

EXAMINATIONS REGISTRATION FORM and INFORMATION FOR CANDIDATES

This registration form will be accepted only if it is fully completed. Persons who have completed the Directors Training Program / Training of Trainers on Corporate Governance course conducted by CMDA are only eligible to sit this examination.

This Examination Registration Forms and Information for Candidates' package consists of **4 pages**.

Applicant's Name:

** Please write your name in block letters*

Address

ID card No:

Date of Birth:

Qualification:

** Pls attach a copy of Directors Training Program / Training of Trainers on Corporate Governance Certificate*

Designation:

Company Name:

Company's Address:

Contact Person:

Office Tel:

Mobile phone:

Fax:

E-mail:

Examination Information (see page 4)

I declare that the above particulars are true and correct I also agree to abide by the rules of CMDA to sit for the exam conducted by the ICDS/CMDA.

Candidates Signature:.....

Date:.....

For ICDS Use only

Application form Received	Payment Received MRF 800	STAMP
Name: Date: Signature:	Name: Date: Signature:	

Note: Fee is non refundable

Notice to Candidates

This notice has been written to help you. Read it carefully and do as you are asked. If there is anything you do not understand, ask the Invigilator.

Rules and Regulations

You must....

- Provide proof of you identify (eg. National Identity Card or Passport) at registration and examination session.
- Only have on your desk your identification, a pen/pencil and an eraser.
- Ensure mobile phones and any other electronic devices are switched off and placed with personal belongings outside the examination hall.
- Any candidate who does not switch off their phones or who retains once in their possession will be disqualified.

You must not....

- Impersonate another person or have another person impersonate you
- Attempt to cheat, copy the work of another candidates or disrupt the examination
- Use, or attempt to use, a dictionary, spell-checker, electronic recorder or mobile phone for the duration of the examination. Any candidate doing so will be disqualified.
- Talk to or disturb other candidates once the examination has started.
- Smoke, eat or drink in the examination room.
- Re-produce any part of the examination in any format/medium. Any candidate doing so will have their examination results disqualified and will be liable to prosecution.
- Remove any materials used during the examinations.

Advice and Information

Make sure you attend on time

- Know the date, time and place of your examination and arrive before the scheduled starting time (before 20 minutes earlier).
- If you arrive late for any of the papers, report to the supervisory or invigilator. You may not be allowed to take the examination.

Provide what you need

- Take into the examination room only the pens, pencils and erasers which you need for the examination.
- Correction fluid and highlighters must not be used
- Leave anything which you do not need, or which is not allowed outside the examination room.

- You may not lend anything to, or borrow anything from, another candidate during the examination
- Do not bring valuables as the examination hall cannot be responsible for these

Examination Instruction

- Listen to the supervisor and do what you are asked to do.
- Tell the supervisor or invigilator at once
 - If you think you have not been given the right question paper
 - If the question paper is incomplete or illegible
- Read carefully and follow the instructions printed on the question paper and on the answer sheet
- Fill in the details required on the front of your question paper and on your answer sheet before the start of the examination.

Advice and assistance during the examination

- If you are in doubt about what you should do raise your hand to attract attention. An invigilator will come to your assistance.
- You may not ask for, and will not be given, any explanation of the questions.
- If on the day of the examination you feel that your work may be affected by ill health or any other reasons, you must inform invigilator at the time.

Leave the examination room

- You may not leave the examination room without permission of the supervisor or invigilator
- You cannot leave your seat until all papers have been collected and you have been told you can leave.
- When you leave the examination room you must leave behind any paper used for rough work clearly crossed through and any other materials provided for the examination
- Do not make any noise near the examination room.

Results

- Results will be issued by ICDS.
- Results may be delayed or withheld where any of the rules and regulations have been breached.

COMMENTS AND SUGGESTIONS

The ICDS/ CMDA welcome constructive comments and suggestions. You can send them to:

Institute of Corporate Directors and Secretaries

Capital Market Development Authority

MTCC Tower 4th Floor

Boduthakurufaanu Magu

Male' Maldives

www.cmda.gov.mv

Tel: 333 6618 / 19 Fax: 3336624 E-mail: icds@cmda.gov.mv

The ICDS reserves the right to amend the terms and conditions as it deems fit.

Information for Candidates

I. Purpose

The primary objective of the exam is to evaluate whether a candidate have knowledge-based competencies deemed necessary to be an effective director.

II. Who should be taking the exam?

- Existing directors of listed companies, state-owned enterprises and other businesses who have completed Directors Training Program conducted by CMDA.
- Prospective directors wanting to assess their understanding without taking the course.

III. Exam Structure

- Examination Paper consists of 4 key sections, reflecting “basic qualification and professional competencies” that must be exhibited by any Director as stated in the Corporate Governance Code (Part 2, 1.1 (c)) as well as international best practices.

The four areas are:

1. Competencies of Directors

- Basic understanding on financial statements
- Application of corporate governance in real business settings
- Reading annual reports
- Evaluating investment proposals

2. Key Responsibilities of a Director

- Monitoring the work of the executive team, protecting shareholders’ interests, and etc (Understanding of CG Code)
- Directors duties, responsibilities, rights and powers
- Achieving board effectiveness

3. Business and Ethics

- Acting independently, maintaining Integrity in personal and professional dealings
- Basics of strategy

4. Risk Management

- Basics of risk management

IV. Pass Marks

- Pass mark for this examination will be informed
- For candidates who fails, they have the option to retake the exam.(no limit for re-sit)

Note: Course materials will be communicated during the 1st week of August. CMDA/ICDS reserves the right to bring changes to this document. Any changes to this document will be communicated to the candidates.
