

## **WEBINAR SERIES:** Compliances to EPF, SOCSO, EIS & PCB with latest updates

**6 May 2024, Monday**

9.00am – 1.00pm

Speaker: MS SERENE YAP

Virtual

Course code: HR060524W1

**Closing date: 4 May 2024**



**4 CPD  
HOURS**

## Overview

The accurate definition and statutory compliance such as the EPF, SOCSO & EIS obligations and PCB calculations will minimize disruption to your operations and Company's integrity.

Our experienced, hands-on Trainer will ensure you are well equipped and competent to apply and comply to the requirements of the law and contracts, and to fully understand the employer's and employees' rights. You will benefit fully from our real-life case studies and competency exercises.

## Course Objectives

At the end of the programme, participants will be able to :-

- Manage HR compliances with the latest updates
- Understand EPF, SOCSO and EIS contributions and benefits
- Understand PCB/MTD deductions and calculations
- Understand Benefits-in-Kind and Perquisites computations

## Specific Target Market

- Payroll Managers / Executives / Assistants
- Compensation and Benefits personnel
- Human Resource Managers / Executives / Officers / Assistants
- Branch Managers / Outlet Managers / Restaurant Managers
- Payroll Service Providers
- Business Owners / Employers

## Methodology

- Interactive Presentation
- Competencies Exercises / Assignments
- Quizzes / Questions and Answers

## About the trainer: MS SERENE YAP

**Serene** greatest passion is to share her knowledge and insights to maintaining and increasing the professionalism and competencies of an Organization's Human Assets and to the HR Community. Her hands-on experience in the corporate world has enabled her to impart her knowledge based not only on theory but also based on her own vast working experiences which ensure that you or your employees are able to relate better and able to apply the knowledge and skills to your workplace, immediately and effectively.

**Serene Yap**, a Human Resource Trainer and Consultant has been enthusiastically involved in all aspects of human capital development for more than 20 years. Serene holds an MBA in General Management, a certified NLP Practitioner by ISNS and a HRD Corp accredited Trainer. Her industry exposure includes property development and management, retail, hospitality, manufacturing, oil and gas, construction sector and consultancy services. During her professional career and as a trainer and consultant, many employees have attained great personal successes in their careers through her guidance, mentoring and coaching. In a similar manner, Serene envisioned to translate her KSA to enhance the competencies and professionalism of the HR Community.

Over the years, **Serene** has developed and conducted many programs, some of which include Payroll Management, Applications of Employment Act, Sabah Labour Ordinance and Sarawak Labour Ordinance, Industrial Relations and Domestic Inquiry, Employment Laws in HR and Termination Procedures, Essential Competencies for Effective HRM, Critical HR Skills for Non-HR Managers, Behavioral-based Interview, Managing Performance, Absenteeism and Misconduct, Developing Effective HR Policies and Employee Handbook, Handling Employee Performance and Misconduct, Termination without Violating the Law, HR & IR Documentations and Procedures, Employment Laws and Documentations in HR, etc.

## Course outlines

### Employee Provident Fund (KWSP)

- Employer registration
- Definition of Wages
- Employees' contribution
  - Contribution for age below 60
  - Contribution for age 60 and above
  - Contribution for foreign employees
- Nomination of beneficiary
- Types of Savings
- Types of Withdrawal and eligibilities

### SOCSO

- Employer registration
- Definition of Wages
- Employees' contribution
  - Contribution for age below 60
  - Contribution for age 60 and above
  - Contribution for foreign employees
- Scheme of insurance and benefits

### Employment Insurance System (SIP)

- What is EIS (SIP)
- Definition of Wages
- Employee compulsory contribution
- Schemes of Benefits
- Eligibility and Entitlement

### Monthly Tax Deduction (MTD / PCB)

- Employment Income
- Residents Tax rates
- Tax Rebates and Tax Relief
- Benefits in Kind and Perquisites
- Monthly Tax Deductions computation
- Additional Remuneration computation

## WEBINAR FEE

Category	Early Bird Fee per person (RM)  (applicable for participant who register and pay before 22/4/2024)	Normal Fee per person (RM)	Group Fee per person (RM)*  (For 3 or more registrations from the same organization)
MAICSA Member/ Affiliate/Graduate/Student	290	340	310
Non member	440	490	460
Retired MAICSA member	170	170	170
MAICSA Member's staff***	400	400	400

Fee includes course materials in digital form and e-certificate.

Registration with HRDCorp grant, **the NORMAL FEE will apply. Discounted fee is NOT applicable.**

### MAICSA Member's Staff

- \*\* (i) applicable to the staff of MAICSA member (Sponsoring Staff) of the same organisation and billing
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- (iii) The Sponsoring staff must be MAICSA active member
- (iv) MAICSA Affiliate CANNOT sponsor his/her staff.

### ENQUIRIES:

Email: [training@maicsa.org.my](mailto:training@maicsa.org.my)

Tel: **03-2282 9276 (ext 804)**

Attention: Ms Shafika

- Fee is payable to **MAICSA**

### PAYMENT MODE:

#### Online transfer

RHB Account No: 2-64-094-0000-4232

Swift Code: RHBBMYKL

**Note:** Bank charges for telegraphic transfer will be borne by the client.

Please email the bank-in slip/ transfer advice to [training@maicsa.org.my](mailto:training@maicsa.org.my) or fax to 603-2283 4492, for our verification and record.

