



# Payroll Health Check

## Getting ready for a Statutory Audit

A Webinar Training via Zoom

Date: 2 – 3 September 2020 (2-day course)

Time: 9:30 a.m. – 1:00 p.m.

Fee: RM199 nett / pax – Group rate\*

RM250 nett / pax – Individual rate

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## Introduction

The implementation of the Movement Control Order (“MCO”) since 18 March 2020 has significantly impacted businesses in Malaysia. Through fiscal and other measures, the Malaysian Government has strived to minimize these impacts and restore stability to the nation’s economy.

While businesses have started to reactivate their operations under the New Normal, government authorities are tasked to ensure payroll compliance (i.e. Inland Revenue Board, Employee Provident Fund and SOCSO), as well as conducting audit exercises to ensure that every company, employer, and individual is in compliance with the law.

As a responsible employer, preparing for a payroll audit should be at the top of your to-do list. Preparation for a payroll audit should start now rather than later as an early start helps to alleviate stress arising from intense scrutiny by the authorities during the audit. Besides, getting ready ahead of the audit will help one to identify and avoid serious mistakes and pitfalls including incorrect reporting to the authorities.

## Objective

Join us to know more about the latest updates from the IRB, EPF and SOCSO on tax and payroll reporting requirements.

To help you in preparing and navigating through payroll audits without surprises, our team of experts will share useful tips and insights on payroll compliance and payroll reporting with you during this webinar.

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*\*Group rate is only applicable for 3 or more participants registered under the same company.*

### Agenda

#### Day 1: Wednesday, 2 September 2020

0900 am	Login to Zoom session
0930 am	<b>Introduction</b> <ul style="list-style-type: none"><li>Rules and regulations in Malaysia for tax compliance and payroll reporting</li></ul>
1030 am	<b>Updates on new developments during the MCO</b> <ul style="list-style-type: none"><li>New measures from the MIRB, EPF, SOCSO and HRDF</li><li>Government's initiatives under the ESPs and STERP relating to tax and payroll matters</li></ul>
1200am	<b>Getting ready for a Statutory Audit</b> <ul style="list-style-type: none"><li>Understanding the procedure</li><li>Preparation of the documents</li><li>Self Health Check</li></ul>
1230 pm	Q&A Session
1300 pm	End of session

#### Day 2 : Thursday, 3 September 2020

Login to Zoom session
<b>Local and expatriate employees: Common mistakes and practical issues</b> <ul style="list-style-type: none"><li>Compliance with statutory requirements including monthly deductions for PCB, EPF and SOCSO</li></ul>
<b>Taxability of employment income in Malaysia</b> <ul style="list-style-type: none"><li>Remuneration package – What are taxable and what are not under the Income Tax Act 1967 and IRB's Public Rulings</li><li>Form filling requirements under Forms TP1 and TP3 for payroll audit purposes</li></ul>
<b>Payroll reporting and record- keeping</b> <ul style="list-style-type: none"><li>Importance of compliance</li><li>Consequences of non-compliance</li></ul>
Q&A Session
End of session

### Who should join?

This workshop is tailored for managers and executives who are responsible in the following fields:

- Payroll;
- Human Resource;
- Finance;
- Accounts; or
- Any other personnel who are interested to gain an understanding of the above.

### Presenters:



**Chong Mun Yew**  
Tax Executive Director



**Shalina Jaafar**  
Director,  
Global Mobility Services



**Monaliza Mohd Ali**  
Associate Director,  
Global Mobility Services

## Payment

Individual Rate	Group Rate*
RM250 net / pax	RM199 net / pax

- \*The group rate is only applicable for 3 or more participants registered under the same company.
- The registration fee is inclusive of one (1) participant access to the webinar training, comprehensive training materials and e-certificate will be provided.

### Payment Method

- Interbank GIRO (IBG) or wire transfers should be remitted to:  
**Crowe CPE Sdn Bhd**  
**OCBC Bank Account No. 7011132881**
- Please email the transfer slip to [carol.victor@crowe.my](mailto:carol.victor@crowe.my)

### Terms and Conditions (“T&C”)

- **Acceptance of the T&C**  
The participant acknowledges and agrees that by participating in this course, the participant accepts these T&C and agrees to be bound by them.
- **Payment and Cancellation**  
Payment must be made by **26 August 2020**. No refunds will be given for cancellations received within one (1) week prior to the event.
- **Participant Replacement and Other Arrangement Changes**  
Participants or the booking person will have to submit any request for changes in writing at least three (3) working days prior to the date of the event to [carol.victor@crowe.my](mailto:carol.victor@crowe.my).
- **Other T&C**  
The organizer reserves the right to make any changes to the date and/or speakers, including cancellation of the course, if warranted by circumstances beyond the organizer's control.

### Contact

For more information, kindly contact:-  
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