



CONTRACT OF EMPLOYMENT GUIDE FOR DRAFTING THE LETTER OF EMPLOYMENT UPDATED WITH EMPLOYMENT ACT AMENDMENT 2022

8 OCTOBER 2025 | 9.00AM – 5.00 PM | MEF ACADEMY PETALING JAYA

A contract of employment or contract of service is a legally enforceable agreement under which the employer's basic obligation is to pay wages in consideration for the employee's basic obligation to provide service. A contract of service is made when the offer of employment by the employer is accepted by the employee. The rights and obligations are enforceable through Courts as soon as the contract of employment comes into force. With the amendments to the Employment Act 1955 effective 1 January 2023, the contract of employment needs to be updated in compliance with the Employment (Amendment) Act 2022. The new section 101C of the Employment Act 1955 on "Presumption as to who is an employee and employer" and the relevant provisions of the Contract Act 1950 will be explained in great detail in relations to contract of service.

Who Should Attend

All those involved in handling personnel and industrial relations functions

Learning Outcomes

- This training programme will address the essential principles of contract of employment and more importantly to assist participants to avoid pit falls in drawing up a contract of service or letter of employment so that employers can maintain flexibility in operating their businesses within the framework of the law.
- This programme will guide employers in managing changes in the terms and conditions of employment without breaching the contract of service in compliance with the employment legislations including the Employment Act 1955 as amended vide the Employment (Amendment) Act 2022.

RM 1,200.00*

(Price Inclusive of 8% SST)

*Course fee is claimable under HRDC.

Course Registration



*includes a complimentary copy of MEF publication titled "Legal and Practical Guide on Fixed Term Contract of Employment" 2nd Edition

<https://forms.office.com/r/uNJMf3qhiT>



adminmefa@mef.org.my



03-7498 7242 / 016 - 254 1844

Course Structure

Module	Time	Agenda
Module 1	9am – 10:30 am	<ul style="list-style-type: none"> Contract of Employment/ Contract of Service Factors determining contractual relationship Relevant provisions of Contract Act 1950
	10:30 am – 10:45 am	•Tea break
Module 2	10:45 am – 1:00 pm	<ul style="list-style-type: none"> Contractual capacity of a child or young person Essential ingredients of Contract of Service Tests for Contract of Service
	1:00 pm – 2:00 pm	• Lunch
Module 3	2:00 pm – 3:45 pm	<ul style="list-style-type: none"> New section 101C of the Employment Act 1955 on “Presumption as to who is an employee and employer”. Types of Employment Relationships Fixed Term Contract of Employment Pre-employment Job offer / withdrawal of offer Terms Implied by Law
Module 4	*3:45 pm – 5:00 pm * 15 min break	<ul style="list-style-type: none"> Duty of care by employers Obligations of employees EA Part II - Contracts of Service Collective Agreements (CA) Vicarious liability Managing changes in terms of employment Variations of contract of employment Important terms and conditions to include in letter of employment

Trainer Profile



MUHAMMAD HAFIZ

Muhammad Hafiz obtained his Bachelor of Law (Honours) (L.LB) from Universiti Teknologi MARA in the year 2021. He completed his pupillage at a criminal litigation firm Messrs. Daud & Co, Johor Bahru. Upon successful completion of his pupillage, he decided to pursue his second pupillage in Kota Kinabalu at Messrs. Rakhbir Singh & Co and was admitted to the Bar in Sabah in 2024. Prior to joining MEF he also worked as an Industrial Relations Executive in two multinational Companies at Banting and Kuala Lumpur. En.Hafiz has experience in a variety of criminal cases, civil cases, employment matters and was part of the winning team for a few landmark cases in Sabah

