

THE EA FORM SEMINAR

EMPLOYER'S TAX REPORTING ON EMPLOYEE'S SALARIES AND BENEFITS

by Ong Gim Yan

24 NOVEMBER 2011 | 9.00AM TO 5.00PM | ARMADA HOTEL, PJ

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 2011.

This workshop will also cover the recent tax changes including new rules on travelling allowances, bonus and director fee, other BIKs and others. 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.

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.

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

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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8 CPE
Hours

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COURSE OUTLINE

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 & CP39
- Penalties and Offences

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 & B3 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 - S 13(1)(d)
- #### Item B.5 : Compensation for loss of employment
- Tax laws and Public Ruling - 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

Other Recent Changes and Highlights (Including 2012 Budget Proposals)

REGISTRATION AND CONTACT INFORMATION**GLOBALACC**

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Bank details: PBB 313 968 4822**SEMINAR / WORKSHOP**

THE EA FORM SEMINAR EMPLOYER'S TAX REPORTING ON EMPLOYEE'S SALARIES AND BENEFITS

DATE: 24TH NOVEMBER 2011**TIME : 9.00AM TO 5.00PM****VENUE: ARMADA HOTEL,
PETALING JAYA****COURSE FEE**

Workshop	Regular Rate	Early Bird *
Public/Non member	RM640.00	RM585.00
Members of FPLC	RM580.00	RM525.00
Members of MEF	RM580.00	RM525.00
Group/Bulk Purchase	5% discount for 3rd seat onward	
Seminar fee inclusive of seminar materials, one lunch and 2 coffee breaks with snacks		

* Early Bird rate apply to registration received on or before 15th November 2011**PAYMENT & OTHER TERM****Total Amount : RM****Cheque Number :**

- 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 to be made by participant itself and is subject to approval by HRDF
- Certificate of Attendance will be issued. CPE hour for members of professional bodies is subject to verification and approval of the respective bodies.

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