

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 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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Workshop

THE EA FORM SEMINAR - Employer's Tax Reporting on Employee's Salaries and Benefits

Date: 13th January 2011

Venue: The Legend Hotel, KL

COURSE FEE			PAYMENT & OTHER TERMS	
Workshop	Regular Rate	Early Bird*	Payment Details	
Public/Non member	RM610.00	RM555.00	Total Amount:	
Members of FPLC	RM550.00	RM495.00	Cheque No:	
Members of MEF	RM550.00	RM495.00	<ul style="list-style-type: none"> • Full payment is required to guarantee entry to the seminar room. You can bank in & fax bank in slip to us • Cancellation is not allowed but replacement is welcome with prior notice • Organiser reserves the right to amend or cancel the events • Application to HRDF for claims under SBL Scheme is subject to approval by the relevant body 	
Group/Bulk Purchase	5% discount for 3 rd seat onward			
Seminar fee inclusive of seminar materials, one lunch and 2 coffee breaks with snacks				
* Early Bird rate applies to registration received on or before 31 st December 2010				

Organization Details

Company/Firm Name _____

Member of _____

Contact Person _____

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How did you learn about this event?

Members of Event Partners Flyers mailed Email marketing Press adverts Others: _____

Delegate Details

1 Name : _____

Designation : _____

Member No. : _____

2 Name : _____

Designation : _____

Member No. : _____

3 Name : _____

Designation : _____

Member No. : _____

Vegetarian Food requested for _____ Pax

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



- ★ Tax laws and rulings on employment income & benefits
- ★ How to complete EA Form for 2010
- ★ Updates and highlights for 2010 based on recent tax changes

THE EA FORM SEMINAR

Employer's Tax Reporting on Employee's Salaries and Benefits

By Ong Gim Yan



13th January, 2011
9am - 5pm
The Legend Hotel, KL

Organised by:



Event Partners:



8 CPE
Hours

THE EA FORM SEMINAR

Employer's Tax Reporting on Employee's Salaries and Benefits



13th January, 2011
9am - 5pm
The Legend Hotel, KL

Introduction

The employers have important responsibilities under the Income Tax Act (ITA) 1967 including monthly deduction & payment of PCB and yearly reporting and 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 2010. This workshop will also cover the recent tax changes including new rules on travelling allowances, bonus and director fee, other BIKs and others. Some companies may want to remunerate their

employees differently in future years to take advantage of the recent changes.

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

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Workshop Outline

Agenda : 9.00am to 5.00pm / 2 coffee breaks / 1 hour lunch break

(1) OVERVIEW OF EMPLOYER'S TAX RESPONSIBILITIES ON EMPLOYMENT INCOME

- ★ New employee, cessation of employment & employee leaving country
- ★ Annual tax reporting on employee income - Form E & Form C.P. 8D
- ★ Annual tax reporting to employees - Form EA (Overview & Part A)
- ★ Tax payment - Monthly STD & CP 39
- ★ Penalties and Offences

(2) COMPLETING FORM EA & UNDERSTANDING TAX LAWS & RULES ON EMPLOYMENT INCOME AND EMPLOYEE BENEFITS:

Part B of Form EA: Taxable Employment Income & Benefits

Part G of Form EA: Tax Exempt Allowances/ Perquisites/Gifts/Benefits

- ★ Overview of Part B and G and the tax laws and public rulings issued

ITEM B.1 OF FORM EA : SALARIES AND OTHER CASH BENEFITS

- ★ Tax laws and Public Ruling - S 13(1)(a) of ITA
- ★ Tax treatment of:
 - ✓ Allowances – what are taxable and what are not
 - ✓ Bonus and director fee
 - ✓ Gratuity(Ill health and retirement)

- ✓ Perquisites/Cash benefits (staff loans, clubs, computer etc)
- ✓ Tax allowance/tax paid by employer
- ✓ Employee Share Option Scheme

ITEM B.2 & B.3 OF FORM EA : NON CASH BENEFITS

- ★ Tax laws and Public Ruling - S 13(1)(b) & (c) of ITA
- ★ Tax treatment of :
 - ✓ Benefits in Kind
 - ✓ Leave Passage
 - ✓ Living Accommodation

ITEM B.4 : REFUND OF OR RECEIPTS FROM UNAPPROVED PENSION/ PROVIDENT FUND

- ★ Tax laws and Public Ruling on - S 13(1)(d)

ITEM B.5 : COMPENSATION FOR LOSS OF EMPLOYMENT

- ★ Tax laws and Public Ruling on - S 13 (1)(e)

OTHER PARTS : PART C, D, E & F

Part C : Pension and Annuity
Part D : Tax Deductions
Part E : Contributions to Approved Funds,
Part F : Payment in Arrears & In Respect of Preceding Years

(3) OTHER RECENT CHANGES AND HIGHLIGHTS (INCLUDING 2011 BUDGET PROPOSALS)

Who Should Attend

- HR Managers, Payroll Managers & Executives
- Tax Agents / Managers / Executives
- Accountants / Finance Managers / Accounts Executives
- Auditors and Company Secretaries
- Directors, Proprietors, Office Managers