EY Tax Academy Flagship Series

# From hire to exit: Compliance and practical insights into payroll and employer obligations

Zenith Hotel, Kuantan
13 January 2027



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# From hire to exit: Compliance and practical insights into payroll and employer obligations

## Session highlights

- Payroll fundamentals and common practical challenges in complying with regulations set out by the Employees Provident Fund (EPF), Social Security Organisation (SOCSO), Employment Insurance System (EIS), Human Resource Development Corporation (HRD Corp) and the Income Tax Act 1967 (ITA).
- An overview of the latest updates in payroll regulations for local and foreign employees.
- Processes and compliance requirements for new hires and cessations via MyTax Portal, e-CP22 and e-SPC.
- Form E completion and FAQs in complying with annual reporting obligations such as Form EA.
- Identifying potential stamp duty implications at each stage of the employee lifecycle.
- Lessons gleaned from employer tax audits and practical guidance to be tax audit ready.
- Common payroll mistakes and pitfalls to avoid.
- Opportunity to raise concerns or issues regarding compliance with various employer tax obligations.

## Who should attend?

Managers, executives and other stakeholders who are responsible for:

- Payroll
- Employer tax
- Human resources (HR)

Payroll compliance does not begin with payroll processing, nor does it end with year-end reporting. From recruitment and onboarding to resignation and employee exit, employers are required to navigate a complex range of payroll, tax, statutory and employer obligations at every stage of the employee lifecycle.

Many compliance risks arise not from routine payroll processing, but during employee transition events, such as hiring, mobility, compensation changes and termination. Understanding how these obligations interact throughout the employment journey is essential for safeguarding compliance and mitigating risk.

This practical workshop adopts a lifecycle-based approach to help HR and payroll professionals understand the key compliance requirements that arise from hiring to exiting. Participants will gain practical insights into payroll administration, statutory contributions, employment taxes, expatriate compliance, year-end reporting obligations and employee exit requirements, enabling them to manage compliance obligations with greater confidence, accuracy and efficiency.

| Time | Session |
|---|---|
| 8:30 a.m. | Registration and breakfast |
| 9:00 a.m. | Welcome and introduction |
| 9:05 a.m. | Overview of payroll as a strategic function in employee lifecycle |
| 9:20 a.m. | Hiring and onboarding: Payroll setup and employer obligations |
| 10:30 a.m. | Tea break |
| 10:45 a.m. | During the year: Payroll compliance and employer obligations |
| 12:30 p.m. | Lunch |
| 1:30 p.m. | Exit and termination: Payroll compliance and employer obligations |
| 2:30 p.m. | Year-end obligations: Form EA and Form E reporting |
| 3:45 p.m. | Tea break |
| 4:00 p.m. | Sharing experience and lessons learnt from payroll audits |
| 4:40 p.m. | Q&A |
| 5:00 p.m. | End |

# Speaker profiles



## Irene Ang

Partner, People Advisory Services Tax,

Ernst & Young Tax Consultants Sdn. Bhd.

Irene has over 25 years of experience in the People Advisory Services Tax practice, focusing on global mobility, tax and immigration. She has broad experience in coordinating and managing compliance requirements for international assignees. This includes advising multinational companies (MNCs) on income tax, social security and immigration requirements. Irene has been involved in tax planning exercises, conducted tax compliance reviews for companies and assisted clients in reviewing and implementing various types of employee share schemes.

She is a licensed tax agent under the ITA. She is also actively involved in conducting breakfast talks and people advisory services workshops and seminars for clients, as well as tax training for internal staff.

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## Jaclyn Tan

Associate Partner, People Advisory Services Tax – Payroll Operate Services,

Ernst & Young Tax Consultants Sdn. Bhd.

Jaclyn leads the Payroll Operate Services team in Malaysia with over 20 years of experience in payroll and accounting outsourcing services. She works closely with companies to understand their payroll challenges, identify gaps for improvement and areas that EY can help in resolving, as well as highlight potential roadblocks. She has assisted and supported various organizations with different and customized payroll needs, as well as in the month-to-month payroll processes and reporting matters.

Jaclyn is a licensed chartered accountant under the Malaysian Institute of Certified Public Accountants (MICPA) and a member of the Malaysian Institute of Accountants (MIA).

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## Chia Mee Leng

Director, People Advisory Services Tax,

Ernst & Young Tax Consultants Sdn. Bhd.

Mee Leng has over 20 years of experience in providing tax advice and compliance services to employers and employees from MNCs and local companies in a wide array of industries. She also has vast knowledge and experience in employer tax audit and stamp duty matters.

Additionally, Mee Leng oversees the tax affairs of EY member firms in Malaysia and is part of the team to administer a swift implementation of e-Invoicing for these member firms.

She is a licensed tax agent under the ITA and a member of the Chartered Tax Institute of Malaysia (CTIM). She regularly conducts people advisory services workshops for organizations, as well as tax training for internal staff.

# Speaker profiles



## Musdarina Mustafa

Senior Manager, People Advisory Services Tax,

Ernst & Young Tax Consultants Sdn. Bhd.

Musdarina has extensive experience in managing cross-border tax compliance for individuals and providing tax advice to individuals, employees and employers. Her tax compliance and consultancy work includes assisting clients in structuring cost-effective remuneration and compensation packages for both expatriates and local executives, as well as cross-border expatriate tax planning and conducting Malaysian tax briefings.

