



Noor **Afzan** Safuan Bin Shaharun
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35 years old
8 November 1990
Male
Malay
Islam
Malaysian
3-month notice period
Driving license class D

Summary

He has worked professionally in the company secretarial and corporate governance line for 10 years and is looking forward to a long-term career opportunity and development.

An observer, avid learner, people leader, a positive mindset, resourceful, meticulous and a team-player.

WORKING EXPERIENCES

Senior Executive (equivalent to Assistant Manager role), Group Secretarial Services at MISC Berhad
(April 2020 – Present)

End-to-end company secretarial functions and technical public listed acumen:-

1. Supporting **core functions of the secretarial operations and strategic governance unit**, ensuring compliance with the Companies Act 2016, Bursa Malaysia Main Market Listing Requirements, Malaysian Code on Corporate Governance (MCCG) and other relevant rules and regulations;
2. Performing organization and secretarial affairs but not limited to i.e. managing **twenty (20) portfolios** of companies across jurisdictions i.e. Malaysia, Singapore, Brazil and Bermuda, maintaining and updating registers and statutory records, drafting a notice of meeting, agenda list, matters arising, and minutes of the Board subsidiaries' meetings. Filing of statutory forms and returns with the relevant regulators;
3. Recording Secretary for all subsidiary board meetings under my care, including the JV entities in Japan; and
4. Performed **new incorporation** of Labuan, Singapore, Bermuda and Brazilian entities for operating business units i.e. Offshore Business and Gas & Assets Solutions. Establish guidance and **render advice to the internal stakeholders** during syndicate discussions of preliminary and post-tender/awards.

Highly involved in corporate governance and board-relationship matters:-

5. Facilitate the '**Board Search**' of new appointment of director(s), which involves the following processes:
 - Source external consultants and make recommendations to the Board Nomination & Remuneration Committee (BNRC).
 - Liaise with potential candidates, manage logistics, and prepare all documents for interview/chit-chat sessions.
 - Prepare BNRC and Board Papers for candidate recommendations, facilitate Board approval, and draft announcement of new director appointments to Bursa Malaysia.
 - Coordinate onboarding for newly appointed directors.

6. **Project Manager** for bi-annual in-house MISC Group Directors' Training and multiple bite-sized training sessions, for directors' continuous development. Conducting end-to-end training projects i.e. sourcing and consolidating topics from internal stakeholders, presenting topics to BNRC and Board for selection and liaising with speakers, managing program line-up and dry-run, etc. This initiative is a balanced scorecard item for the secretarial department and formed part of the Board KPIs.
7. **Project Manager** for sourcing external consultants for Board Effectiveness Evaluation (BEE) to comply with Practice 6.1 of MCCG. Performing the entire process, from initial consultant selection to final evaluation reporting. Monitoring the implementation of approved action plans, including but not limited to board composition, board and committee skill sets, alignment with the Perform-Transform agenda, and upholding sustainability-driven initiatives.
8. **Drafting and reviewing** the Board Charter, Board Committee's Terms of Reference and any company secretarial-related policies and guidelines i.e. Corporate Disclosure Policy, Document Retention Guideline, Board Paper and Board Committee Preparation Guideline.
9. Preparing various **BNRC and Board Papers** relating to corporate governance-related matters to be presented to the Board Committees and the Board for approval and notation.
10. Facilitate yearly Board KPIs, Board Performance Evaluation and Individual Director Performance Evaluation (Peer & Self-Assessment). Thereafter **performing results consolidation, analyzing feedback & the gaps, and proposing action plans**;
11. Facilitate a yearly **External Auditors' Evaluation** to justify their re-appointment at the Annual General Meeting;
12. Working Committee for the Integrated Annual Report production and responsible for the write-up and proofreading of the sections i.e. Corporate Governance Overview Statement, Board Committees Reports, Notice of AGM and Corporate Governance Report; and
13. **Main coordinator** for the AGM Q&A working team, following through on post-AGM matters, such as finalizing Q&A responses for website upload and preparing the Annual Report Checklist for submission to Bursa Malaysia.

Involvement in various corporate exercises and special assignments:-

14. Project EPIC: A major **internal restructuring** across a group of companies. My role is to coordinate the affected portfolios under me, including but not limited to the delayering with the new incorporation of entities, the share transfer process across jurisdictions in Malaysia, and the Labuan leasing entity (LFSA).
15. Project MIDAS: Issuance of the MISC Berhad RM2.5 billion Islamic Medium-Term Notes (IMTN) programme affirmed an AAA rating with a 'Stable' outlook by MARC. A focal in the secretarial team to accomplish the seamless due diligence process for MISC Berhad and its main subsidiaries (ref: [Announcement details](#)).
16. Project XYZ: Assisted secretarial team in the **due diligence stage** on the ongoing potential mergers between MISC Offshore business unit and Bumi Armada Berhad. The Memorandum of Understanding was signed on 14 November 2024, whereby subject to the satisfactory completion of due diligence, the parties may enter into negotiations on definitive agreement(s) (ref: [Announcement details](#)).
17. Support in reviewing documents for DJSI, KYC, Invitation to Bids under LNG and Offshore project tenders, as well as the financing documents for submission to the Lenders, including bridging loans and credit facilities; and

18. Managing relevant documentation for **multiple and recurring allotment and redemption exercises** of RCPS and RPS under AET Group (AETHL, AETTH, MTHSB & MTH Bermuda) and Offshore Business Unit (MISCOS, MOSPL & MISCOAH), as well as the Allotment of Shares under GAS Business Unit (PLL, Polaris 1 & 2), covering jurisdictions in Labuan/Malaysia, Singapore, and Bermuda.

