



FMM-Inst / PB / 07 / 12

April 23, 2012



**ANNOUNCEMENT to All HR Practitioners!!!**

*FMM INSTITUTE  
HR Programme On*

**UPDATES ON LATEST  
EMPLOYMENT RELATED  
GAZETTES**

- **MINIMUM WAGE ACT & POLICY**
- **RETIREMENT AGE BILL**
- **SELF-REGULATION FOR LABOUR PERMITS**
- **CHILDREN & YOUNG PERSONS ACT**
- **PART-TIME EMPLOYEES REGULATION**

📅 May 24, 2012 (Thursday) 📍 Kinta RiverFront Hotel, Ipoh ⏰ 8.45 am – 5.00 pm

The **Ministry of Human Resources (MOHR)** informed that the **Minimum Wage Policy** is one of the Employment related Gazettes to be spearheaded by the Ministry for 2012, including the tabling of **Private Sector Retirement Age Bill** in Parliament (**June, 2012**) to increase the retirement age for private sector workers. The highly-anticipated Minimum Wage Policy is expected to be fully enforced nationwide this year (**to be announced on May 1, 2012**), which would benefit private sector workers who on average earned less than RM700 a month.

Recently, Labour Department had administratively implemented **Self-Regulation for Ten Labour Permits** under Employment Act 1955 effective **December 21, 2011**. Prior to this, the **Children and Young Persons (Employment) Act** was gazetted on **December 30, 2010** which raised the bar of employing a 'young person' from 16 to 18 years of age. In addition, the **Employment (Part-Time Employees) Regulation** which came into effect on **October 1, 2010**, covered a wide scope of applications.

FMM Institute Perak is therefore conducting a comprehensive Programme on '**Updates on Employment Related Gazettes**' for the benefit of HR Practitioners. The Programme is aimed at providing guidance to HR practitioners on compliance with the amendments to various **Acts** and other inter-related matters. It will also help employers avoid unnecessary and costly litigation at Labour Department and at Courts due to ignorance of the law.

Due to the importance of the workshop, **ALL HR practitioners should attend this Programme!** The completed registration form should be faxed to us not later than **May 18, 2012 (Friday)**.

For more details, we invite you to read the enclosed brochure. Should you need further information, please feel free to contact **Mr Mahinder Singh / Ms Nicole / Pn Eda** at **Tel. No. 05-548 8660** or **Fax No. 05-548 8331** or **e-mail : [fmmperak@fmm.org.my](mailto:fmmperak@fmm.org.my)**

**Louis Gnanapragasam, AMP  
Senior Manager  
FMM Institute Perak**

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FMM Institute HR Programme on .....

# UPDATES ON LATEST EMPLOYMENT RELATED GAZETTES

Thursday  
24 May 2012  
Kinta RiverFront  
Hotel  
Ipoh, Perak

## Objectives

- Awareness and understanding of the Act and its components.
- Understand potential risks and implications to the organization.
- Understand operational issues relating to these gazettes.
- Ability to leverage on good practices of other organizations for compliance.

## Who Should Attend

HR / Administration Managers, Executives and Officers.

## Programme Contents

## Facilitator

**Mr. Heng Poh Suan**, holds a Diploma In HR Management and has 29 years of experience in the practice of HR and IR Management. He also has more than 20 years of experience in the fields of Labour Legislations, Court Procedures, Industrial Relations and General Laws. He started his career as a Labour Officer and later move on as a Senior IR Officer under the Ministry of HR before joining the MEF as an Industrial Relations Consultant. Currently he is the HR/IR Advisor for Federation of Malaysian Manufacturers (FMM). In the past, he has conducted various courses such as Employment Act, IR Act, Trade Union, Malaysian Labour Law, Case Presentation at Labour/IR Court Proceedings, Domestic Inquiry and Disciplinary Procedures organized between the Industrial Relations Departments and Employers, Employers' Organizations, FMM Institute and MEF.

SELF- REGULATION OF LABOUR PERMITS - EMPLOYMENT ACT 1955	CHILDREN AND YOUNG PERSONS ACT	PART – TIME EMPLOYEES REGULATIONS
<ul style="list-style-type: none"> <li>• Late Payment of Wages and Advances to Employees</li> <li>• Lawful Deductions from Wages</li> <li>• Prohibition of Night Work for Female Employee</li> <li>• Accumulation of Rest Day</li> <li>• Flexibility of Normal Hours of Work</li> <li>• Work Exceeding the Allowable Overtime Permitted</li> <li>• Shift Work</li> <li>• Approval of Incentive Payment Scheme</li> <li>• Keeping Register of Employees</li> </ul>	<ul style="list-style-type: none"> <li>• Non-Application and Interpretations</li> <li>• Employment engagement of Children and Young persons</li> <li>• Employment connected with public entertainment</li> <li>• Offence and Penalty</li> <li>• Application of provisions of EA Act 1955</li> </ul>	<ul style="list-style-type: none"> <li>• Scope of Application</li> <li>• Payment of Hourly Rate – Work beyond Normal Hours</li> <li>• Holidays</li> <li>• Annual Leave Entitlement</li> <li>• Sick Leave Entitlement</li> <li>• Rest Day</li> <li>• Failure to Comply</li> </ul>
NATIONAL WAGE CONSULTATIVE COUNCIL ACT / POLICY	MINIMUM RETIREMENT AGE BILL	
<ul style="list-style-type: none"> <li>• Salient Points - National Wage Consultative Council Act</li> <li>• Minimum Wage Policy, Wage Rates and Coverage</li> <li>• National Minimum Wage Implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Insight of the Minimum Retirement Age Bill</li> <li>• Retirement Age for private sector employees</li> <li>• Offence and Penalty</li> </ul>	

### DISCLAIMER

FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

### REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

### PAYMENT

- **Cheques** made in favour of **"FMM INSTITUTE"** should be forwarded to FMM Institute Perak.

### CANCELLATION

- Must be in Writing with Reasons
- 7 days before the course – No payment charged
- 3 – 6 days before the course - 50% payment charged
- < 3 days before the course – Full payment charged
- In cases of 'No Show', **employers will be billed in full.**
- Replacements can be accepted at no additional cost.

## REGISTRATION FORM

FMM Institute Perak Fax : 05-5488221  
(Attn: Mr Mahinder / Ms Nicole / Puan Eda)

Dear Sir,  
Please register the following participants for the above Programme:

- Name \_\_\_\_\_  
Designation \_\_\_\_\_
- Name \_\_\_\_\_  
Designation \_\_\_\_\_
- Name \_\_\_\_\_  
Designation \_\_\_\_\_  
*(Please attach a separate list if space is insufficient)*

Enclosed is our cheque no. .... for RM ..... being payment for the registration of ..... participant(s) made in favour of the **'FMM INSTITUTE'**

Submitted by :

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Company : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Membership No.: \_\_\_\_\_

**FEES : MEMBERS - RM 350 /pax ■ NON-MEMBER - RM 450 /pax**

**Closing Date : May 18, 2012**