

## REGISTRATION FORM

We would like to register for the following Workshop on  
**LABOUR ORDINANCE (SARAWAK CAP. 76)**  
**IMPLEMENTATION AND ISSUES**

No	Name of participant (s)	E-mail
1.		
2.		
3.		
4.		

Name of Person In-Charge: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### COURSE FEES

(Please tick ✓ where applicable)

- MEF.SCCI Members – RM680 per participant payable to:  
**Malaysian Employers Federation**
- Non- Members – RM780 per participant payable to:  
**MEF Academy Sdn Bhd**

Attached is our cheque no. \_\_\_\_\_ for RM: \_\_\_\_\_

**Please Forward Registration Form and Course Fee to:**

**Mr John Chua**

**SARAWAK CHAMBER OF COMMERCE & INDUSTRY**  
**Lot 4.12B, Level 4, Wisma Satok, Jalan Satok, 93400 Kuching**

☎ Tel: 082-237148    📠 Fax: 082-237186    ✉ E-mail: scci@cdc.net.my

## WORKSHOP ON **LABOUR ORDINANCE** **(SARAWAK CAP. 76)** **IMPLEMENTATION AND ISSUES**



**SBL  
CLAIMABLE**

**Date: 27 - 28 March 2007**  
**Time: 9.00 a.m. – 4.30 p.m.**  
**Venue: Hotel Grand Continental, Kuching**



**MEF ACADEMY SDN BHD**

3A06-3A07, Block A, Phileo Damansara II,  
 Off Jalan Damansara  
 46350 Petaling Jaya, SELANGOR  
 Tel: 03-79557778 Fax: 03-79556808  
<http://www.mef.org.my>



**SARAWAK CHAMBER OF COMMERCE & INDUSTRY**

Lot 4-12B, Level 4, Wisma Satok, Jalan Satok  
 93400 Kuching, SARAWAK  
 Tel : 082-237148 Fax : 082-237186  
 E-mail : scci@cdc.ney.my  
[http:// www.scci.org.my](http://www.scci.org.my)

## OBJECTIVE

Labour Ordinance (Sarawak Cap. 76) is a fundamental employment law, which provides minimum terms and conditions of employment to those recognized as employees under the Ordinance. This Labour Ordinance has been enforced by the Labour Department with effect from 1 Oct. 2005 which covers employees in Sarawak.

This course addresses all relevant provisions in the Ordinance and its implementation and method in handling such issues. Upon completion of the course participants would be able to apply acknowledge and method taught in complying with the said Ordinance

## COURSE CONTENT

### 1<sup>st</sup> day – Silent Provisions

- Scope of the Ordinance
- Definition of the terms
- Contracts of services/Contracts for service
- Advances & deductions
- Employment of women
- Maternity of protection
- Priority of wages
- Contractors & Principal
- Rest Day
- Hours of work
- Overtime
- Public holidays
- Annual leave
- Sick leave
- Labour Ordinance
- Termination
- Lay-Off
- Change of ownership/business
- Calculation of ordinary rate of pay

### 2<sup>nd</sup> day – Implementation of the Provisions

- Managing Absenteeism  
Keeping Employees register
- Wage
  - Maternity
  - Leave
  - Case studies

## WHO SHOULD ATTEND

- Human Resources managers
- Personnel Executives
- Industrial Relations Officers
- All those involved in personnel management

## TRAINER

**Goh Seng Wing** is a Consultant – Industrial federation with Malaysian Employers the interpretation of the employment law in alaysia. A former Deputy Director General of Labour, Semenanjung Malaysia, who was actively involved in the enforcement of and previous amendments to the Employment Act 1955.

## WORKSHOP FEE

**RM780** per participant, inclusive of seminar materials, refreshments and lunch. Less **RM100** for MEF/SCCI members.

For MEF/SCCI members, kindly make your cheque(s) payable to

**Malaysian Employers Federation.**

For non-members, cheque(s) should be payable to  
**MEF Academy Sdn Bhd.**

For enquiries please contact: Mr John Chua  
Sarawak Chamber of Commerce & Industry (SCCI) Kuching.  
Tel: 082-237148 Fax: 082-237186