

REGISTRATION FORM

Finance For Non-Financial Managers And Executives

Monday - Tuesday * May 18 - 19, 2026 * FMM Institute Malacca

FMM Institute Malacca (475427-W)
D3-4, Plaza Jayamuda,
Jalan Pelanduk Putih, 75300 Melaka
TIN Number : C10626805080
SST Number : W10-1901-32000105

Please register the following participant(s) for the above programme:

1 Name _____ Designation _____

Nationality _____ IC No. _____

2 Name _____ Designation _____

Nationality _____ IC No. _____

(If space is insufficient please attach separate list)

Please Tick (✓) if your company

will be claiming under SBL-Khas Scheme

will not be claiming under SBL-Khas Scheme

vegetarian _____ pax

Enclosed cheque/bank draft No _____ for RM _____

being payment for _____ participant(s) made in favour of the

“FMM Institute”

Submitted by

Name _____

Designation _____

Company _____

Address _____

FMM Membership No. _____ PSMB MyCodeID No. _____

Telephone _____ Fax _____ Date _____

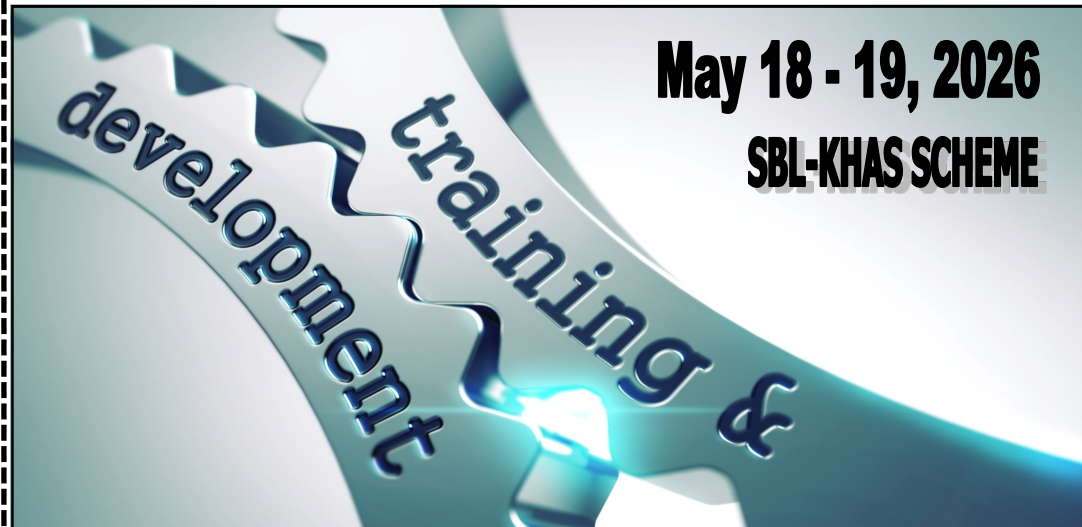
E-mail Address _____



Finance For Non-Financial Managers And Executives

May 18 - 19, 2026

SBL-KHAS SCHEME



FMM Institute Malacca Branch

Centre for Professional Development

Business performance today depends on the day-to-day decisions of managers

at the operational and project levels. In order to make decisions that will maximize the value of organization, managers should also understand the financial aspects of business performance. This course covers principles in financial reporting, costing and the 'know-how' of financial management tools as well as the financial terminologies used by accounting and finance staff.

The course will use a revolutionary and highly customizable business simulation where all participants manage companies on their own or in teams. The objective is to operate a successful business by manufacturing and marketing a product line, while competing with other businesses managed by other participants

C O N T E N T S

INTRODUCTION TO ACCOUNTING AND FINANCE

- Financial accounting and Management accounting
- Financial terms/jargons
- The Accounting Equation

BUSINESS SIMULATION 1:

- Join the simulation competition
- Set up a successful business entity
- Manage your budget to invest
- Decide how much to invest in research and development
- Decide sales and marketing strategies and expenses
- Decide how many units to manufacture
- Decide at what price to sell your products

