



MEFA CIRCULAR NO : 2/2007

25TH JANUARY 2007

TO: MEF MEMBERS

MEF ACADEMY: TRAINING SCHEDULE FEBRUARY & MARCH 2007

Please find attached the MEF Academy training programs for February and March 2007. In addition, MEF Academy proudly presents the following :-

- **Tax Management on Employee Benefits : Completing 2006 Form EA**

Date: 7th February 2007

Time: 9am – 5pm

Venue: Boulevard Hotel, Midvalley KL

MEF member : RM478 (RM428 for registrations before 2nd Feb)

This workshop is specially formulated to provide your company's staff with a practical understanding of the relevant Public Rulings(PR) and tax legislations for the preparation of the Form EA dealing with certain employment income and benefits provided by the employers.

- **Certificate in Training Administration**

Commencement Date: 27th February 2007

Course fee : RM2,500, with 20% discount for MEF members

This course provides participants with a solid foundation in understanding the strategic role of training within an organization and the practical implementation of the training cycle. Organisations are encouraged to support their human resource / training personnel to obtain this basic qualification and formalize the competency standards required for effective administration of training activities.

Members interested to attend, kindly confirm by completing MEF Academy registration form and fax to 03-79556808. Please contact tel :03-79557778 Cik Liza ext. 137 (noraliza@mef.org.my) or Cik Zana ext. 144 (roszanariah@mef.org.my) for further information on payment and administrative matters.

Regards,
T.Rani Nathan
Senior Consultant

MEF ACADEMY SDN BHD (REG NO: 670301-W)

(Formerly known as MEF TRAINING ACADEMY SDN BHD)

HEAD OFFICE : 3A06 - 3A07, Block A, Pusat Dagangan Phileo Damansara II,

No. 15 Jalan 16/11, Off Jalan Damansara, 46350 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

Tel: 603 - 7955 7778 Fax: 603 - 7955 6808 E-mail: mef-hq@mef.org.my

TRAINING SCHEDULE

FEBRUARY & MARCH 2007, PETALING JAYA

Programme Title	SCHEME	MEMBERS LESS (RM)	FEE	FEB	MAR
INDUSTRIAL RELATIONS					
Akta Kerja 1955	SBL	150	650		22-23
Collective Bargaining	PRO	50	500	15-16	
Employment Act 1955 & Regulations	PRO	50	500	21-22	
Industrial Relations Act 1967	PRO	50	500		1-2
Law at Work	SBL	150	650		29-30
Managing Absenteeism	PRO	50	500	6-7	
Termination of Employment	PRO	50	500		20-21
Understanding Labour Laws	PRO	50	500	13-14	
TRAINING & HR DEVELOPMENT					
Facilitation Skills for Training (NEW)	SBL	150	500		8
Survival Skills for New Trainers	SBL	150	500	7	
Training Needs Analysis for Organisational Growth	SBL	150	1050	26-28	
Train the Trainer	SBL	150	650		1-2
PERFORMANCE MANAGEMENT					
Managing Incompetence: Corrective & Legal Approach (NEW)	SBL	150	650		5-6
Productivity/Performance Linked Wage System	SBL	150	650		12-13
MANAGEMENT & SUPERVISORY SKILLS					
Advanced Management Training - Japanese Techniques	SBL	150	650	27-28	
Essential Managerial Skills (Revised)	SBL	150	650	7-8	
Effective Supervisory Skills	PRO	50	500		14-15
Kemahiran Penyeliaan	SBL	150	650	5-6	
CUSTOMER SERVICE					
Customer Service Skills	PRO	50	500	27-28	
Frontline Service	SBL	150	500		1
Effective Tele-Marketing	SBL	150	500	1	
COMMUNICATION & INTERPERSONAL SKILLS					
Business English	SBL	150	650	12-13	
Business Writing Skills	SBL	150	650	6-7	
Business Presentation Skills	SBL	150	500		15
Communication Intelligence	SBL	150	650		6-7
Techniques and Etiquette of the Business Telephone	SBL	150	500		2
MOTIVATION & ATTITUDE					
Motivation & Self Empowerment (NEW)	SBL	150	500	15	
Personal Effectiveness at Work (NEW)	SBL	150	500	26	
Positive Work Culture	SBL/PERLA	150	650		12-13
Sikap Kerja Positif	PRO	50	500		21-22
ORGANISATIONAL CHANGE MANAGEMENT					
Introduction to Change Management	SBL	150	650	7-8	
Leading Change Within Your Team (NEW)	SBL	150	650		19-20
Understanding Impact of Culture	SBL	150	500		26
CLERICAL, SECRETARIAL & ADMINISTRATIVE SKILLS					
Clerical Development Skills	PRO	50	500	21-22	
Effective Meeting Organizing & Minutes Taking (NEW)	SBL	150	650		26-27
Kemahiran Pembangunan Perkeranian (Revised)	SBL	150	650		28-29
Kemahiran Pengurusan Masa & Dokumen	SBL	150	500		14
Reception Service & Skills (NEW)	SBL	150	500	15	

