrative support for the Group's corporate secretarial functions including updating statutory records and registers, coordinating Management Meetings and General Meetings.
- Prepares Board of Directors meeting materials and agendas for distribution and meetings.
- Draft Board minutes, circular resolutions, announcement, lodgment of annual returns and statutory forms, corporate exercises and other secretarial administrative functions.
- Liaises with various authorities, office of directors, relevant departments and external parties on matters related to the Board of Directors and its function.
- Acts as an advisor for the Directors, on all matters related to the Board of Director's function.
- Monitors changes in relevant legislation and regulatory requirements and takes appropriate actions for compliance.
- Acts as a Secretary to the Group Management Loans Committee meetings.
- Assists in processing and verifying corporate information received from various sources for the production of annual reports and ensure its accuracy.



5 January 2016 – 10 July 2016

Puncak Niaga Management Services Sdn. Bhd.

Secretarial Executive, Secretarial Department, Corporate Services Division

Provide in-house secretarial services to companies under Puncak Niaga Holdings Berhad (PNHB) Group. My roles at this leading regional integrated water, wastewater and environmental, as well as construction works, includes:-

- Prepare relevant Directors' resolutions, minutes, statutory returns, company's announcement and all other relevant documents as required pursuant to the Companies Act 1965, the Main Market Listing Requirements of Bursa Malaysia Securities Berhad and any other relevant Act.

LANGUAGES

- English:-

Spoken



Written



- Bahasa Malaysia:-

Spoken



Written



HOBBIES AND INTERESTS

When I am not at work, I love reading articles on human resources matters; and car news and reviews.

I also love playing musical instruments, i.e., bass, guitar and ukulele, and having a jam session with band members. Once a session bassist for indie band / singer-song writer / poet, Acid Hadi, Glasgow Ballet, Wani Ardy, Mosyuki Borhan, and MeetUncleHussain, a progressive rock band winning the prestigious Anugerah Juara Lagu in 2008.

- Arrange for lodgement of returns with the Companies Commission of Malaysia, Bursa Malaysia Securities Berhad and the Securities Commission.
- Assist in ensuring that the Register of Substantial Shareholders and the Register of Directors' Shareholdings are properly maintained and updated in accordance with the Act.
- Update the secretarial and statutory records and keep them in proper order.
- Prepare relevant Company announcements.
- Prepare the monthly Summary of Share Analysis of Shares.
- Prepare the quarterly PNHB Fact Sheet.
- Prepare relevant correspondences as may be required and directed.
- Act as Secretary of the Management Committee Meeting.
- Attend meetings with the Executive Director, Corporate Services Division or Senior Manager as may be directed and to prepare the minutes of meetings accordingly.
- Assist in preparation of related papers or reports and compilation of Board of Directors' Meetings' or any other Meetings' files as may be directed by the Executive Director, Corporate Services Division/Senior Manager.
- Assist in the preparation of the PNHB's Annual Report.
- Multi-tasking and discharge all other responsibilities and duties as may be directed by the Executive Director, Corporate Services Division and the Senior Manager.



16 March 2015 – 4 January 2016

RHB Banking Group

Assistant Manager, Islamic / Insurance Secretariat Division, Group Secretariat & Security Services

Provide in-house secretarial services to RHB Islamic Bank Berhad, RHB Insurance Berhad and several RHB Banking Group subsidiaries. My responsibilities at this fourth largest fully integrated financial services group company in Malaysia includes:-

- Assist the Group Company Secretary / Head of Department in arranging and managing meetings [Board / Board Committees / Members (if any)], including drafting minutes, preparing proposal papers and compiling meeting books for RHB Islamic Bank Berhad, RHB Insurance Berhad and several RHB Banking Group subsidiaries.

AVAILABILITY

One (1) month

REFERENCES

- **Roshida Hayati binti Mohd Mohyi**
Senior Manager, Secretarial Department
Malaysian Resources Corporation Berhad
(Contact details will be provided upon request)
- **Ahmad Fathi bin Mohd Noor**
Head, Secretarial, Legal and Compliance Division
AFFIN Bank Berhad
(Contact details will be provided upon request)
- **Afidah Azwa binti Abdul Aziz**
Deputy under Secretary
The Ministry of Finance
(Contact details will be provided upon request)

