



EFFECTIVE PAYROLL ADMINISTRATION & HR STATUTORY PRACTICES



March 11 - 12, 2026



FMM Sabah Branch, Alamesra

Introduction

This programme provides practical guidance on payroll management in Sabah, covering labour law compliance, payroll calculations, statutory contributions, and proper documentation to ensure accurate, compliant, and audit-ready payroll operations.

Who Should Attend?

Payroll officers, HR personnel, accounts staff, supervisors, and managers involved in payroll processing, statutory compliance, or employee wage administration.

What will you learn?



Labour Law Compliance

Key Sabah Labour Ordinance requirements.



Statutory Contributions

EPF, SOCSO, EIS, PCB, HRDC



Wages & Entitlements

Employment terms, wage structure, deductions.



Payroll Records

Documentation and audit readiness



Payroll Calculations

Overtime, deductions, and final pay.



Payroll Queries

Professional handling and communication





REGISTRATION FORM

EFFECTIVE PAYROLL ADMINISTRATION & HR STATUTORY PRACTICES

Time: 9.00 am - 5.00 pm

Date:

March 11 - 12, 2026

Registration due date: 03 Mar 2026

**Venue: FMM Sabah Branch, No. 143,
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)

Please tick accordingly: ☒

Fees: ☐ **FMM Member : RM 864.00 per pax**

☐ **Non Member : RM 972.00 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 Sabah 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 Sabah by bank transfer to MAYBANK Account No. [0-100-1303-4586]

Submitted by:

Name:	Designation:	H/P No:
Email:	Tel:	Fax:
Company	FMM Membership No:	MyCOID:
Address:	Company Stamp & Signature	Date:

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 Sabah reserves the right to change the speaker, reschedule or cancel the programmes and all efforts will be taken to inform participants of the changes.