LEADERSHIP & TEAM MANAGEMENT					
Indoor Teambuilding for Performance Excellence	SBL	150	650	27-28	
Understanding Team Dynamics (New)	SBL	150	500	22	
Self Managing Teams	SBL	150	600		21-22
PERSONAL WORK DEVELOPMENT					
Effective Time Management	SBL	150	500	28	
Report Writing Skills	SBL	150	500	14	
Tools for Strategic Thinking (NEW)	SBL	150	650		21-22
IT PROGRAMMES					
Introduction to Internet	SBL	30	280	9	2
Introduction to Networking	SBL	30	280	9	2
Microsoft Access 2000 (Advanced)	SBL	50	750	26-28	26-28
Microsoft Access 2000 (Basic/Intermediate)	SBL	40	390	12-13	12-13
Microsoft Excel 2000 (Advanced)	SBL	40	390	14-15	21-22
Microsoft Excel 2000 (Basic/Intermediate)	SBL	50	350	7-8	7-8
Microsoft PowerPoint 2000 (Advanced)	SBL	20	200	16	23
Microsoft PowerPoint 2000 (Basic/Intermediate)	SBL	30	180	9	9
Microsoft Project 2003 (Basic/Intermediate)	SBL	50	650		15-16
Microsoft Office for Human Resource	SBL	50	550		19-20
Microsoft Word 2000 (Advanced)	SBL	50	350	12-13	19-20
Microsoft Word 2000 (Basic/Intermediate)	SBL	50	300	7-8	7-8
STRATEGY & PRODUCTIVITY DEVELOPMENT					
Intellectual Property Protection: Copyright / Trade Marks / Patents /Industrial Designs	SBL	150	500		27
Branding Your Business	SBL	150	500	7	
Corporate Compliance & Ethical Conduct	SBL	150	500		1
Expanding Your Business Through Agency & Distributorship	SBL	150	500	15	
How to Prepare Business Contracts	SBL	150	500		14
Cost of Quality Implementation	SBL	150	650	7-8	
Cost Reduction Program	SBL	150	650		5-6
Hazard Analysis and Critical Control Points	SBL	150	650		19-20
Productivity Improvement Techniques	SBL	150	650	13-14	
Supply Chain Management	SBL	150	650		29-30
Introduction to Corporate Tax & Self Assessment System	SBL	150	650		21-22
OCCUPATIONAL SAFETY & HEALTH (OSH)					
Accident Investigation	SBL	150	650	7-8	
Formation of an Effective Safety & Health Committee	SBL	150	650		7-8
OSH Management System for Executives (OSHMS)	SBL	150	650	14-15	
OSH Performance – for Small-Medium Enterprises	SBL	150	500		15
Understanding And Implementing Notification Of Accident, Dangerous Occurrence, Occupational Poisoning And Occupational Disease Regulations 2004 (NADOPOD)	SBL	150	500	27	

Courses will be conducted at :
MEF Training Center
3A06-3A07, BLOCK A, PUSAT DAGANGAN PHILEO DAMANSARA II
NO. 15, JALAN 16/11, OFF JALAN DAMANSARA
46350 PETALING JAYA, SELANGOR D.E



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 No. 15 Jalan 16/11, Off Jalan Damansara, 46350 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
 Tel: 603 - 7955 7778 Fax: 603 - 7955 6808 E-mail: mef-hq@mef.org.my

