



MALAYSIAN EMPLOYERS FEDERATION **PERSEKUTUAN MAJIKAN MAJIKAN MALAYSIA**

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WHAT MEF IS ALL ABOUT?

Established in 1959, the **Malaysian Employers Federation (MEF)** is the central organisation of private sector employers in Malaysia. **MEF** provides a forum for consultation among members on matters of common interest, and seek the adoption of sound practices of human resources (**HR**) and industrial relations (**IR**) through advice, training and research activities. **MEF** earns recognition from both the national and international arena through its prominent role and activities.

VISION

To be the premier employers' representative at national, regional and international levels and to be the leader in the development of human resources and the promotion of good employment practices and harmonious industrial relations with a view to achieving national objectives.

MISSION

- To promote the development of excellence in human resource management to enable employers meet current and future business challenges.
- To promote productivity through inter alia harmonious employer/employee relationship.
- To promote and represent the interests of employers at national, regional and international fora.

OBJECTS

The Federation achieves its vision and mission through the following core activities and objects:

- representation of members at conciliation and mediation proceedings and at proceedings before the Labour and Industrial Courts.
- provision of advisory/consultancy services, at all levels.
- provision of professional training through the most efficacious means including the establishment of an MEF Training Institute or Academy.
- research and development of best practices in all relevant fields.
- advocacy and representation of employers' interests at national, regional and international fora.

ORGANISATION

The MEF Council consists of representatives from Ordinary Members elected at the Annual General Meeting, and representatives from Association Members who are nominated by the individual Association Members.

The MEF Secretariat is headed by the Executive Director who is supported by a number of specialised staff dealing with industrial relations, research and information, and training.

NATIONAL AND INTERNATIONAL REPRESENTATION

MEF represents employers in various councils and boards such as the National Labour Advisory Council, Employees Provident Fund, Social Security Organisation, National Productivity Corporation, National Council for Vocational Training, National Institute Of Occupational Safety and Health, and Human Resources Development Berhad. Participation in these ensures that employers' interests are represented at various important national organisations and assists in resolving problems and challenges within an environment of industrial harmony.

MEF maintains close rapport with regional and international organisations worldwide. At the regional level, MEF is a member of the ASEAN Confederation of Employers (ACE), and the Confederation of Asia Pacific Employers (CAPE), whilst at the international level, MEF is a member of the International Organisation of Employers (IOE). IOE operates closely with the International Labour Organisation and at the annual International Labour Conferences, MEF provides the employers' representatives in the Malaysian tripartite delegation comprising representatives of Government, employers and employees.

INDUSTRIAL RELATIONS SERVICES

ADVISORY & GUIDANCE

MEF provides employers with advice, guidance and assistance on all aspects of labour laws and industrial relations matters such as conditions of work, disciplinary problems, retrenchment, hours of work and overtime, union recognition and union claims on terms and conditions of employment. MEF also studies proposals submitted to member companies by the unions prior to the commencement of collective bargaining. Advice is given on how to deal with such claims and how to prepare counter proposals and assistance is provided in negotiations of Collective Agreements.

REPRESENTATION

MEF IR Consultants also appear on behalf of members at Labour Court hearings, conciliation proceedings and Industrial Court proceedings.

MONTHLY MEETINGS

Monthly meetings are held in Kuala Lumpur, Shah Alam, Johor Bahru, Ipoh, Taiping, Penang, Kuantan, Seremban and Melaka on a predetermined date where members discuss matters of general and particular interests. An IR Consultant is in attendance to render the necessary advice and guidance. An exchange of experience among members would enable them to deal more effectively with various employment problems. Occasionally, an invited speaker addresses such meetings.

TRAINING

Courses are conducted on a regular basis for the benefits of members covering topics relating to IR, labour laws and HR development. Public courses are scheduled for a year whilst in-plant training courses are designed and conducted at the request of individual employers. For all the courses, the relevant legislations and specially compiled course materials are supplied. MEF courses have been granted the status of Approved Training Programme (ATP) under the Human Resources Development Act 1992.

SEMINARS & CONFERENCES

Participants from member companies are nominated regularly by MEF to attend local and international seminars and conferences on various relevant subjects. From time to time, MEF also organises national conferences on topical themes. These national conferences bring together experts as well as HR practitioners in a forum and recommendation from the conferences are taken up by MEF in its various dialogue sessions with Government and Union.