- Prepare and circulate the Directors' Circular Resolutions and Circular Resolutions of Board Committees in order to obtain timely Board or Board Committee's approval for RHB Islamic Bank Berhad, RHB Insurance Berhad and several RHB Banking Group subsidiaries.
- Assist the Group Company Secretary / Head of Department in ensuring compliance with all relevant statutory requirements (e.g: Listing Requirements, Companies Act, 1965 and Bank Negara Malaysia's requirements) including filing of statutory forms, making public announcements / disclosures and maintaining statutory registers/records for RHB Islamic Bank Berhad, RHB Insurance Berhad and several RHB Banking Group subsidiaries.
- Provide secretarial support for corporate exercises including ensuring accuracy of the information or documents or advice provided and/or compliance with statutory requirements for RHB Islamic Bank Berhad, RHB Insurance Berhad and several RHB Banking Group subsidiaries.
- Provide, review and verify corporate secretarial information for Annual Report, drafting the Corporate Governance Statement, Corporate Information and Directors' profiles and ensure that the relevant reports and contents of Annual Report are reviewed and approved by the Boards and relevant Board Committees for RHB Islamic Bank Berhad and RHB Insurance Berhad.
- Liaise with shareholders, external auditors, directors, regulatory authorities and internal Strategic Business Units / Strategic Functional Units (SBUs/SFUs) on the relevant matters for RHB Islamic Bank Berhad, RHB Insurance Berhad and several RHB Banking Group subsidiaries.
- Support any project or undertake any assignment as may be deemed necessary by the Group Secretariat, Management, Board Committees or Board of Directors.
- Supervise support clerical and provide guidance. To assist in the job rotation for clerical.



3 December 2012 – 12 March 2015

Perbadanan Usahawan Nasional Berhad (PUNB)

Executive, Company Secretary and Governance Department

Assist in all aspects of secretarial duties and functions and to ensure compliance with the statutory regulations and guidelines. My main responsibilities at this Government Link Investment Company to develop Bumiputera entrepreneurs in retail and distributive trade sector, includes:-

- Organising and conducting meetings and preparation of minutes of Board of Directors and Management levels.
- Assist in all aspects of secretarial duties and functions and to ensure compliance with the statutory regulations and guidelines.
- Conducting Secretarial Due Diligence exercises on companies applying for PUNB financial assistance to assist the evaluation of investment proposals.
- Providing company secretarial advice to the monitoring departments in relation to the monitoring of PUNB's investee companies.
- Ensuring all PUNB's membership with associations and bodies are renewed.
- Conducting and organising the Corporate Integrity for PUNB such as seminars, briefing, and training, in collaboration with external agencies i.e. Malaysian Anti-Corruption Commission (MACC) and *Institut Integriti Malaysia* (IIM), as well as providing monthly updates to PUNB staff on integrity and corporate governance.



23 February 2011 – 30 November 2012

Feroz Corporate Consultancy (M) Sdn. Bhd.

Company Secretarial Assistant

Provide company secretarial services to over 300 portfolios of domestic and foreign companies/ clients (active and non-active) requiring statutory company secretarial and registered office services. My roles at this management and consultancy services company includes:-

- Assist in the day-to-day operations of the division to ensure timely and accurate transmission of secretarial documents, as requested by clients or as requested by the law (Companies Act 1965) and the proper update, upkeep and maintenance of all statutory records of the clients.
- Monitor and ensure lodgement of all documents by the respective due dates to the relevant authorities (Companies Commission of Malaysia, Inland Board Revenue, and etc.).
- Maintain a comprehensive record, for the return of any and all documents sent to the clients for validation, lodgement or any other purpose.
- Ensure generation of Company Review Update letters on a monthly basis, the regular and consistent update of the Company Secretarial Software to ensure accurate Company Secretarial records are maintained at all times.

I, Dion Almatin Bin Ruhuton
Aabid hereby authorise your
handling of my personal details
as per Malaysian Law Personal
Data Protection Act 2010
(PDPA 2010).

EDUCATION

1. Professional Degree

Field of Study : ICSA International Qualifying Scheme (ICSA - IQS)
University : The Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) in collaboration with Universiti Teknologi MARA, Malaysia (UiTM)
Graduation Date : 22 August 2011

2. Bachelor of Corporate Administration (Hons.)

University : UiTM
Graduation Date : 20 May 2010
CGPA : 3.17 / 4.00

3. Diploma in Public Administration

University : UiTM
Graduation Date : 22 May 2008
CGPA : 3.64 / 4.00