Skills:-

- Stakeholder management, irrespective of internal and external parties.
- Communication skills with the C-suite level and Senior Management.

Achievements, Training and Courses:-

- Successfully completed the prestigious 'MISC Leadership Pathway Signature: Leaders Development Series (LDS)' in October 2024. This program, a collaborative effort between Group HR and HumanInc, is designed to accelerate leadership competency and prepare selected staff for the 'Ready-to-Manager' role.
- Achieved completion of the esteemed 'MISC Leadership Pathway Signature: Executive Leadership Series (EDS)' in June 2023. This program, a collaborative effort between Group HR and Coach2Success Consultancy, aims to elevate the readiness level for middle-management positions, identifying and nurturing high-potential Executives across the MISC Group.

Senior Executive, Group Secretarial Department at FGV Holdings Berhad

(September 2019 – March 2020)

Executive, Company Secretarial

(November 2016 – August 2019)

Scope of Works & Responsibilities:-

1. Appointed as **Joint Company Secretary** for multiple subsidiaries within the FGV Group of Companies. Served as the '**Governance Champion**' representing the Group Secretarial Department from 2019 to 2021. Designated as the 'Risk Owner' in the ERMS system, responsible for quarterly updating the Risk Register for the Group Secretarial.
2. Convene and attended '**Audit Committee**' and '**Board Governance & Risk Management Committee**' meetings, Board subsidiaries meetings, Annual General Meetings and Extraordinary General Meetings;
3. Rendered core secretarial affairs but not limited to i.e. drafted directors'/members' resolutions, notice of meetings, agenda list, matters arising, minutes of the Board Committees' meetings and board subsidiaries' meetings as well as preparing the Report of the Board Committees-post meetings. Prepared the relevant board papers and other documents relating to corporate secretarial matters;
4. **Filing all the necessary statutory forms** with the Companies Commission of Malaysia within the stipulated deadlines. Proper maintenance of the Statutory Books, including Registers of Members, Directors and Secretaries. Used and custody of common seal;
5. Managed **fifteen (15) local and three (3) overseas companies** i.e. China and USA, and liaised with the resident secretaries/stakeholders;
6. Assisted in the **preparation of the Standard Operating Procedures in relation to corporate secretarial matters**. Drafted and reviewed the Board Charter, Board Committee's Terms of Reference and relevant policies;

7. Assisted in the **preparation of the Corporate Governance Overview Statement and Board Governance & Risk Management Committee Report** for inclusion in the FGV Annual Integrated Report (English and Bahasa Malaysia version) and Circular to the Shareholders;
 8. **Drafted various types of Bursa announcements** i.e. Document Submission, Online Application and Circulars Submission to Bursa Malaysia Securities Berhad pursuant to the Bursa Malaysia Securities Berhad's Main Market Listing Requirements; and
 9. Acted as a liaison officer with the regulatory bodies i.e Bursa Malaysia Securities Berhad, Companies Commission of Malaysia, Securities Commission and Share Registrar.
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Executive, Group Legal & Secretarial at Radimax Group Sdn. Bhd.
(December 2015 – October 2016)

Scope of Works & Responsibilities:-

1. Responsible for preparation of the notice and agenda of the Board of Directors' Meeting; Responsible for working closely with other departments and divisions in coordinating the meetings.
 2. Responsible for arranging the submission of papers and proposals for the Board of Directors' and EXCO Meetings within the appropriate dateline. Responsible for preparing the Extract Minutes of the Board of Directors and EXCO meetings and other related statutory documents for regulators and inter-departments;
 3. Responsible for ensuring that all copies of the papers submitted for approval are compiled and orderly arranged as per the Agenda of the Meeting and delivered to the respective Directors and key persons of the Department;
 4. Responsible for preparing statutory forms to be lodged with the Companies Commission of Malaysia and liaising for a license application and the Kod Bidang with the Ministry of Finance; and
 5. Responsible for maintaining and updating the statutory books and records, prepared resolutions, minutes, and annual returns.
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Administrative Officer, Corporate Planning Unit at Malaysian Institute of Integrity
(October 2014 – October 2015)

Responsibilities:-

1. Served as Secretariat for the following:-
 - Roadmap IIM Corporate Strategic Development Plan 2015 – 2018
 - Refining the Workshop of National Integrity Perception Survey Instrument
2. Rapporteur for the Integrity Research Discussions held in June, July, and August 2015.
3. Prepared relevant paperwork and slides for the Corporate Strategic Planning Unit.
4. Provided administrative support during the Institute's monthly events, including Round-Table Discussions, Research Discussions, and Seminars.

ACADEMIC BACKGROUND

Level : Bachelor's Degree in Corporate Administration (Hons.)
Field of Study : Corporate Secretarial and Corporate Governance
University : MARA University of Technology Shah Alam, Selangor

Level : Diploma in Plantation Management and Agro-technology
Field of Study : Agro-technology
University : MARA University of Technology Jengka, Pahang

PROFESSIONAL MEMBERSHIP

License Issuer : Companies Commission of Malaysia (CCM)
Professional License : Licensed Company Secretary (LS0010397)
Date of Issuance : 8 August 2022

License Issuer : Malaysian Institute of Corporate Governance (MICG)
Professional License : Individual Member (OM0280)
Date of Issuance : 20 May 2024

License Issuer : Malaysian Association of Company Secretaries (MACS)
Professional License : Provisional Membership (P01736)
Date of Issuance : 25 July 2016

LANGUAGES

	Speaking	Reading	Writing
Bahasa Melayu	Excellent	Excellent	Excellent
English	Proficient	Proficient	Proficient

PREFERENCES

Own Transport : Yes
Willing to Travel : Yes
Willing to Relocate : Will Consider

REFEREES

Available Upon Request