



FEDERATION OF MALAYSIAN MANUFACTURING (196801000309)(7907-X)
(FORMERLY KNOWN AS FEDERATION OF MALAYSIAN MANUFACTURERS)



SB/13/2025
18/3/2025

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 finance personnel involved in managing employment matters and ensuring compliance with the Sabah Labour Ordinance (Cap 67).

LANGUAGES

English / Bahasa Malaysia

PARTICIPANT FEE

FMM MEMBER : **RM864.00/PAX**
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 :

088-447 580

fmmsabah@fmm.org.my



REGISTRATION FORM

PAYROLL COMPLIANCE & ADMINISTRATION

Time: 9.00 am - 5.00 pm

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)

Date:
October 30-31, 2025

Registration due date: 23 Oct 2025

Please tick accordingly: ☒

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	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.

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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 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.