PUBLIC COURSE REGISTRATION FORM

- TO:**
- MEF ACADEMY SDN BHD
 P.O. Box 11026, 50732 **Kuala Lumpur**
 Attn: Cik Liza / Cik Zana
 E-mail: noraliza@mef.org.my roszanariah@mef.org.my
 Tel: 03-7955 7778 ext. 137/144 Fax: 03-7955 6808
 - c/o Malaysian Employers Federation
 A-1-3, 1st Floor, Wisma MFCB, No. 1,
 PSN Greentown 2, Greentown Business Centre,
 30450 **Ipoh, Perak**
 Attn: Munjit Kaur E-mail: mefip@mef.org.my
 Tel: 05-255 7778 Fax: 05-255 2778
 - c/o Malaysian Employers Federation
 Room 4.03, 4th Floor, Kompleks Mutiara,
 125 Jalan Anson, 10400 **Penang**
 Attn: Cik Halimah E-mail: mefpg@mef.org.my
 Tel: 04-227 9909/226 9236 Fax: 04-226 9873
 - c/o Malaysian Employers Federation
 10-01 & 10-02, Jalan Sri Perkasa 2/18,
 Tmn. Tampoi Utama 81200 **Johor Bahru, Johor**
 Attn: Cik Liza E-mail: mefjb@mef.org.my
 Tel: 07-241 4776 Fax: 07-241 5773
 - c/o Malaysian Employers Federation
 B-404, 1st Floor, Jalan Besarah,
 25300 **Kuantan, Pahang**
 Attn: Cik Rohana E-mail: mefktn@mef.org.my
 Tel: 09-567 9152 Fax: 09-567 9153

We would like to enrol:

Mr. / Ms.: FULL NAME	Designation	E-mail & Tel. No. (Trainee)	Course	Date & Venue

Company : _____
 Address : _____

 Tel. No : _____ Fax No : _____
 Contact person : _____ Designation : _____
 Signature : _____ E-mail Contact Person : _____

Attached is our cheque no. : _____
 payable to : Malaysian Employers Federation (MEF members only)
 MEF Academy Sdn Bhd (non-members)

- Please tick where applicable and fax / send the registration form to the respective offices where the course is being held.
- For further information on the courses please contact the nearest MEF offices.

TAX SERIES

One-Day Workshop

To Assist You on Preparing 2006 FORM EA

GET IT RIGHT
Before You Are Audited By IRB



Date:
7 February 2007
Wednesday

Venue:
Boulevard Hotel
Mid Valley K.L

Tax Management on Employees' Benefits

Designed & organized by:

globalAcc
Research & Training
Sdn Bhd
(755452-D)

Co-organized by:

FPLC
Federation of Public Listed Companies Bhd

Supported by:

MA
NATIONAL
INSTITUTE OF
ACCOUNTANTS

One-Day Workshop

Limited
Seat !!

Tax Management on Employees' Benefits For Completing 2006 Form EA

Date : 7 February 2007

Venue : Boulevard Hotel, Mid Valley K, L

Introduction

With the implementation of the self assessment regime, the responsibility of complying with the tax legislation is even more readily felt by taxpayers. The preparation of Form EA represents an important responsibility of the employers. As such accurate reporting has been an important task for the employers.

This workshop is specially formulated to provide your company's staff with a practical understanding of the relevant Public Rulings(PR) and tax legislations for the preparation of the Form EA dealing with certain employment income and benefits provided by the employers.

The speaker, with his 17 years of service in IRB, 4 years in tax practice and his present research and lecturing role in university, will go through and discuss key issues in every section of the EA Form and the relevant laws and Public Rulings. You will certainly benefit from his tax background.

