



DOMESTIC INQUIRY

6 AUG 2025 | 9.00AM - 5.00PM | MEF ACADEMY

Course Overview

Domestic Inquiry (DI) is a critical component of due process in handling employee misconduct. This program equips HR practitioners, managers, and line supervisors with legal knowledge and practical skills required to conduct a fair, compliant, and effective inquiry process in line with Malaysian Industrial Relations practices. Delivered by an Industrial Relations lawyer fluent in mandarin language, the training provides hands-on guidance on procedure, documentation, and the roles of the panel and parties involved. The materials however will be in English.

Who Should Attend

- Human Resource Management
- Line manager & supervisor
- Legal & compliance staff
- Supervisors

Learning Outcomes

- Understand the legal framework governing Domestic Inquiry in Malaysia
- Identify and apply the roles and responsibilities of the Panel, HR, Prosecutor, and Employee
- Conduct Domestic Inquiries in a fair, impartial, and procedurally correct manner
- Prepare and manage documentation, evidence, and witness statements effectively

Course Registration :



<https://forms.office.com/r/9F4SAbrJg2>

RM1,000*

(Price Inclusive of 8% SST)
HRDC Claimable*

Course Structure

Time	Agenda
8:30am - 9:00am	Registration
9:00am - 9:30am (*break 15 min)	MODULE 1 : introduction to Domestic inquiry <ul style="list-style-type: none"> • Legal framework & statutory requirements • Principles of nature justice • Importance of DI in disciplinary management
9:30am - 10:30am (*break 15 min)	MODULE 2 : Roles & Responsibilities in DI <ul style="list-style-type: none"> • Functions of the Panel, HR & Prosecutor • Rights of the accused employee • Common conflicts of interest to avoid
10:30am - 10:45am	Tea break
10:45am - 1:00pm	MODULE 3 : Step by step DI Process <ul style="list-style-type: none"> • From charge letter to notice of inquiry • Conducting the inquiry proceedings • Recording minutes & maintaining documentation
1:00pm - 2:00pm	Lunch Break
2:00pm - 2:30pm	MODULE 4 : Evidence & Witness Management <ul style="list-style-type: none"> • Admissibility of documents & evidence • Handling witness testimony & cross-examination • Weighing credibility of evidence
2:30 pm - 3:30 pm	MODULE 5 : Learning from Cases <ul style="list-style-type: none"> • Common pitfalls in DI handling • Key Industrial Court decisions on DI • Practical do's and don't's
3:30 pm - 5:00pm (*break 15 min)	MODULE 6 : Mock Inquiry & Wrap-up <ul style="list-style-type: none"> • Role-play exercise: Panel, Prosecutor, Employee • Drafting findings & recommendations • Q&A and key takeaways

Trainer Profile



KIRANRAJ SEKAR A/L SEGGARAN

Kiranraj is a dynamic consultant at MEF, with a sharp legal acumen and a passion for delivering exceptional results. He was admitted as an Advocate and Solicitor of the High Court of Malaya in October 2020 and holds a Bachelor of Laws (Hons) from the University of Malaya. Starting his career at Messrs. Presgrave & Matthews, a prominent and long-standing law firm in Malaysia, Kiranraj quickly advanced from pupillage to Legal Associate. He then became a Senior Legal Associate at Messrs. Esther Ong Tengku Saiful & Sree before joining MEF. With a specialization in Civil and Commercial Litigation, Kiranraj brings a wealth of experience and a fearless, strategic approach to resolving complex legal challenges. His practice spans a wide array of areas, including contract disputes, employment matters and employment termination in both the private sector and statutory bodies. Kiranraj is a trusted advisor to public listed companies, directors, and professionals, guiding them through the intricacies of employment regulatory and compliance issues.

