TRAINING OUTLINE

COURSE TITLE	Tax Compliance in Malaysia: A Comprehensive Guide for Employers
DURATION	1 day

Introduction

Tax compliance in Malaysia is a key responsibility for employers, requiring adherence to regulations set by the LHDN. Employers must manage monthly tax deductions (MTD/PCB), employee income reporting, benefits-in-kind assessment, and proper record-keeping to avoid penalties and ensure smooth business operations.

This course provides a practical overview of employer tax obligations, including payroll tax administration, statutory submissions, and year-end reporting requirements. It equips HR, payroll, finance professionals and business owners with the essential knowledge to maintain compliance confidently and effectively.

Training Objective

At the end of the workshop, participant will;

- Gain a comprehensive understanding of tax obligations and responsibilities as an employers.
- Learn how to accurately withhold and report employee taxes, including income tax
- Explore tax-efficient employee compensation and benefits strategies.
- Identify tax credits and incentives available to employers.
- Gain confidence in handling tax-related issues in their organizations.

Who Should Attend?

HR Professionals, Payroll Managers, Small Business Owners, Finance Managers, Accountants, Anyone responsible for payroll and tax compliance in an organization

Learning Methodologies

Lectures, case studies, quiz

Course Content

Session 1 (09:00am - 11:00am):

- Introduction to Taxation System in Malaysia
- Introduction
- Budget Summary
- Roles & Functions Of HASIL
- Main Activities
- Act & Regulation
- Formal Assessment System
- Self-Assessment System
- Taxable Income

Session 2 (11:00am - 01:00pm):

- Employer Responsibilities
- Definition
- Registration Fail
- New Employees Notification
- Notification Of Termination Of Employment
- Notification Of Employees Who Want To Leave Malaysia
- Tax Clearance Letter
- PCB / CP38
- Form E
- Compliance

LUNCH (01:00pm - 02:00pm)

Session 3 (02:00pm - 03:30pm)

- e-Invoice
- Introduction
- Benefits
- Model
- Timeline
- Benefits In Kind
- Definition
- Average Product Lifespan
- Value Set as A Benefits Which Is Set by The Employer
- Details of Benefits in Kind

Course Content

Session 4 (03:30pm - 05:00pm):

- Tax Exempt
- Leave Passage
- Medical and Dental Benefits
- Retirement and Gratuity
- Compensation for Loss of Employment
- Pensions
- Scholarship
- Interest
- Dividend
- Royalty
- Honorarium
- Research Finding