

# REGISTRATION FORM

## Stocktaking and Evaluation

Monday \* June 4, 2012 \* FMM Institute Malacca

**FMM Institute Malacca**  
D3-4, Plaza Jayamuda,  
Jalan Pelanduk Putih,  
75300 Melaka  
(Fax: 06-283 8090)

Please register the following participant(s) for the above programme:

1 Name \_\_\_\_\_ Designation \_\_\_\_\_

Nationality \_\_\_\_\_ IC No. \_\_\_\_\_

2 Name \_\_\_\_\_ Designation \_\_\_\_\_

Nationality \_\_\_\_\_ IC No. \_\_\_\_\_

*(If space is insufficient please attach separate list)*

Enclosed cheque/bank draft No \_\_\_\_\_ for RM \_\_\_\_\_

being payment for \_\_\_\_\_ participant(s) made in favour of the

“**FMM Institute**”

Please Tick (✓) if your company needs an Invoice YES \_\_\_ NO \_\_\_

Submitted by \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

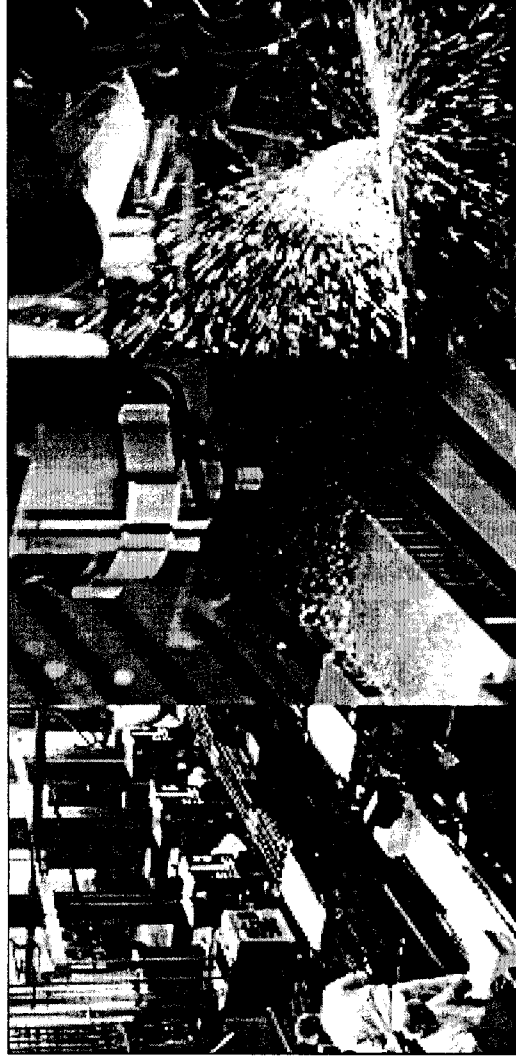
Company \_\_\_\_\_

Address \_\_\_\_\_

FMM Membership No. \_\_\_\_\_ PSMB MyCodeID No. \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Date \_\_\_\_\_

E-mail Address \_\_\_\_\_



# Stocktaking and Evaluation

June 4, 2012



**SBL SCHEME**



**FMM Institute Malacca Branch**

Centre for Professional Development

Stock control and systems as well as the stocktaking and stock evaluation functions will indefinitely affect the economy of an organization. It is therefore important that the correct amount is accounted for, as from these figures, statement of accounts and production schedules are prepared. Inaccurate figures will lead to stoppages in production, example: Low stock of raw materials against what was counted during stock take. This will eventually cause the company to lose customers due to delays in delivery time.

## CONTENTS

- **Overview of Stores Administration and Control of Stocks**
- **Stock as an Asset**
- **Stock as an Element of Cost**
- **Stock as an Element of Expenditure**
- **Annual Stocktaking:**
  - Planning and Preparation
  - Counting Exercise
  - Checking and Investigating Discrepancies
- **Perpetual Stock Checking:**
  - Pre-requisite Requirements
  - Ways to ensure counting are accurately and efficiently carried out
- **Stock Accounting**
- **Stock Valuation Methods:**
  - FIFO
  - LIFO
  - AVCO
  - Standard Costing

### Benefits

This one-day programme is designed to assist participants in:

- Conducting effective and proper counting of stock items in an organization during annual stocktaking and for the day to day stock checking to ensure accuracy of available stocks;
- Investigating effectively stock discrepancies that arise;
- Understanding the various methods of stock valuation and its implication to the company's financial accounts.

### Trainer

**ENCIK AHMAD SAFFIAN** currently runs his own consultancy and training firm. Prior to this, he has held the position of General Manager with a MARA owned company, Warehouse Manager with the Malayan Breweries and Material Manager with Sapura Holdings. He is one of the lecturers for the Malaysian Institute of Purchasing & Materials Management's Joint Certificate Programme with the Chartered Institute of Purchasing & Supply, UK. He has conducted a series of in-house programmes for several multinationals including a long-term stint in training staff of Petronas in Stores, Purchasing and Material Management. En Saffian also heads the professional team in reviewing the rewriting Petronas Carigali Sdn Bhd's purchasing and materials management policies and procedures. A member of the Chartered Institute of Purchasing and Supply, Encik Saffian holds a Diploma from the Institut Teknologi MARA.

### Who Should Attend

Beneficial for Store Supervisors, Store Clerks and Clerical Staff in the Finance / Accounting / Warehouse Departments who are directly or indirectly involved in store administration and control of stocks

### Administrative Details

**Date** : June 4, 2012 (Monday)

**Time** : 9.00am - 5.00pm

**Venue** : **FMM Institute Malacca**

D3-4 Plaza Jayamuda

Jalan Pelanduk Puth

75300 Melaka

### Fees:

FMM Members **RM350** per participant

Others **RM450** per participant  
(Fees include course materials, lunch and refreshments)

Completed registration form with cheque made in favour of **FMM Institute** should be forwarded to FMM Institute Malacca Branch **May 28, 2012.**

Those who register but do not turn up for the programme will be billed accordingly. There will be no refund for cancellation within 2 working days prior to the programme, 50% refund for cancellation between 3-6 working days and full refund for cancellation 7 working days prior to the programme. However, replacement will be accepted at no additional cost. **CANCELLATION MUST BE CONFIRMED IN WRITING TO FMM INSTITUTE MALACCA BRANCH.** FMM Institute Malacca Branch reserves the right to cancel or reschedule the programme and all efforts will be taken to inform participants of any changes.

For further enquiries, please contact:

Ms Low Lai Ching / Ms Yvonne Gan

**FMM Institute Malacca Branch**

Tel : 06-2831639 Fax : 06-2838090

E-mail : lai\_ching@fmm.org.my /

siew\_kim@fmm.org.my

### SBL Scheme

**100% Reimbursement from HRDF can be applied PRIOR to commencement of the programme**