



FMM INSTITUTE (Centre for Professional Development)

Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur
Tel: 03-62867200 Fax: 03-62776712 E-mail: nora@fmm.org.my / norsyamira@fmm.org.my

[REMOTE ONLINE LEARNING] (MC) FMM CERTIFICATE IN MALAYSIAN EMPLOYMENT LAW

This programme provides an understanding of salient provisions of the Employment Act 1955 and amendments, Employees Provident Fund, Act 1991, Workmen’s Compensation Act 1952, Children and Young Persons (Employment) Act 1966, and Employees Social Security Act, 1969 and some related legislations under the purview of the HR for application at workplace.



COURSE OBJECTIVES

At the end of the programme, participants will gain in-depth knowledge of the salient regulatory provisions:

- Be equipped with knowledge on the regulatory provisions of the Malaysia Employment Act and related employment legislations
- Understand the regulatory requirements on EPF & SOCSO and to comply with the responsibility as employer and employee
- Practise adherence and compliance to employment of children and young persons
- Gain understanding of common employment practices at workplace

ENTRY REQUIREMENTS

- Minimum MCE/SPM/SPVM education level
- Minimum 1 year working experience

WHO SHOULD ATTEND

Heads of Department, Managers, Executives and Supervisors.

Completed registration form that is faxed, mailed or e-mailed to FMM Institute would be deemed as confirmed.
All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme.
Cancellation received 7 – 13 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees.
Cancellation received 0 – 6 working days before the start of the programme is subject to a cancellation fee of 100% of the course fees.
If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

COURSE STRUCTURE

Webinar : 4 days/ 28 hours

Evaluation

Assignment 100 %

ADMINISTRATIVE DETAILS

Date : March 8, 9, 15 & 16, 2023

Venue : Remote Online Learning

Training Platform: TalentLMS & Zoom

Fees : Member **RM 2,650.00** per pax
(Inclusive of 6% Service Tax)

Non-Member **RM 3,180.00** per pax
(Inclusive of 6% Service Tax)





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(MC) FMM CERTIFICATE IN MALAYSIAN EMPLOYMENT LAW

COURSE CONTENTS

- **Introduction**
- **Essentials Aspects of The Employment Act 1955 and Amendments**
- **The Essentials Aspects of the Children and Young Persons (Employment) Act 1966**
- **The Essentials Aspects of the Employees Provident Fund Act 1991**
- **The Essentials Aspects of the Employee's Social Security Act 1969**
- **The Essentials Aspects of the Workmen's Compensation Act 1952**



REGISTRATION FORM

(MC) FMM Certificate in Malaysian Employment Law

Date: March 8, 9, 15 & 16, 2023

Venue: Remote Online Training

(To be completed in BLOCK LETTERS)

A. PERSONAL PARTICULARS

Full Name (Mr/Ms) : _____ NRIC No. _____

Designation : _____ Name of Company : _____

Permanent Address : _____

Correspondence Address : _____
(if different from permanent address)

Tel No. (H) : _____ (O) : _____ Fax No. : _____

E-mail Address : _____ H/P No: _____

Date of Birth : _____ Sex : _____ Age : _____ Nationality : _____ Race : _____

B. EDUCATIONAL BACKGROUND

Name of School / Institution	Years Attended		Highest Qualification Obtained
	From	To	
Secondary : _____	_____	_____	_____
College / University : _____	_____	_____	_____
Any Special Professional Course : _____	_____	_____	_____

C. SPONSORSHIP

Company Sponsored Self-Sponsored Please Tick (√)

D. SUBMITTED BY (To be filled if sponsored by company)

HRD Corp Claimable Non-Contributor Please Tick (√)

Name : _____ Designation : _____

Company Name: _____

Company Address : _____

Tel No. : _____ Fax No. : _____ E-mail Address : _____

FMM Membership No: _____ My Corporate Identity No : _____

E. DECLARATION

I hereby declare that the information provided is correct and complete.

Signature of Participant: _____ Date: _____

Payment Advice:

Enclosed cheque/bank draft No. _____ for RM ____ being payment for _____ participant(s) made in favour of "FMM Institute".

Please fax or mail the registration form to:

Pn. Nora / Pn. Norsyamira

Tel : 03-62867200 Fax : 03-62776712

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