Musdarina also has significant experience in providing advice on Malaysian immigration matters and is involved in providing immigration services. She is also involved in conducting tax training for internal staff and other organizations.



## Kim Lee

Senior Manager, People Advisory Services Tax,

Ernst & Young Tax Consultants Sdn. Bhd.

Kim has over 14 years of professional experience in mobility services, personal taxation, serving clients in a wide range of industries. She has experience in reviewing and drafting international assignment policies, reviewing employment contracts, providing tax efficient recommendations, applying global tax planning and research on the implications of applicable tax treaties.

She is also a contributor to CTIM's national budget commentary and tax information and EY's tax publications. She is actively involved in conducting tax training and webinar sessions for companies, as well as tax training programs for internal staff.

# Registration information

| Registration fee (per person) | Fee (RM) |
|---|---|
| Normal rate | 980.00 |
| **EY Tax Academy (EYTA) subscribers**<br>*Please visit https://www.ey.com/en_my/ey-tax-academy for details.* | 588.00 |

HRD Corp training program number: **10001749843**

| Location | Date | Time | Enquiry | Registration link |
|---|---|---|---|---|
| Zenith Hotel, Kuantan | 13 January 2027 | 9:00 a.m. - 5:00 p.m. | Click here | Click here |

In line with the updated HRD Corp requirements, the HRD Corp grant approval must be obtained by 29 December 2026.

Registration closes three working days before the event date or once all seats are taken.

## Important notes:

- The registration fees stated above includes 8% Service Tax. Participants may submit questions in advance to seminar.eyeastcoast@my.ey.com.
- Please select the participant category carefully. No alterations are allowed after the registration has been made. HRD Corp claimable is subject to prior application to HRD Corp by employers/companies, which contribute to the HRD Corp levy.
- Participants are entitled to:
  a) One breakfast, two tea breaks and lunch.
  b) CPE credit: 7
- Have a question or a specific issue you'd like to discuss? Please submit it to seminar.eyeastcoast@my.ey.com.

# For HRD Corp applicants

## HRD Corp training course number: 10001749843

- For grant application, please refer to the HRD Corp employer guidelines.
- Please email your grant approval code to eypaspenang@my.ey.com before the event date to confirm your participation.

## HRD Corp grant application details:

- MyCoID: 179793K
- Training provider name: Ernst & Young Tax Consultants Sdn. Bhd.
- Course title: From hire to exit: Compliance and practical insights into payroll and employer obligations
- Scheme name: SBL-Khas
- Type of training: Public
- Total training hours: 8 hours
- Trainers (only need to insert one name from the list): Irene Ang
- Level of certification: Certificate of attendance

## HRD Corp accredited trainer profile



**Irene Ang**
Malaysia People Advisory Services Leader; and Partner, Ernst & Young Tax Consultants Sdn. Bhd.

**Education**
Bachelor of Arts Degree in Accounting and Financial Management, University of Essex

**Memberships and affiliations**
- Fellow, Association of Chartered Certified Accountants (ACCA)
- Chartered accountant, Malaysian Institute of Accountants (MIA)
- Licensed tax agent under the ITA and registered with the Ministry of Finance, Malaysia

**Professional background**
- Irene has broad experience in coordination and managing compliance requirements for international assignees. This includes advising multinational companies on income tax, social security and immigration requirements.
- She has been involved in tax planning exercises for employees on cross-border assignments, as well as remuneration restructuring exercises for tax efficiency purposes.
- Irene has also conducted tax compliance reviews for companies to assess and highlight risks of non-compliance as an employer.
- Irene also is part of the national budget commentary and tax information booklet publishing team.

# Terms and conditions

## Registration

- Registrations can only be made **online**. To register, please complete the online registration form and make payment promptly if HRD Corp grant does not apply to you.
- Please indicate on the registration form if the participant intends to claim the HRD Corp training grant. A maximum of nine participants from the same employer is permissible according to the HRD Corp guidelines.
- Registration fees are non-refundable once registration has been confirmed. No refunds will be entertained for cancellations, withdrawals, or no shows on the day of the conference. Cancelled unpaid registrations will also be liable for full payment of the registration fee.
- Replacements are allowed. However, the details of the persons replacing the registered participants must be submitted at least two working days before the seminar date.
- An acknowledgement email will be issued upon registration followed by a confirmation email with an invoice as applicable.

## Payment

Remittance information:

HSBC BANK MALAYSIA BERHAD
Account No. 301751814101
SWIFT HBMBMYKL

- If the participant is claiming the HRD Corp training grant, please provide the grant approval code at least one working day before the date of the event.

## Other important information

- No part of the materials may be reproduced in any form, stored in a retrieval system, or transmitted by any means – electronically or mechanically, photocopied or recorded without the prior permission of the author or the organizers. Video and sound recording are strictly prohibited.
- All information contained in this brochure is correct and accurate at the time of publication. The organizers reserve the right to cancel, make amendments and changes to the program if warranted by circumstances beyond their control. The organizers shall not be responsible for any costs, damages or losses incurred by the participant due to changes or cancellation. They also reserve the right to make alternative arrangements without prior notice should it be necessary. By registering, you are deemed to have read and accepted the terms and conditions herein.
- Attendance:
  a) Participants must register at the counter by 8:45 a.m. on the day of the seminar.
  b) The e-certificate of attendance will be released after the completion of the event only to registered participants who have full attendance and have made full payment.

For enquiries
Email: **seminar.eyeastcoast@my.ey.com**

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