



**FMM INSTITUTE SABAH BRANCH** 199901000527 (475427-W)  
*Centre for Professional Development*



# ***DOMESTIC INQUIRY PROCEDURES***

**NOVEMBER 07, 2025 (FRIDAY)**

**FMM SABAH, ALAMESRA PLAZA  
PERMAI, SULAMAN COASTAL HIGHWAY**

## **WHAT YOU WILL LEARN?**

- Understand the legal framework and procedural steps involved in conducting a domestic inquiry.
- Identify and perform the key roles and responsibilities of panel members, chairperson, and prosecuting officer.
- Apply the correct procedures from investigation to hearing to ensure fairness and compliance.
- Conduct inquiries that are transparent, well documented, and legally defensible.
- Manage employee misconduct cases professionally and in accordance with company policies.
- Build the confidence and competence to participate effectively in domestic inquiry proceedings.

## **INTRODUCTION**

This one-day course provides practical guidance on how to conduct domestic inquiries correctly and in line with legal requirements. Participants will learn the proper procedures, key roles, and best practices to ensure fairness and compliance during disciplinary actions.

**MEMBER PRICE: RM648.00**

**NON-MEMBER PRICE: RM864.00**

## **CONTACT US**

FMM Sabah Branch , No.143, 1st  
Floor, Block Q, Alamesra Plaza  
Permai, 88400 Kota Kinabalu

088-447580/560

fmmsabah@fmm.org.my

www.fmm.org.my





# REGISTRATION FORM

## DOMESTIC INQUIRY PROCEDURES

Time: 9.00 am - 5.00 pm

Venue: **FMM Sabah Branch**  
**No. 143, 1st Floor, Block Q, Lorong Plaza**  
**Permai 1, Alamesra Plaza Permai**  
**88400 Kota Kinabalu, Sabah**

Please register the following participant  
for the above program.

**(To be completed in BLOCK LETTERS)**

**Date:**

**November 07, 2025**

**Registration due date: 30 Oct 2025**

Please tick accordingly: ☒

Fees: ☐ **FMM Member: RM648 per pax**

☐ **Non Member: RM864 per pax**  
(Fees is inclusive of 8% SST, certificate, training notes & meals)

| NO. | NAME | DESIGNATION | NATIONALITY | NRIC | EMAIL |
|-----|------|-------------|-------------|------|-------|
| 1   |      |             |             |      |       |
| 2   |      |             |             |      |       |
| 3   |      |             |             |      |       |
| 4   |      |             |             |      |       |
| 5   |      |             |             |      |       |

*(If space is insufficient, please attach a separate list)*

**We hereby confirmed that (please tick accordingly):**

- ☐ **We will be claiming under SBL-KHAS Scheme. Full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.**
- ☐ **We will NOT BE CLAIMING from HRD Corp. Payment will be made to FMM Institute by bank transfer to MAYBANK Account No. [5-100-1303-8421]**

**Submitted by:**

|                 |                                      |                |
|-----------------|--------------------------------------|----------------|
| <b>Name:</b>    | <b>Designation:</b>                  | <b>H/P No:</b> |
| <b>Email:</b>   | <b>Tel:</b>                          | <b>Fax:</b>    |
| <b>Company</b>  | <b>FMM Membership No:</b>            | <b>MyCOLD:</b> |
| <b>Address:</b> | <b>Company Stamp &amp; Signature</b> | <b>Date:</b>   |

**Terms and Conditions**

- Registration is on a first-come first-served basis.
- All cancellations must be made in writing.
- Cancellation received 7 – 13 working days before the start of the class is subject to a cancellation fee of 50% of the training fees.
- Cancellation received within 6 working days before the start of the class is subject to a cancellation fee of 100% of the training fees.
- If the participant **fails to attend** the programme or **less than 75% attendance**, the **full training fees are payable**. However, replacement can be accepted at no additional cost.
- The FMM Institute reserves the right to change the speaker, reschedule or cancel the programmes and all efforts will be taken to inform participants of the changes.