



Preparation of the 2022 Employer's Return (Form E) and major mistakes leading to employer's tax audit

22 February 2023 | 9:00AM - 1:00PM
Online Training | Microsoft Teams
Global Mobility Services



Introduction

Preparing and completing the Form E can be challenging to employers as they need to ensure that the details of their employees and their income are reported correctly in accordance with the requirements of the Malaysian Inland Revenue Board (“MIRB”). Pursuant to subsection 83(1B) of the Malaysian Income Tax Act, 1967 (“MITA”), it is mandatory for all employers (including companies which are dormant and/or have not commenced business) to submit the Employer’s Return (“Form E”) for the year ended 31 December 2022 to the MIRB. The deadline to submit Form E for the year 2022 electronically is by 31 March 2023 (unless a grace period is granted by the MIRB).

The MIRB has issued the Tax Audit Framework for Employer (“Framework”) dated and effective on 1 October 2021. This Framework has been released to ensure the employer tax audits are carried out fairly and transparently. Most employers may not be aware of their tax obligations, and it is sometimes difficult for them to comply with the law due to the challenging nature of work in respect of the different assignment/ employment of the employees.

Therefore, it is crucial for the employer to prepare an accurate Form E and comply with the employer’s tax obligations to avoid any offences for non-compliance under Sections 83 and 107 of the MITA.

Learning Objectives

- To provide step-by-step instructions in completing the 2022 Form E.
- To have a better understanding of the employer’s tax obligation in order to eliminate the misconceptions which can lead to mistakes in adhering to the employer’s tax obligation pursuant to Section 83 of the MITA.
- To highlight major mistakes made by the employer which may lead to the employer’s tax audit.
- To emphasize the importance of complying with the employer’s tax obligation and the consequences of non-compliance by employers.

Topics to be covered

- New updates on the 2022 Form E.
- How to complete the 2022 Forms E and C.P. 8D.
- Major mistakes leading to the employer’s tax audit.
- Tax awareness for employers under Section 83 of the MITA.

Speakers Profile

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Shalina Jaafar
Executive Director



Monaliza Mohd Ali
Director

Programme

0850 am	Login to the Microsoft Team Meeting
0900 am	2022 Form E <ul style="list-style-type: none">• Introduction.• Procedure on the submission of 2022 Forms E & C.P.8D.• How to complete Forms E & C.P.8D – Pin 2022.• Practical issues relating to the completion of Forms E & C.P.8D.
1040 am	Break
1100 am	Tax Awareness for Employers <ul style="list-style-type: none">• Employer's tax obligation under Sections 83 and 107 of the MITA.• Key highlights on the Tax Audit Framework for Employers.• Sharing the practical issues & major mistakes leads to an employer's tax audit.• Consequences of non-compliance with the employer's tax obligation.
1230 pm	Q&A Session
1300 pm	End of the session

NOTE: The order of topics to be covered may be revised at the trainers/speakers' discretion.

Fee Structure

Individual Rate

RM200 Nett / pax

- With PDF Materials

Group Rate

(3 or more participants)

RM150 Nett / pax

- With PDF Materials

Register Now

For enquiries and registration, please contact:
Carol Victor – carol.victor@crowe.my | +6016 202 7470



Terms & Conditions

Online Training Fee

- Individual Registration: Full payment shall be made at the point of online registration.
- Corporate Registration: Full payment shall be made within thirty (30) days from the date of the Invoice or 1 day before the training, whichever earlier.
- Access to join the online training shall be granted only upon full payment as per the above requirement.

Deadline for registration

- Registration closes on **13 February 2023**.

Online Access Link

- The Access Link will be emailed at least 24-hours before the commencement of the online training.
- The Access Link is unique and should not be forwarded/shared with others.

HRD Corp (Claimable Events Only)

- Crowe CPE is an approved Training Provider registered under 'Crowe CPE Sdn. Bhd.' (MyCoID: 201873K).

Employer's Obligations

- To ensure grant approval is obtained prior to event registration and to provide the Grant ID notification upon event registration.
- To make full payment to Crowe CPE as per the issued Invoice within 14 working days upon receipt of Crowe CPE's notification in the event the training fee is cancelled by HRDC due to non-compliance on the part of the participant or his/her employer or any valid reasons stipulated by HRDC.
- To settle the balance payment to Crowe CPE within 14 working days upon receipt of Crowe CPE's notification in the event only partial claim is approved by HRDC. Crowe CPE will provide copy of the original invoice and will not issue a new invoice for the balance amount.
- If employer has made payment prior to grant approval, a refund will be made to employer subject to reimbursement received from HRDC. Refund will be made via IBG Transfer.
- To provide required information and/or documents after completion of event for the purpose of HRDC Claim within 7 working days upon receipt of Crowe CPE's notification.

Cancellation

- Should the participant decide to cancel his/her enrolment, a cancellation policy shall be applied as follows:
 - For written cancellation received with minimum seven (7) days' notice from the date of the training, no penalties will be imposed and full refund will be made to participants who have paid.
 - For written cancellation received less than seven (7) days from the date of the training, an administrative charge of 20% of the registration fee will be imposed. Unpaid registrations will also be liable for a 20% administrative charge.
 - No refunds will be made for written cancellations received on the day of the training or for participants who failed to join the training. Unpaid registrations will also be liable for full payment of the registration fee.
 - Replacing registered participants is not allowed.

Participant's Classification and Information

- Please select the participant classification carefully as it determines the fees payable.
- The information on Corporate/Individual shall be deemed true and correct. No alteration will be allowed upon registration.

Methodology, Certificate of Attendance, and CPE Credit

Hours

- Live Q & A's, quick polls/surveys will be carried throughout the online training.
- Participants will be issued an e-certificate upon full attendance and submission of the feedback form stating the benefits achieved (where applicable).
- The e-certificate will not be awarded if participants remain logged on for less than 80% of the time allocated for the online training.
- CPE hours are claimable through participants' own applications to the awarding bodies.

Copyright

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- Personal Data is gathered under the Personal Data Protection Act 2010 (Act 709).



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