



DOMESTIC INQUIRY IN MANDARIN (国内查询)

9 APR 2026 | 9.00AM - 5.00PM | MEF ACADEMY, PJ

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 & Team Leaders

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/c4iiDsYm6P>

RM1,300*

(Price Inclusive of 8% SST)
HRDC Claimable*



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Course Structure

Trainer Profile

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'ts
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



MUHAMMAD HAFIZ

En. 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. Rakhib 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, syariah matters,employment matters and was part of the winning team for a few landmark cases in Sabah. He is fluent in mandarin language since young