**Individual Registration:** Full payment shall be made AFTER you have done the online registration.

**Company Registration:** Full payment shall be made 7 days **BEFORE** the webinar.

- Access to join the webinar shall be granted only upon full payment as per the above requirement.
- **NO Letter of undertaking is accepted.**

**Upon successfully registration, you are deemed to have read and accepted the terms and conditions.**

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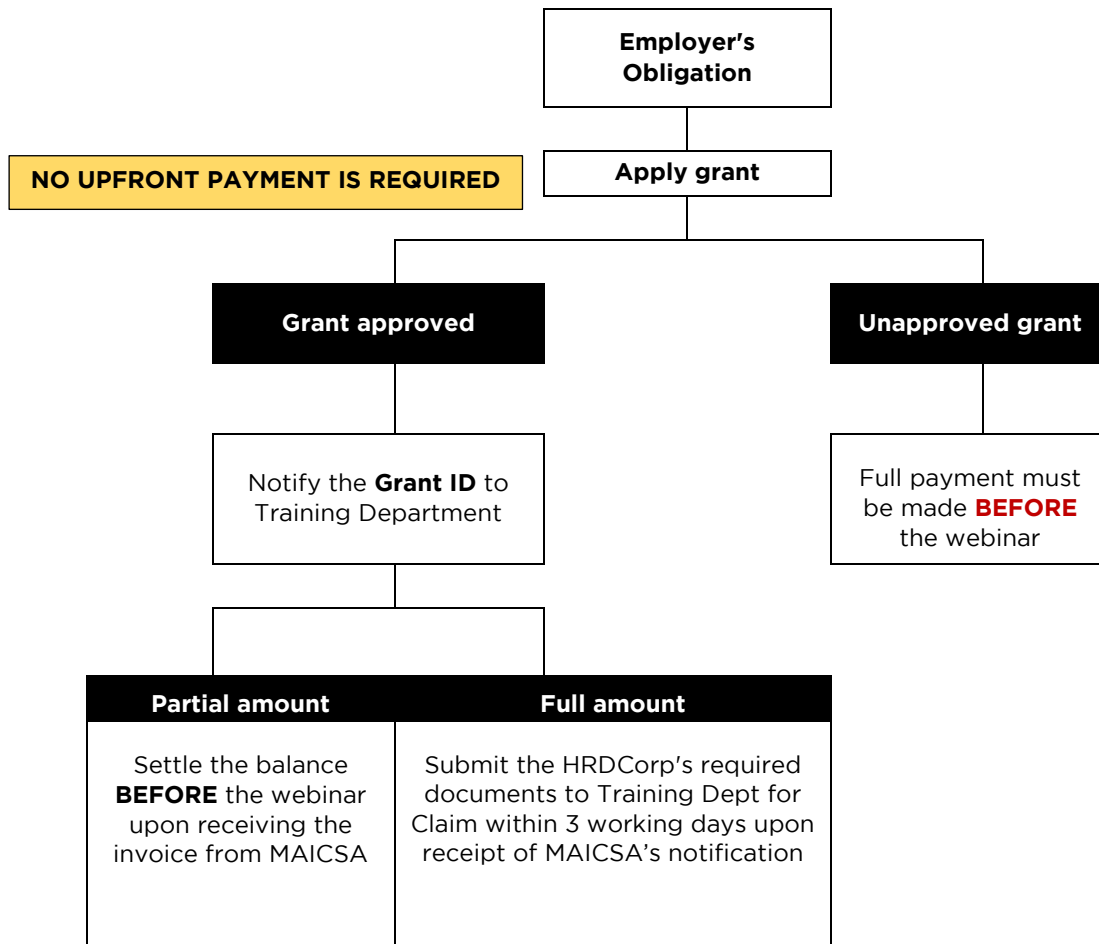
- The Access Link will be emailed at least one day before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.
- **Participants may log-in at 8.45am**

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**SBL KHAS  
REMOTE ONLINE TRAINING (PUBLIC)**



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- For written cancellation received less than seven (7) days from the date of the webinar, an administrative charge of 20% of the registration fee will be imposed. Unpaid registrations include those registrations with HRDCorp grant will also be liable for a 20% administrative charge.
- No refunds will be made for written cancellations received on the day of the webinar or for participants who failed to join the webinar. Unpaid registrations include registrations with HRDCorp grant will also be liable for full payment of the registration fee.
- Replacement of participant and transfer of webinar are not acceptable.

## **CERTIFICATE OF ATTENDANCE AND CPD HOURS**

- Participants will be issued with an e-certificate of attendance and full payment and awarded CPD hours upon strict compliance of the following terms:
  - Remain logged in at least 75% of the time allocated for the webinar,
  - Submit the feedback form within 3 days after the completion of the webinar
- Delegates may check their E-certificates from this link <https://www.maicsa.org.my/resources/cpd-training/e-certificate-of-attendancee-confirmation-letter-of-attendance> within 5 working days after the webinar.
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