

Compliances to EPF, SOCSO, EIS & PCB with latest updates

3 March 2025, Monday

9.00am - 1.00pm

Speaker: MS SERENE YAP

Virtual

Course code: HR030325W1

Closing date: 1 March 2025

**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 and 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 construction, property development and management, retail, hospitality, manufacturing, oil and gas, 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.

List of companies benefited are Proton, Perodua, Kossan, Hartalega, Power Root, Econsave, Jaya Grocer, Mr DIY, Citylink, GDex, KPJ Health Care, Columbia Asia Hospital, Bucher Emhart Glass, A Star Glasstech, MAICSA, IFCA, NGA Human Resources, Honan, Symphony Corporate House, Davita, Broadcom, Naza Corporation, Bank Negara, Standard Chartered Bank, Petronas, Boustead Petroleum, Telekom Malaysia, ARH Jurukur Bahan, The Raintree Club, MAVCOM, KLIA, Firefly, Parex Group, Mayshowa, Massimo, Naito-Asia, Malaysia Steel Works, Amsteel, Lion Steel, MRT Corp, Multimedia University, UMPSA, Prosper Palm Oil, KL Kepong Bhd, MMC Gamuda, Lion Properties, Mutiara Hotel, Hextar, Magnum Bhd, SAINS Sarawak, Borneo Housing Mortgage Finance Bhd, Celcom Timur (Sabah), Sabah Ports, Suria Capital Holdings, etc

Serene has successfully conducted the following Consultancy projects to enhance the agility and best practices of an organization.

- HR Audit and Process Improvement
- Developing or Revision of HR Policies / SOPs / Employee Handbook
- Retrenchment Planning and Execution
- HR Department Startup and HR Team Mentoring

Over the years, Serene has developed and conducted many programs, some of which include Employment Law & Industrial Relations, Payroll Management, Applications of Employment Act, Sabah Labour Ordinance and Sarawak Labour Ordinance, Developing HR Policies, SOPs and Employee Handbook, Essential HR Competencies for Effective HRM, Critical HR Skills for Non-HR Managers, Behavioral-based Interview, Managing Performance, Absenteeism and Misconduct, Handling Discipline, Performance, Investigations and Domestic Inquiry, Termination without Violating the Law, HR & IR Documentations and Procedures, Human Resource and Termination Procedures within the Employment Laws, 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
 - o Contribution for age below 60
 - o Contribution for age 60 and above
 - o 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 17/2/2025)	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.**

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- (iii) The Sponsoring staff must be MAICSA active member
- (iv) MAICSA Affiliate CANNOT sponsor his/her staff.

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Email: training@maicsa.org.my

Tel: **03-2282 9276 (ext 803)**

Attention: Ms Vicky

- Fee is payable to **MAICSA**

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Please email the bank-in slip/ transfer advice to 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.

TERMS & CONDITIONS FOR WEBINARS

WEBINAR ACCESS LINK

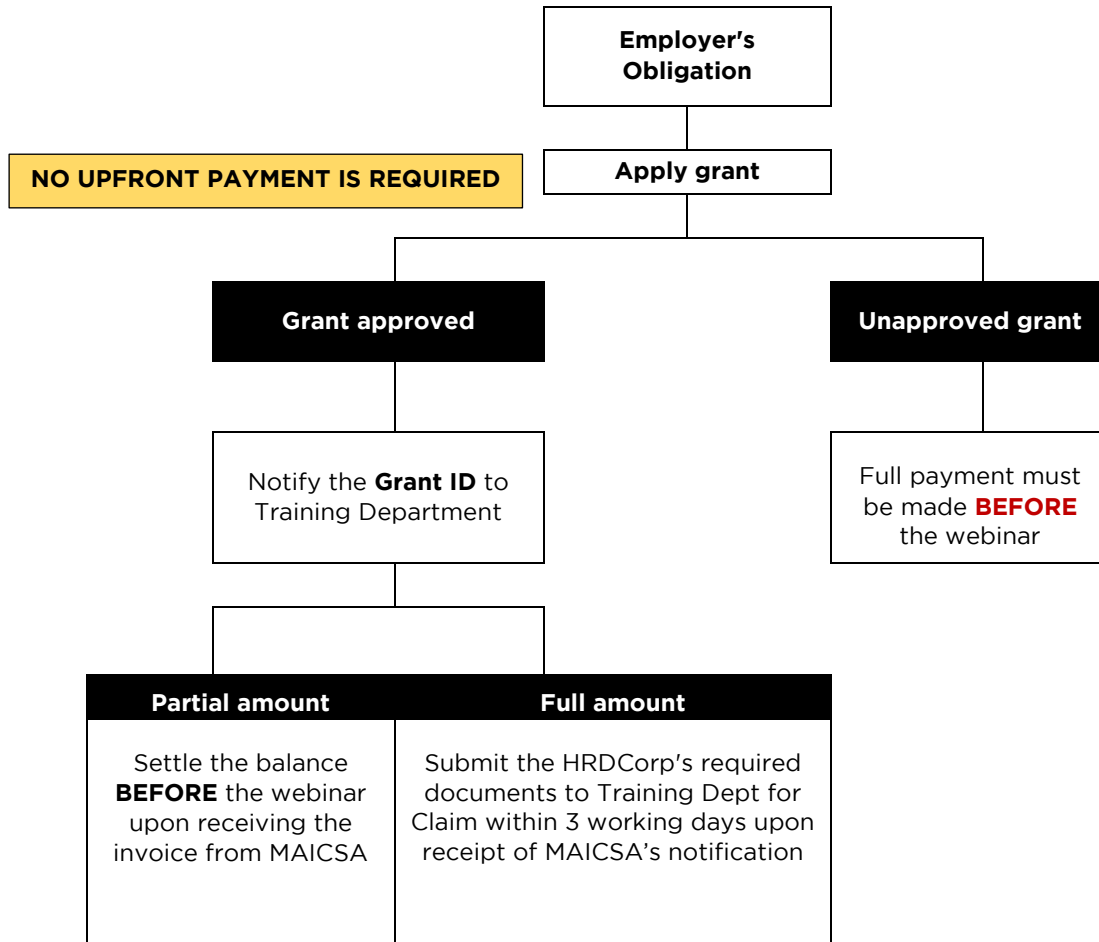
- The Access Link will be emailed at least one day before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.
- **Participants may log-in at 8.45am**

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



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- 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.

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 - 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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