



Navigating employer's tax obligations

4 December 2024 (Wednesday)

8.30am to 5.30pm

One World Hotel, Petaling Jaya

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KPMG in Malaysia



Navigating employer's tax obligations

In today's competitive global marketplace, it's imperative for employers to stay vigilant about their tax responsibilities given the increasingly stringent tax laws and tax audit activities carried out by the Malaysian Inland Revenue Board ("IRB"). These responsibilities include notifying the IRB on employee's commencement and cessation of employment, preparing Form EA ("Statement of Remuneration from Employment"), calculating Monthly Tax Deductions ("MTD") and filing the employer's tax return.

Understanding an employer's tax obligations throughout the employee's employment cycle is crucial for compliance planning. By keeping track of these obligations at each stage, regularly reviewing the processes, and staying informed about tax legislation, employers can more effectively manage their responsibilities.

Attend this workshop to learn essential strategies for managing employer tax obligations. The session will also cover an update on Operational Guideline No. 2/2024, outlining the procedure for obtaining tax clearance for employees, effective 1 January 2024.

7

CPE hours

A digital certificate of attendance will be issued for 7 CPE hours.

Fee

RM864 per person
inclusive of 8% service tax

Course highlights

Through this workshop, attendees will gain a clearer and more in-depth understanding of the following topics:

01

When will the tax obligations of an employer arise?

05

Points to take note and consequences for non-compliance

02

Types of statutory forms to be completed by an employer for an employee

06

Good practices in assisting employer to prepare for payroll audit by the IRB

03

Tax treatment of various perquisites, benefits-in-kind ("BIK") and other types of remuneration components.

07

Practical sharing session

04

Understand the compliance requirements for MTD

Speakers



Ms May Leong Soo Hoon

Associate Director – Global Mobility Services, KPMG in Malaysia

May Leong has more than 10 years of experience in providing personal tax compliance and advisory services to local and international clients. Her key areas of expertise are personal tax compliance and advisory services, including dealing with issues relating to inbound and outbound assignees and employer's and employee's tax obligations as well as advising clients on share schemes.



Ms Soh Yuen San

Tax Manager – Global Mobility Services, KPMG in Malaysia

Yuen San has more than 10 years of experience in providing personal tax compliance and advisory services to local and international clients. Her Malaysian tax engagements involve the preparation of personal tax returns, tax equalization calculations, calculation of Monthly Tax Deduction ("MTD"), preparing statutory forms in relation to employer's tax obligations and liaising with the IRB on contentious tax issues. She provides advice to clients on Malaysian personal tax implications including employer's tax obligations for individuals.

Facilitator



Ms Fong Chooi Lian

Executive Director – Global Mobility Services, KPMG in Malaysia

Chooi Lian has more than 20 years of experience in Malaysian personal taxation for inbound and outbound assignees of local and foreign multinational companies which are involved in banking, manufacturing, trading, investment holding, etc. Her experience includes advisory assignments relating to employee's secondment overseas, tax equalization policy, employees share scheme, restructuring of remuneration packages, payroll compliance review. She also conducts in-house tax training as well as tax briefings to clients.

Who should attend?

Personnel dealing with payroll, process reimbursement of claims or in possession of information relevant for the calculation of MTD, preparation of Form EA/Form CP21/CP22A and e-Form E.



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8.30am – 9.00am	Breakfast and registration
9.00am – 10.30am	<p>Introduction to employer's tax obligations for an employee</p> <ul style="list-style-type: none">• Tax responsibilities on fulfilling employer's obligations on new employees, resigned employees, seconded employees and retirees <p>Employer's tax obligations – Onboarding of an employee</p> <ul style="list-style-type: none">• Employer's responsibilities for new joiners• Type of statutory forms required <p>Employer's tax obligations – Retention of an employee</p> <ul style="list-style-type: none">• Understanding the compliance requirement for MTD• Completion of Form EA – Tax treatment on perquisites, BIK and other type of remuneration components
10.30am – 10.45am	Tea break
10.45am – 12.30pm	<p>Employer's tax obligations – Retention of an employee (con't)</p> <ul style="list-style-type: none">• Completion of Form EA - Tax treatment on perquisites, BIK and other type of remuneration components
12.30pm – 1.30pm	Lunch
1.30pm – 3.30pm	<p>Employer's tax obligations – Retention of an employee (con't)</p> <ul style="list-style-type: none">• Completion of Form EA - Tax treatment on perquisites, BIK and other type of remuneration components• Completion of Form E
3.30pm – 3.45pm	Tea break
3.45pm – 4.45pm	<p>Employer's tax obligations – Exit of an employee</p> <ul style="list-style-type: none">• Employer's responsibilities for leavers• Types of statutory forms required <p>Non-compliance and penalties</p> <p>Good practice to prepare for payroll audit</p>
4.45pm – 5.30pm	Practical sharing session

● Terms & conditions

- **Registration:** Closes on 29 November 2024, on a first come, first served basis and at the sole discretion of the organizer. Limited seats are available.
- **Payment:** Payment must be made in full by 29 November 2024, with the payment receipt submitted to KPMG. Only registrations paid in full will receive registration confirmation.
- **Supported payment methods:** Visa/Master credit card; FPX; e-Wallet (TnG, Maybank QRPay, GrabPay, Boost, ShopeePay); JomPay; online bank transfer; cheque.
- **Cancellation policy:** No cancellation or refund is allowed once an invoice is issued. If the registered delegate is unable to attend the event, a substitute delegate is welcomed at no additional charge (advance notice of 5 working days before the event is required).

● Contact us

For registration inquiries, please contact:

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KPMG Tax Services Sdn Bhd

Company registration no.: 198301001627
(96860-M)

[Register online](#)



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