**CURRICULUM VITAE**

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| Name | : | Teo Leong Puan |
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| Age / Gender | : | 47 / Male |
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| Nationality | : | Malaysian / Singapore Permanent Resident |
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| ***Professional Qualification*** |  |  |

Associate Member of The Malaysian Institute of Chartered Secretaries and Administrators (MAICSA)

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| ***Education Background*** |  |  |

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| **Year** | **School / College** | **Qualification** |
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| 1991 – 1993 | Damansara Utama College  (Kuala Lumpur) | * Institute of Chartered Secretaries and Administrators, UK (ICSA) * Diploma in Business Administration |
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| 1989 – 1990 | Damansara Utama College  (Kuala Lumpur) | * G.C.E. “A” Level * LCCI Higher |
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| 1988 – 1988 | First Toa Payoh Secondary School | Pre-University |
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| 1983 – 1987 | Pei Dao Secondary School | G.C.E. “O” Level |
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| 1977 – 1982 | Chung Kuo Primary School  (Malacca) | Primary Six |

***Career History***

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| **September 2016 – February 2017** |  | **Changi Airports International Pte. Ltd.**  **(Associate Director, Legal & Compliance)** |

* Responsible for corporate secretarial matters of Changi Airports International Pte. Ltd. and its group of companies.
* Ensuring timely submission of all requisite forms, returns and documents to regulatory bodies.
* Preparing agenda and coordinating meetings of Board of Directors including minutes taking.
* Filtering proposal papers for Board of Directors’ meetings to ensure compliance with the required standards of good governance and compilation of these papers into Board meetings files for submission to Directors.
* Preparing Directors’ Resolutions in Writing and follow through the entire process until approvals are obtained.
* Preparing budget for corporate secretarial division.
* Reviewing the Constitutions of Changi Airports International Pte. Ltd. and its group of companies to ensure compliance with the requirements of the new Companies Act.
* Appointment and renewal of directors.
* Working closely with professional service providers in relation to statutory compliance with ACRA.
* Liaising with foreign professional service providers in connection with corporate secretarial matters and statutory compliance in foreign jurisdictions.

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| **April 2006 – October 2015** |  | **Alliance Bank Malaysia Berhad (Kuala Lumpur)**  **(Vice President, Group Corporate Secretarial)** |

* Providing comprehensive governance and corporate secretarial services to the entire Alliance Banking Group and continually reviewing developments in corporate governance. Alliance Bank’s substantial shareholder is Temasek Holdings (Private) Limited.
* Heading a team of 8 personnel managing Alliance Banking Group’s corporate secretarial matters.
* Ensuring good practice of Board procedures is followed and compliance with applicable rules and regulations of regulators.
* Coordinate, organize, prepare agenda and ensure the smooth running of Board, Board Committees’ and Management Committees’ meetings of Alliance Banking Group including minutes taking, sourcing of venues, refreshment and logistics arrangements.
* Establishing, maintaining and reviewing Board and Management Committees’ Terms of Reference.
* Production of high quality Board, Board Committees’ and Management Committees’ proposal papers on timely basis.
* Compilation of Board, Board Committees’ and Management Committees’ proposal papers and filtering them to ensure compliance with the required standards of good governance before tabling these papers for approval.
* Providing comprehensive support to Directors both as individuals and as a collective Board including non-executive directors.
* Supporting Group Company Secretary in giving guidance to Board and Committees on matters of procedure and conduct, including identifying conflict of interest and contributing to meetings discussions, as and when required.
* Ensuring proper update as well as safekeeping of all statutory records, books, forms, documents etc.
* Ensuring compliance with statutory/regulatory requirements and the timely submission of all requisite forms, returns and documents to regulatory bodies.
* Application for the appointment and renewal of directors with Central Bank of Malaysia.
* Liaising with regulators such as Central Bank of Malaysia, Companies Commission of Malaysia, auditors, lawyers, organizations in the banking industry such as Asean Finance Corporation, Financial Mediation Bureau, Rating Agency Malaysia etc.
* The key person in implementing paperless Board and Board Committees’ meetings.
* As the Support Risk Officer of Group Corporate Secretarial in Alliance Banking Group’s Compliance & Operational Risk Management (CORM) Framework which covers areas such as Compliance, Operational Risk and Business Continuity Plan.
* Member of the Project Team in the formation of Alliance Islamic Bank Berhad.