UNDERSTANDING FINANCIAL STATEMENTS

- Income Statement
- Balance Sheet
- Statement of Cash Flows
- Statement of Changes in Equity
- Understanding why some companies make profit/loss

BUSINESS SIMULATION 2:

- Analyze the market and competition
- Manage your excess inventories
- Price your products carefully
- Manufacture and sell your products
- Review the financial reports
- Review performance versus competitors

FINANCIAL STATEMENT ANALYSIS

- Common ratios in business
- Analyzing and Interpreting the financial Reports
- Understanding, Interpreting and making sense of internal reports

BUSINESS SIMULATION 3:

- Analyze the market and competition
- Product Line and Brand Advertising

COST ACCOUNTING PRINCIPLES

- Concept of costs and understanding costs behavior
- Direct & indirect costs

BUSINESS SIMULATION 4:

- Analyze the market and competition
- Manage employee numbers, salaries, benefits and programs, and training
- Manufacture and sell your products
- Review the financial reports

PREPARING FINANCIAL BUDGETS AND FORECAST

- Types of budget
- Steps in preparing budgets
- Cash flow projection
- Profit forecast

BUSINESS SIMULATION 5:

- Analyze the market and competition
- Review the financial reports

Objectives

- Read and utilize Financial Statements in making decisions
- Understand principles of finance and costing.
- Understand corporate financial goals
- Analyze and interpret financial data
- Making effective business decisions to enhance the business performance

Trainer

DR LOK CHAR LEE, PhD, is a financial consultant specializing in business reporting, cost management, accounting, and financial analytics. Dr. Lok is a chartered accountant registered with the Malaysian Institute of Accountants (MIA), a member of the Chartered Institute of Management Accountants (CIMA), a Chartered Global Management Accountant (CGMA), and a Fellow of the Chartered Tax Institute of Malaysia (CTIM). He holds a Bachelor of Accounting (Hons) degree from Universiti Malaya, a Master of Science in Information Technology, and a Doctor of Philosophy in Corporate Governance from Universiti Sains Malaysia.

Dr. Lok has over 28 years of working experience and obtained his accounting and finance experience as a statutory auditor and tax consultant in various local and international auditing firms. His financial expertise encompassed different accounting, auditing, costing, and taxation aspects for clients: manufacturing, trading, property development, construction, and financial institutions. Dr Lok is a senior lecturer at the School of Management, Universiti Sains Malaysia and a financial consultant on ERP solutions for various companies. He has over 20 years of experience providing Continuing Professional Development (CPD) programmes in small and medium-sized enterprises, large companies, and multinational corporations. He has conducted courses for candidates sitting for professional examinations such as CIMA, ACCA, and CAANZ and examiner and reviewer for professional papers. He co-authors several accounting and auditing books and has presented research papers at local and international conferences.

Who Should Attend

Non financial managers and executives, directors and general managers who need to understand and interpret the financial results.

Administrative Details

Date : May 18 – 19, 2026 (Mon - Tues)

Time : 9.00am - 5.00pm

Venue : **FMM Institute Malacca Branch**
D3-4 Plaza Jayamuda
Jalan Pelanduk Putih
75300 Melaka

Fees (Inclusive of 8% SST) :

FMM Members **RM864** per participant

Others **RM972** per participant

(Fees include course materials, lunch and refreshments)

Registration forms must be completed and returned to FMM Institute Malacca Branch by **May 12, 2026**. No refund for cancellation within 2 working days, 50% refund for cancellation between 3 - 6 working days and full refund for cancellation 7 working days prior to the programme. **CANCELLATION MUST BE IN WRITING TO FMM INSTITUTE MALACCA BRANCH**. Replacements will be accepted at no additional cost. FMM Institute Malacca Branch reserves the right to cancel or reschedule the programme. All efforts will be taken to inform participants of any changes. **However, if the company failed to obtain grant approval or in the event there is no disbursement from HRDCORP under any circumstances to us, then the company will have to make full payment to FMM Institute Malacca Branch.**

For further enquiries, please contact:

Ms Chloe Leong / Ms Yvonne Gan

FMM Institute Malacca Branch

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