PAYROLL COMPLIANCE & **ADMINISTRATION**



DATE: OCTOBER 30 - 31, 2025 (2 DAYS)



TIME: 9AM - 5PM



VENUE: FMM SABAH, ALAMESRA



MEMBER: RM 864.00 PER PAX

NON-MEMBER: RM 1.026.00 PER PAX

INTRODUCTION

Understanding and complying with Sabah Labour Ordinance (Cap 67) is essential for effective HR and payroll management. This course provides a comprehensive introduction to key employment regulations, including contracts, wages, working hours, overtime, leave, termination, and dispute resolution. Participants will also explore best practices for payroll compliance, retrenchment, and policy development to ensure fair and lawful workplace practices. By the end of the course, HR professionals will have the knowledge and confidence to navigate employment laws, reduce legal risks, and maintain a compliant, productive workforce.

TARGET PARTICIPANTS

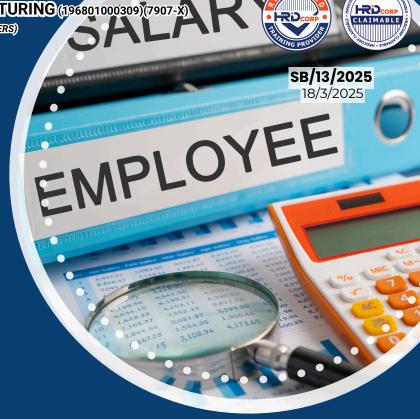
This course is for HRs, payroll specialists, business owners, supervisors, legal officers, and personnel involved in managing finance employment matters and ensuring compliance with the Sabah Labour Ordinance (Cap 67).

LANGUAGES

English / Bahasa Malaysia

PARTICIPANT FEE

: RM864.00/PAX FMM MEMBER NON-MEMBER : RM1,026.00/PAX



COURSE OUTLINE

PAYROLL COMPLIANCE & EMPLOYMENT REGULATIONS

- Payroll Compliance: Do's & Don'ts
- Understanding Contracts

WAGES, SALARY & PAYMENT REGULATIONS

- Introduction to Wages & Salary
- Payment of Wages
- Minimum Wage & Salary Calculation

WORKING HOURS, OVERTIME & REST DAYS

- Working Hours & Overtime (OT)
- Rest Days & Public Holidays

LEAVE & ABSENTEEISM

- Annual Leave & Non-Pay Leave
- Sick Leave & Hospitalization
- Maternity Leave & Allowance

TERMINATION, RETRENCHMENT & PART-TIME EMPLOYMENT

- Resignation & Dismissal
- **Retrenchment & Benefits**
- Part-Time Employment Regulations

STATUTORY CONTRIBUTIONS & COMPLIANCE

EPF, SOCSO, EIS & TAXATION

For more details & registration:











REGISTRATION FORM

PAYROLL COMPLIANCE & ADMINISTRATION

Time: 9.00 am - 5.00 pm

Venue: FMM Sabah Branch, No. 143, Block Q, Loromg Plaza Permai 1, Alamesra Plaza Permai, 88400 Kota Kinabalu, Sabah

Date:		
October	30-31,	2025

Please tick accordingly:

Registration due date: 23 Oct 2025

Please register the following participant for the above program. (To be completed in BLOCK LETTERS)			Fees: FMM Member: RM 864 per pax Non Member: RM 1,026 per pax (Fees is inclusive of 8% SST, certificate, training notes & meals)				
NO.	NAME	DESI	GNATION	NATIONALITY	N	RIC	EMAIL
1							
2							
3							
4							
5							
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:		

Terms and Conditions

Address:

- 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.

Company Stamp & Signature

Date: