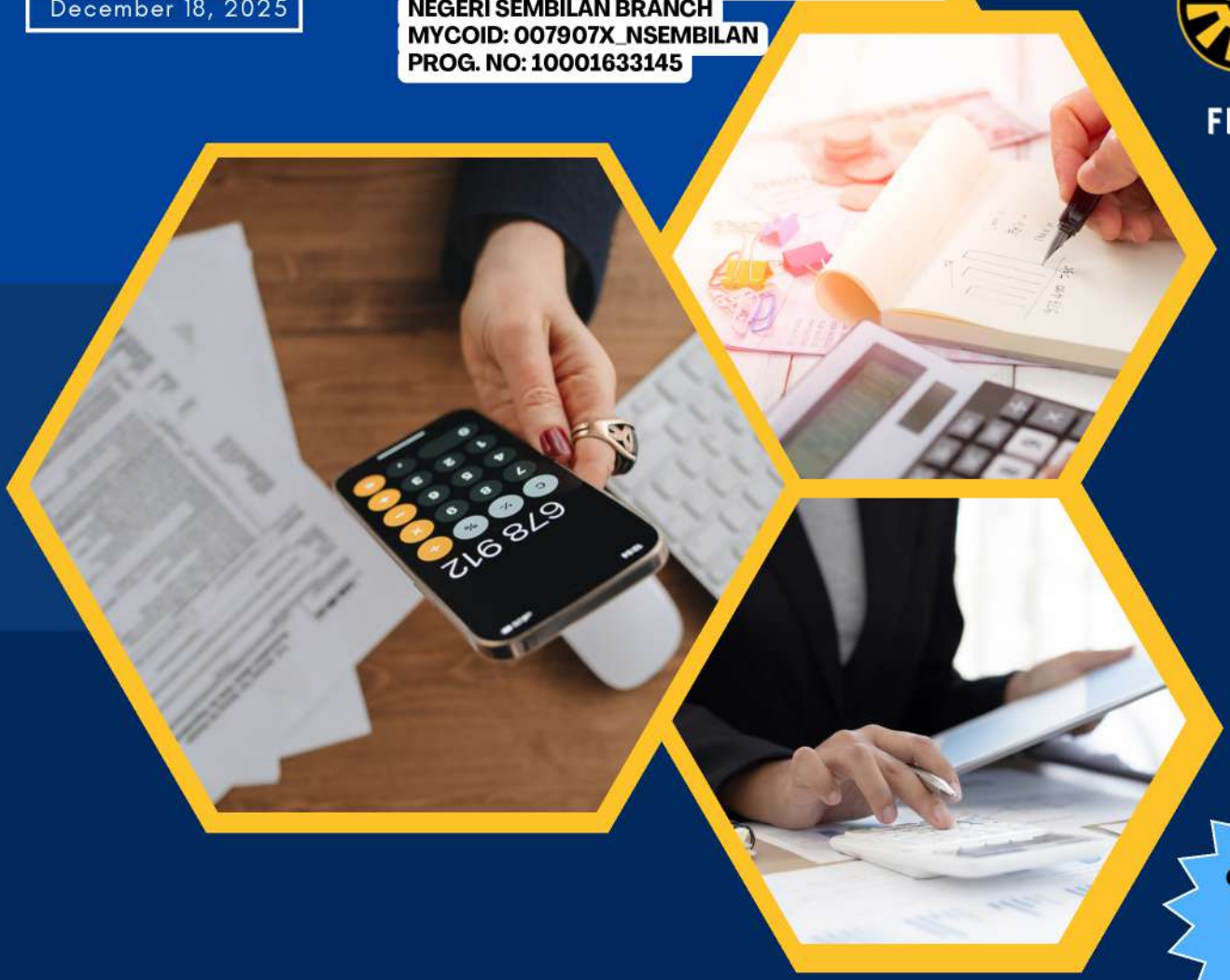
NSB/38/2025
December 18, 2025

FEDERATION OF MALAYSIAN MANUFACTURING
NEGERI SEMBILAN BRANCH
MYCOID: 007907X_NSEMBILAN
PROG. NO: 10001633145

FMM WEBINAR



Closing Date: February 19, 2026

EFFORTLESS E-FILING FOR LHDN FORM BE: *YOUR STEP-BY-STEP GUIDE*

February 20, 2026 (Friday)
8.30AM - 4.30PM

zoom

English / Bahasa Malaysia

- Understand the fundamentals of LHDN Form BE and the e-Filing process.
- Navigate the LHDN e-Filing portal with ease.
- Accurately complete the Form BE with the correct information, ensuring compliance with tax regulations.
- Avoid common mistakes and troubleshoot common issues that may arise during the e-Filing process.
- Leverage tax reliefs, deductions, and exemptions to optimize their tax filing.

Effortless E-Filing for LHDN Form BE: Your Step-by-Step Guide

8.3AM - 4.30PM | FEBRUARY 20, 2026 (FRI) | VIA ZOOM

Overview

This one-day training course offers a comprehensive overview of the E-Filing system for BE forms, focusing on compliance requirements, filing strategies, and practical applications. Participants will learn about the types of assessments, personal tax relief, and best practices for accurate and efficient E-Filing.

Target Participant

Accounting and Finance Professionals, Business Owners, IT Personnel managing tax systems, and individuals seeking to enhance their knowledge of E-Filing practices.

Trainer's Profile

MARINA BINTI MD NASIR

Madam Marina is Accounting Lecturer and Financial Consultant. She is a member of Financial Planning Association of Malaysia. She have 19 years experience in accounting education field, thus she has bring all the knowledge, skill and experience into training and consulting in personal and business enterprise taxation. She is also a certified HRDCorp Trainer.

Schedule & Course Content

Time	Details
8.15AM	**Participants ZOOM Log-In**
8.30AM	**Ice Breaking and Introduction** Background and industry understanding of participants
9.00AM	**Session 1: E-Filing Overview** Overview of E-Filing system, benefits of compliance and legal framework
10.00AM	**Session 2: Types of Assessments** Individual vs joint vs separate assessments, criteria for selection, and implications
10.15AM	**Morning Break**
10.30AM	**Session 2: [Cont'd]** Walkthrough of BE form fields, pre-filing preparation, and portal navigation
12.30PM	**Lunch Break**
1.30PM	**Session 3: Personal Tax Relief** Overview of tax reliefs (e.g. education, medical), claiming tax reliefs in E-Filing, and common errors to avoid
3.00PM	**Afternoon Break**
3.15PM	**Session 4: Practical Demonstration** Hands-on portal training: filing BE forms, amendments, and cancellations.
4.00PM	**Session 5: Troubleshooting Issues** Common issues in E-Filing, data security best practices and solutions
4.30PM	**End of Programme**

Effortless E-Filing for LHDN Form BE: Your Step-by-Step Guide

8.30AM - 4.30PM | FEBRUARY 20, 2026 (FRI) | VIA ZOOM

PARTICIPATION FEE *(Inclusive of 8% SST)*

FMM Member RM 594.00 per pax

Non - Member RM 691.20 per pax

PAYMENT METHOD

1) HRDCORP GRANT (SBL - KHAS SCHEME)

- No payment to FMM.
- Fund must be sufficient. Fee will be deducted from the employer's HRDCorp contributions.
- Full payment is to be made to FMM in the event that no disbursement from HRDCorp under any circumstances.

2) DIRECT PAYMENT TO FMM via Online Banking / Cheque

Payee Name: **FEDERATION OF MALAYSIAN MANUFACTURERS**

Bank Name : Malayan Banking Berhad

Account No : 505176510151

SST Registration No : W10-1901-32000105

***To provide FMM with the payment slip / advice once payment has been made.*

REGISTRATION

- All registration together with the payment should be made before the event date.
- Registration is on a first-come-first-serve basis.
- For SBL-KHAS Scheme, an attendance of 100% is a must, otherwise employers will be billed in full.
- For SBL-KHAS Scheme, grant approval must be provided to FMM at least 3 days before the event date.
- Upon submission of the completed Registration Form to FMM, you are deemed to have read and accepted the terms and conditions. The program would also be deemed as confirmed unless informed otherwise.
- Certificate will only be issued upon full disbursement from HRDCorp / payment from employer.

REPLACEMENT/CANCELLATION/NO SHOW

- Must be made in writing with reasons to FMM.
- Full payment fee will be charged by FMM for cancellation within 2 days prior to the event
- Participants who **did not turn-up will be charged full payment.** Invoice will be sent to the employer after program ends.
- Replacement can be accepted at no additional cost.
- FMM reserves the right to cancel or reschedule the program. All efforts will be taken to inform participants of the changes.

REGISTRATION FORM

FMM Negeri Sembilan (Attn: Ms. Eyda/Ms. Niza) Email: herdawaty@fmm.org.my / niza@fmm.org.my Tel No: 06-603 1626 Fax No: 06-603 1628

1) Name : .....
Designation : .....
E-mail : .....
NRIC : .....

2) Name : .....
Designation : .....
E-mail : .....
NRIC : .....

3) Name : .....
Designation : .....
E-mail : .....
NRIC : .....

Payment:

Full payment of RM ..... will be made via:-

◯ HRDCorp SBL-KHAS Scheme ◯ Cheque

◯ Online Banking

Submitted by: ☐ FMM Member ☐ Non-Member

Name : .....
Designation : .....
Company : .....
Tel : ..... Fax : .....
E-mail : .....
FMM Membership No. : .....
Address : .....
: .....
: .....