MEMBERSHIP

MEF membership is open to all private sector employers. Our present membership comprises individual companies as Ordinary Members consisting of a good mix of industrial and commercial activities and sizes of establishments in Malaysia, and employer organisations as Association Members.

RESEARCH AND INFORMATION

MEF conducts surveys on labour related matters to gauge the trend in compensation packages, and research into some of the critical IR issues. Surveys on Salary and Fringe Benefits for Executives and Non-Executives are conducted yearly. The MEF library is an important reference centre for members. It has a comprehensive collection of Collective Agreements, Industrial Court Awards, books, magazines and reports.

The Research and Information section also respond to inquiries from members regarding the latest Consumer Price Index (CPI), labour statistics and economic data. There are also a number of queries on prevailing market rates for certain positions and fringe benefits.

PUBLICATIONS

A number of publications is produced to keep members informed of the developments in government policies, legislation and important issues in labour-related matters. The Malaysian Employer, a monthly newsletter containing information of interest to members is circulated to update them on the latest MEF activities and other matters. Summaries of Industrial Court Award and advice and guidance circulars are issued regularly by the secretariat.

ORDINARY MEMBERS

SINGLE COMPANY MEMBERSHIP

Any active registered organisation with at least one employee.

GROUP MEMBERSHIP

Any active registered organisation with subsidiary companies provided that the Human Resource and IR functions are centralised.

ENTRANCE FEE AND SUBSCRIPTION

Entrance Fee – An application for membership shall be accompanied by an Entrance Fee of RM 500.00

SUBSCRIPTION

The annual subscription is determined by the total workforce at the following rates:

the first 100 employees @ RM10 per employee
the second 100 employees @ RM8 per employee
the third 100 employees @ RM6 per employee
Thereafter, at RM1 per employee

Subscription shall be paid annually in advance and shall become due and payable on 1st January each year. However in the case of a new member, on the first anniversary of membership, the annual subscription due and payable shall be pro-rated to 1st January of the succeeding year. Thereafter, the subscription shall fall due and payable on 1st January of each year.

Annual subscription is subject to a Minimum of RM1,000 and a Maximum of RM6,000.

NATURE OF BUSINESS ACTIVITY

MANUFACTURING

1. Basic & Fabricated Metallic Products
2. Electrical & Electronics
3. Food, Edible Oils, Beverages & Tobacco
4. Footwear, Textiles, Apparel & Garments
5. Machinery & Engineering
6. Mining
7. Non Metallic, Mineral & Cement Products
8. Paper & Paper Products
9. Petroleum, Chemical & Gases
10. Pharmaceuticals & Toiletries Products
11. Plastics & Rubber
12. Printing & Publishing
13. Timber & Wood Products
14. Transport / Motor / Parts Manufacturing & Assembling
15. Others (Manufacturing)

NON-MANUFACTURING

1. Association & Society
2. Banking, Finance & Charge Card
3. Business Services - Post, Courier, Maintenance, Repair Facilities, etc.
4. Diversified, Holdings & Investment
5. Education & Training
6. Entertainment - Cinema, Amusement Centre, Theme Park, Travel Agencies
7. Hotel, Resort, Restaurant & Club
8. Insurance
9. IT & Communication
10. Media, Publishing & Advertising
11. Medical & Health Services
12. Plantation
13. Professional Services
14. Property Development & Construction
15. Security Services
16. Stockbroking, Investment Funds & Unit Trust
17. Transportation Services - Sea, Land & Air
18. Warehousing & Freight Forwarding, Shipyard & Port Services
19. Wholesale, Trading, Retail, Supplier, Distributor, Direct Selling, etc.
20. Others (Non-manufacturing)

NORTHERN REGION

Room 4.03, 4th Floor, Kompleks Mutiara
125, Jalan Anson
10400 Penang.
Tel: 04-227 9909 Fax: 04-226 9873
E-mail: mefpg@tm.net.my

EAST COAST REGION

B-404, 1st Floor, Jalan Beserah
25300 Kuantan,
Pahang.
Tel: 09-567 9152 Fax: 09-567 9153
E-mail: mefktn@po.jaring.my

SOUTHERN REGION

10-01 & 10-02, Jalan Sri Perkasa 2/18
Taman Tampoi Utama
81200 Johor Bahru, Johor.
Tel: 07-241 4776 Fax: 07-241 5773
E-mail: mefjb@po.jaring.my

PERAK OFFICE

A-1-3, 1st Floor Wisma MFCB
No. 1 Persiaran Greentown 2
30450 Ipoh, Perak.
Tel: 05-255 7778 Fax: 05-255 2778
E-mail: mefipoh@po.jaring.my



MALYSIAN EMPLOYERS FEDERATION

PERSEKUTUAN MAJIKAN MAJIKAN MALAYSIA

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APPLICATION FOR ORDINARY MEMBERSHIP

SECTION I

We hereby apply for membership of the **MALYSIAN EMPLOYERS FEDERATION** and agree to abide by its Rules.

