

# Order Form

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**Malaysian Employers Federation**  
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  - Participating Member Companies (RM200)
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- MEF Salary Survey for Non Executives 2009**
  - Participating Member Companies (RM200)
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- MEF Allowances and Reimbursements Survey 2009**
  - Participating Member Companies (RM200)
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  - Non MEF Member Companies (RM800)
- MEF Analysis of Collective Agreements & Awards on Terms and Conditions of Employment 2008**
  - MEF Member Companies (RM350)
  - Non MEF Member Companies (RM700)

Publication Titles	Quantity	Price/ Copy	Amount (RM)
MEF Salary Survey for Executives 2009			
MEF Salary Survey for Non Executives 2009			
MEF Allowances and Reimbursements Survey 2009			
MEF Analysis of Collective Agreements & Awards on Terms and Conditions of Employment 2008			
<b>Sub Total</b>			
<b>MINUS Discount 10% for purchase of all 4 of the above publications</b>			
<b>PLUS any Courier Charges (rates are shown on previous page)</b>			
<b>TOTAL</b>			

- Mode of Collection:**  Courier to the address below  
 We would like to collect the publications at MEF Office

We enclose herewith our cheque No: \_\_\_\_\_ for the sum of RM \_\_\_\_\_ made payable to **Malaysian Employers Federation** in respect of our order.

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# NEW PUBLICATIONS 2009




**Free Courier**  
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**31 December 2009**  
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The **MEF Salary Survey for Executives and Non Executives 2009 Report** presents a comprehensive guide on the salary packages of executives and non executives in MEF member companies. Companies would be able to use the data from the survey reports to:

- ◆ formulate salary structure
- ◆ attract new employees with the right salary
- ◆ revise existing compensation package to retain talent

A total of 212 member companies participated in the salary survey covering 40,424 non executives' salaries in 99 benchmark positions. The 2009 Survey also saw the participation of 215 companies from the manufacturing and non manufacturing companies covering 13,046 executives' salaries in 109 benchmark positions.

 An additional section on the **Human Resources Issues Related to Economic Downturn** was incorporated to this year's Report. Issues such as the impact of economic slowdown on staff levels and cost reduction measures implemented in 2009 and the policies to be adopted in 2010 were analysed.

The Report is the fifteenth in the series of annual salary survey reports published by MEF since 1995. The report provides an in-depth analysis of the compensation packages of participating companies by :

- ◆ Industry,
- ◆ Employment Size,
- ◆ Location,
- ◆ Years of Working
- ◆ Experience,
- ◆ Capital Ownership,
- ◆ Sales Turnover,
- ◆ Unionised/Non Unionised and
- ◆ Local/Multinational Companies

The forecast of salary increase and bonus for 2010 also provides crucial information on the impact of the global economic downturn on salary and bonus.

 **The Malaysian Employers Federation Allowances & Reimbursements Survey 2009 Report** analyses monetary benefits package provided by private companies in Malaysia to executives and non executives. Monetary benefits play a significant role in attracting and retaining quality employees. The allowances and reimbursements covered under the Survey include:

- ◆ Transport allowances and reimbursements
- ◆ Outstation allowances and reimbursements
- ◆ Overseas Business Trip allowances and reimbursements
- ◆ Shift Allowance
- ◆ Overtime Meal Allowance
- ◆ Business Entertainment allowances and reimbursements
- ◆ Other allowances and reimbursements

This is the **first publication of the allowances and reimbursements** survey which was participated by 203 MEF member companies. The Report is useful for companies as it provides guidance on the common types of monetary benefits and current market rates of the allowances and reimbursements provided by private companies in Malaysia. The data of various monetary benefits was analysed and tabulated based on position, industry, location, employment size, capital ownership and local/multinational companies for easy reference.

**The MEF Analysis of Collective Agreements & Awards on Terms and Conditions of Employment 2008** is the fourth publication by MEF analysing salaries and terms of employment from Collective Agreements (CAs) in 40 economic sectors signed in 2008 and from Awards on Terms and Conditions of employment handed down by the Industrial Court in 2008.

The first section of the report focuses on the Analysis of Collective Agreements covering 268 CAs which were concluded in 2008 with 40 National Unions and 60 In-House Unions analysed by Union, Industry and Location in the areas of employment, leaves, salary adjustment, annual increment, bonus, salary structure, allowances and benefits. The second part of the Report on Awards on Terms and Conditions of Employment, 2008 analysed 29 Awards on Terms and Conditions ( T & C) of employment handed down by the Industrial Court in 2008. The Report analysed the across the board salary adjustment, bonus, productivity or performance elements in the salary review and bonus and other articles in dispute before the Industrial Court.

This report provides a reliable reference for collective agreement negotiations as well as a invaluable guide for designing or reviewing terms and conditions of employment for both the unionised and non unionised companies.

Courier Charges		
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**Further Information**

Please contact Cik Zawiyah Mohd Yusop (zawiyah@mef.org.my) at MEF (Petaling Jaya) for more information on these reports at:  
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