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| **October 2003 – March 2006** |  | **Euroair Sdn. Bhd. (Kuala Lumpur)**  **(Company Secretary / HR & Admin. Manager)** |

* Established the in-house Company Secretarial Department and in-charge of the company secretarial matters of the group.
* Preparing and attending Board and Management meetings as well as following up on matters arising and ensuring they are resolved timely.
* Re-organized the HR & Admin Department for better efficiency and maximize resources.
* Managed the group’s administrative matters such as company’s insurance scheme, telephone system, up-keep of office building, security, stationery, etc. including liaising with suppliers.
* In-charge of human resource matters in overseeing the preparation of payroll, recruitment, liaising with authorities such as Employees Provident Fund (EPF), Social Security Organisation (SOCSO), and Inland Revenue Board etc.
* Managing cash flow of the group.
* Sourcing and application of banking facilities for the group.

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| **July 2001 – October 2003** |  | **Skrine, Advocate & Solicitors (Kuala Lumpur)**  **(Company Secretary)** |

* Providing company secretarial and corporate advisory services to private companies, multi-national companies and foreign branch office.
* Incorporation of companies.
* Due diligence exercise of public listed companies.
* Supporting the lawyers on corporate restructuring matters.
* Billing and collection of Secretarial fees.
* Handling administrative matters of Corporate Secretarial division.

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| **January 2001 – April 2001** |  | **Arab-Malaysian Finance Berhad (Kuala Lumpur)**  **(Senior Officer, Corporate Planning & Services)** |

* Prepare proposal papers for proposed projects of the company.
* Assisting managers in other duties as and when required.

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| **January 2000 – June 2000** |  | **Delairco Corporate Services Sdn. Bhd. (Kuala Lumpur)**  **(Company Secretary)** |

* Provide company secretarial and corporate advisory services to private companies and public listed companies.
* Incorporation of companies.
* Coordinate, organize, prepare agenda and ensure the smooth running of Board, Board Committees’ and Management Committees’ meetings.
* Prepare Annual Report for public listed companies.
* Organize Board meetings as well as Annual General Meetings and Extraordinary General Meetings of public listed companies.
* Ensure billing and collection budgets of company secretarial department are met.

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| **August 1997 – December 1999** |  | **QL Feedingstuffs Sdn. Bhd. (Kuala Lumpur)**  **(Now known as QL Resources Berhad)**  **(Company Secretary)** |

* Established the in-house company secretarial department of the group with more than 30 companies.
* Reorganize the filing system of company secretarial matters of the entire group of companies.
* A member of the project team in the proposed listing of the company on the Second Board of Bursa Malaysia.
* Application for Manufacturing License for a subsidiary company.
* Managed the group’s administrative matters.

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| **September 1993 – July 1997** |  | **PFA Corporate Services Sdn. Bhd. (Kuala Lumpur)**  **(Secretarial arm of Deloitte)**  **(Senior Secretarial Assistant)** |

* Providing company secretarial and corporate advisory services to private companies, public listed companies, multi-national companies and foreign branch office.
* Incorporation of companies.
* Assisting in the preparation of Handbook – Company Secretarial Practice in Malaysia (First Edition) published by MAICSA.
* Preparing and attending Board of Directors’ meeting, Annual General Meeting and Extraordinary General Meeting of private companies and pulic listed companies and minutes taking.
* Application for Manufacturing License and Pioneer Status.
* Application for Representative Office and Regional Office.
* Assist clients in application for Multimedia Super Corridor (MSC) status.