

**TAX SERIES**

Now In  
**PENANG**



**One-Day Workshop**

**To Assist You on Preparing  
2007 FORM EA**

**GET IT RIGHT  
Before You Are Audited By IRB**

**Date:  
13 March 2008  
Thursday**

**Venue:  
Gurney Hotel  
Penang**

**Taxation for Employer  
& HR Manager**

*Organized by:*

**globalAcc**  
Research & Training  
Sdn Bhd(755452-D)

*Supported by:*

**FPLC**  
Federation of Public Listed Companies Bhd

*Supported by:*



Now in **Penang**  
2 sessions in K.L. were  
**fully sold.**

## One-Day Workshop



# Taxation for Employer & HR Manager

-Understanding Tax Provisions and Public Rulings on Employment  
Income & Employee Benefits For Completing **Form EA For 2007**

Date : **13 March 2008** (Thursday)

Venue : **Gurney Hotel, Penang**

The employers have important responsibilities under the Income Tax Act 1967 including monthly deduction & payment of PCB and yearly filing of Form E and issuance of Form EA to the employees. Mistakes made are likely to be picked up during tax audits and penalties and compounds can be expected. There is no doubt that this is an issue that needs to be managed. The key objective of this workshop is to discuss the essential points and issues relating to the tax provisions and Public Rulings (PR) on employment income and employee benefits for purposes of completing Form EA for 2007.

The speaker, with his 17 years of service in IRB, 4 years in tax practice and his present research and lecturing role in university, will go through and discuss key issues in every section of the EA Form and the relevant laws and Public Rulings. You will certainly benefit from his tax background.

### Benefits of attending this workshop :

Participants will acquire relevant knowledge that are useful /

- to avoid or minimize mistakes in completing Form EA
- to design remuneration package and employee benefits that are tax efficient to the employees as well as the company

### Who should attend this workshop :

- Directors, Proprietors & Office Managers
- HR Managers, Payroll Managers & Executives
- Tax Agents / Managers / Executives
- Accountants / Finance Managers / Accounts Executives
- Audit partners / seniors / staffs
- Company secretaries & admin executive

### Time

### Workshop Outline

8.30am

Registration

9.00am

**Responsibilities of Employer under ITA :**

- Form E and EA
- STD and Form 39
- Expatriates Tax
- Penalties and Offences

10.30am

Coffee Break

10.45am

**Form EA & Tax on Employee Benefits:**  
Cash Benefits - S 13(1)(a)  
PR on Perquisites  
PR on Tax Allowance  
PR on Employee Share Option Scheme

1.00pm

Lunch

2.00pm

**Benefits in Kind - S 13(1)(b)**  
PR on Benefit in Kind  
PR on Leave Passage

3.30pm

Coffee Break

3.45pm

**Other Benefits - S 13 (1)(c), (d) & (e)**  
PR on Living Accommodation Benefit  
Pension and annuity  
Deductions, Compulsory  
Contributions to Approved Funds,  
Payment in Arrears

To  
5.00pm

### **WORKSHOP FACILITATOR**

**Ong Gim Yan** – M.Com.(Tax), B.SC.(Hons), is currently an Assistant Professor in Taxation with the University Tunku Abdul Rahman. He was a Tax Manager with Deloitte for 4 years where he was involved in tax advisory, tax audits and consultancy services for local and multinational companies. He was also with the Inland Revenue Board (IRB) for 17 years and there he worked in various divisions in the IRB including tax audits. He is also an examiner to a few professional bodies and has spoken frequently on tax subjects for various organizations. This unique background enables him to have a balanced view of the tax issues from different perspectives – the authority, the theory and the practice.

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**HRDF-  
SBL  
Claimable**

# REGISTRATION FORM

Date: 13 March 2008

Venue: **Gurney  
Hotel, Penang.**

## Taxation for Employer & HR Manager - Completing 2007 Form EA

### Fee & Terms

|                        | Normal Rate                                 | Early Bird** |
|------------------------|---------------------------------------------|--------------|
| Public/Normal          | RM610                                       | RM535        |
| Members of FPLC        | RM550                                       | RM475        |
| Members of MEF         | RM550                                       | RM475        |
| Smaller practitioners* | RM550                                       | RM475        |
| Group / Bulk Purchase  | 8% discount for 3 <sup>rd</sup> seat onward |              |

*Seminar fee inclusive of seminar materials, welcome drink, 2 tea breaks with snacks and one lunch.*

\* Smaller practitioners refer to CA firms with less than 10 staffs

\*\* Early Bird rate apply to registration received 14 days before event date

#### Parking

Parking at the Hotel is at a fixed rate of RM4 upon validation.

#### Cancellation

Cancellation is not allowed but substitute delegate is welcome at any time at no extra charge if you are unable to attend. Notice of replacement must be made in writing.

#### Programme Changes

The Organizer reserves the right to amend or cancel the event.

#### Payment

Payment by cheque should be made to

(a) for non FPLC participants: Cheque is to be payable to Globalacc Research & Training Sdn Bhd or bank in to **PUBLIC BANK** 3139684822

(b) for FPLC members: cheque is to be payable to Federation of Public Listed Companies Bhd or bank in to **MBB** 514196317933 ( fax over your bank in slip)

### Participant Info

Contact Person \_\_\_\_\_

Company Name(Members of FPLC, indicate membership no.) \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

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

Address: \_\_\_\_\_

Signature \_\_\_\_\_

Company Stamp \_\_\_\_\_

### Participant Details:

(1) Name & Designation \_\_\_\_\_

(2) Name & Designation \_\_\_\_\_

(3) Name & Designation \_\_\_\_\_

Note : **Certificate of Attendance** will be issued . CPE hour for members of professional bodies is subject to verification and approval of the respective bodies.

### Register To:

#### For FPLC Members:

Fax or send your registration form to :

**Federation of Public Listed Companies Bhd**

**FAX : 7806 3264** Email : [wannaman@fplc.com.my](mailto:wannaman@fplc.com.my)

TEL : 7806 3250 ( Contact Person : En Wan Raman)

Address :

15-2, Block E2, Jalan PJU 1/42A, Dataran Prima,  
47301 Petaling Jaya, Selangor D. E.

[www.fplc.com.my](http://www.fplc.com.my)

#### For All Others:

Fax or send your registration form to :

**globalAcc Research & Training Sdn Bhd**

**FAX : 7880 3009** Email : [gkh2001@tm.net.my](mailto:gkh2001@tm.net.my)

TEL : 7880 3028 (Contact Person: Ms Chew)

Address :

J-1-19, Jalan PJU 1/43, Aman Suria Damansara, 47301 Petaling  
Jaya, Selangor.

[www.globalacc.com](http://www.globalacc.com)