1. Name of Company _____
2. Address of Company _____
3. Correspondence Address _____
(if different from item 2)
Tel: _____ Fax: _____
Homepage: _____ e-mail: _____

4. Nature of Business Activity (please refer overleaf) _____
Kindly elaborate _____

5. Total number of employees in Malaysia _____

6. Name of Directors
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____
 9. _____
 10. _____

7. **ENTRANCE FEE**
An ordinary application for membership shall be accompanied by an **Entrance Fee of RM 500.00** RM _____

8. **PAYMENT OF ANNUAL SUBSCRIPTION**
Annual Subscription depends on the total workforce in your company. Ordinary Members shall pay an annual subscription at the following rates:

the first 100 employees @ RM 10.00 per employee	RM _____
the second 100 employees @ RM 8.00 per employee	RM _____
the third 100 employees @ RM 6.00 per employee	RM _____
thereafter, _____ employees @ RM 1.00 per employee	RM _____
TOTAL RM _____	

(However, the subscription is subject to a Minimum of RM 1,000.00 and a Maximum of RM 6,000.00)

Enclosed is a cheque (no: _____) for RM _____ payable to **Malysian Employers Federation** being the Annual Subscription for the year _____ and an Entrance Fee.

9. INFORMATION ON COMPANY'S MANAGEMENT

Chief Executive

Name : (Mr./Ms./Mdm.) _____
 Designation : _____
 e-mail : _____

Person in-charge of Human Resources / Industrial Relations

Name : (Mr./Ms./Mdm.) _____
 Designation : _____
 e-mail : _____

Person in-charge of Training

Name : (Mr./Ms./Mdm.) _____
 Designation : _____
 e-mail : _____

10. If your **employees** are represented by a trade union of workmen, please state the name of union: _____
11. If your **company** is represented by a trade union of employers, please state name of union: _____

12. TYPE OF MEMBERSHIP

Please mark (X) at the appropriate box.

Single Company You are required to fill up **SECTION II**.

Group You are required to fill up **SECTION III and SECTION III (A)**.

13. DECLARATION

I hereby declare that all the above information is true to the best of my knowledge. We shall update MEF should there be any changes in the information given.

Name: _____ Date: _____

Designation: _____ Signature: _____

SECTION II (For Single Company Ordinary Membership only)

Location of Branches and number of employees of each office:

Branches	Location	No. of employees
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

(if space is insufficient, please attach a separate sheet)

SECTION III (For Group Ordinary Membership-only)

Please list the subsidiary companies of your organisation. Subsidiary companies listed under Group Membership must be active. The number of employees, contact numbers and addresses as well as the nature of-business must be indicated. In the event you have more than 1 subsidiary company, kindly duplicate the SECTION III(A) form before you fill it up with the information required.

Total number of employees in the **HOLDING COMPANY** is _____ persons

Total number of employees in the **SUBSIDIARY COS** (all inclusive) is _____ persons

TOTAL NO. OF EMPLOYEES IS _____ **persons**

SECTION III (A)

INFORMATION ON SUBSIDIARY COMPANIES

Name of Company: _____

Address: _____

Tel: _____ Fax: _____

Contact Person: _____ e-mail: _____

Designation: _____

Nature of Business activity (please refer overleaf) _____

Kindly elaborate _____

Total number of employees in Malaysia _____

If your employees are represented by a trade union of workmen, please state name of union _____

If your company is represented by a trade union of employers, please state name of union _____

Would you like to request for additional set/s of circulars @ RM 60 per set/year? YES NO

FOR OFFICE USE:

Date received: _____ Cheque No. & Amount: _____

Approved on: _____ Official Receipt No: _____

Employer's Group: _____ Entrance Fee: _____

Membership No: _____ Subscription: _____