Who Should Attend

- Accountants / Finance Managers / Accounts Executives
- HR Managers / Payroll Managers / HR & Payroll Executives
- Tax Managers / Tax Agents / Tax Executives
- Auditors

Workshop Outline

8.30am	Registration
9.00am	Responsibility of Employer (under ITA) <ul style="list-style-type: none">• Form E and EA• STD and Form 39• Expatriates Tax• Penalties and Offences
10.30am	Coffee Break
10.45am	Employee's Details <ul style="list-style-type: none">Cash Benefits - S 13(1)(a)PR on PerquisitesPR on Tax AllowancePR on Employee Share Option Scheme
1.00pm	Lunch
2.00pm	Benefits in Kind - S 13(1)(b) <ul style="list-style-type: none">PR on Benefit in KindPR on Leave Passage
3.30pm	Coffee Break
3.45pm	Other Benefits - S 13 (1)(c), (d) & (e) <ul style="list-style-type: none">PR on Living Accommodation BenefitPension and annuityDeductions, Compulsory Contributions to Approved Funds, Payment in Arrears
5.00pm	End

WORKSHOP FACILITATOR

Ong Gim Yan – M.Com.(Tax), B.SC.(Hons), is currently an Assistant Professor in Taxation with a local university. He was a Tax Manager with an international tax firm for 4 years where he was involved in tax advisory, tax audits and consultancy services for local and multinational companies. He was also with the Inland Revenue Board (IRB) for 17 years and there he worked in various divisions in the IRB. This unique background enables him to have a balanced view of the tax issues from different perspectives – the authority, the theory and the practice.

Designed & organized by:

globalAcc
Research & Training
Sdn Bhd(755452-D)

K H GOH & CO

Co-organized by:

FPLC
Federation of Public Listed Companies Bhd

Supported by:

NA
NATIONAL
INSTITUTE OF
ACCOUNTANTS

8
CPE
Verifiable
Hours

Claim under HRDF-SBL is on the merit of each case

REGISTRATION FORM

Date: 7th February 2007
Venue:
Boulevard Hotel
Mid Valley, K.L

Tax Management on Employees' Benefits For Completing 2006 Form EA

Fee & Terms

	Normal Rate	Early Bird**
Public/Normal	RM538	RM488
Members of FPLC	RM478	RM428
Members of NIA	RM478	RM428
Smaller practitioners*	RM478	RM428
Group / Bulk Purchase	10% discount for 3 rd seat onward	

Seminar fee inclusive of seminar materials, welcome drink, 2 tea break with snacks and one lunch.

* Smaller practitioners refer to CA firms with less than 20 staffs
** Early Bird rate apply to registration made 7 days before event date

Parking
Parking at Mid Valley is RM1.00. You may park your car at Zon H & take the lift to ground floor. Entrance to Boulevard Hotel is next to San Francisco Coffee House at North Court

Cancellation
Cancellation is not allowed but substitute delegate is welcome at any time at no extra charge if you are unable to attend. Notice of replacement must be made in writing.

Programme Changes
The Organizer reserves the right to amend or cancel the event.

Payment
Payment by cheque should be made to
(a) for non FPLC participants: Cheque is to be payable to Globalacc Research & Training Sdn Bhd or bank in to **PUBLIC BANK** 3139684822
(b) for FPLC members: cheque is to be payable to Federation of Public Listed Companies Bhd or bank in to **MBB** 514196317933 (fax over your bank in slip)

Participant Info

Contact Person _____
 Company Name(for members of FPLC, indicate membership no.) _____
 Tel _____ Fax _____
 E-mail _____
 Address: _____
 Signature _____ Company Stamp _____

Participant Details:
 (For members of NIA, kindly state membership number after the name of participant)
 (1) Name & Designation _____
 (2) Name & Designation _____
 (3) Name & Designation _____

Note : **Certificate of Attendance** will be issued . CPE hour for members of professional bodies (except for NIA) is subject to verification and approval of the respective bodies.

Register To:

For FPLC Members:

Fax or send your registration form to :
Federation of Public Listed Companies Bhd
FAX : 7954 3299 Email : moke@fplc.com.my
TEL : 7956 3752 (Contact Person : Mokhris Mahadi)
Address :
1108, Block B, Pusat Dagangan Phileo Damansara 2, No 15, Jalan SS16/11, Off Jalan Damansara, 46350 Petaling Jaya, Selangor
www.fplc.com.my

For All Others:

Fax or send your registration form to :
K H Goh & Co
globalAcc Research & Training Sdn Bhd
FAX : 7880 3009 Email : khgoh_co@streamyx.com
or gkh2001@tm.net.my
TEL : 7880 3028 (Contact Person: Ms Tan Chin Chin)
Address :
J-1-19, Jalan PJU 1/43, Aman Suria Damansara, 47301 Petaling Jaya, Selangor. www.globalacc.com