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# UNLOCKING HR TAX STRATEGIES: FROM BENEFIT IN KIND TO PCB CALCULATION AND TAX-EXEMPTED ALLOWANCES

HRD Corp  
Claimable  
Courses

(Programme No.: 10001490830)

13 January 2026, Tuesday | 9.00 am – 5.00 pm | ZOOM Online Platform

## TRAINING OBJECTIVES

- Equip participants with essential knowledge to navigate HR tax implications and compliance requirements.
- Guide HR professionals on calculating PCB, managing tax-exempt allowances, and handling employee benefits.
- Provide strategic insights to optimize employee tax benefits while maintaining compliance.

## TRAINING OUTCOME

By the end of this training, participants will be able to:

- Determine correct tax treatments based on staff resident status and tax-exempt income
- Accurately apply PCB calculations, handle perquisites, Benefit in Kind (BIK), and tax-exempt allowances
- Effectively use forms TP1, TP3, and CP22 for HR tax operations
- Ensure HR tax compliance and avoid penalties from incorrect declarations

## WHO SHOULD ATTEND

Payroll specialist, Finance Manager, HR Managers, Executives

## METHODOLOGY

Remote online learning – interactive lectures, exercises, discussions and feedback sessions.

## PRE-REQUISITE

- Good Internet / wifi connectivity
- PC / Laptop with good audio/visual
- Virtual platform - ZOOM

## COURSE CONTENT

### **Module 1: Resident Status of Staff**

- Covers the criteria for determining the resident status of employees and explains tax implications based on residency status.

### **Module 2: Understanding Perquisites**

- Defines perquisites, explores their impact on taxable income, and presents examples.

### **Module 3: What is Benefit in Kind (BIK)**

- Details on what qualifies as Benefit in Kind (BIK) and its tax implications.

### **Module 4: Tax-Exempt Income**

- Identifying types of tax-exempt income and applicable conditions.

### **Module 5: Benefits Not Entitled by Directors with Shareholding**

- Explains benefits that directors with shareholding cannot receive tax-free.

### **Module 6: Forms TP1 and TP3**

- Overview and usage of forms TP1 and TP3 for HR tax management.

### **Module 7: Using the PCB Calculator**

- Hands-on training for accurate PCB calculations

### **Module 8: Tax Reliefs to Reduce Tax Payable**

- Overview of tax reliefs and how to apply them to reduce taxable income.

### **Module 9: Tax Clearance for Staff (Form CP22)**

- Procedures and requirements for staff tax clearance using CP22.

## Module 10: HR Responsibilities During Staff Onboarding

- Key tax steps for HR during new staff onboarding.

## Module 11: Implications of Incorrect PCB Declaration

- Consequences and corrective measures for incorrect PCB declaration.

## TRAINER'S PROFILE

### NG GEET EIN (ANGIE)

- Licensed Tax Agent – Income Tax Act S153(3) of ITA 1967
- Member – Chartered Institute of Malaysia (CTIM)
- Member – Malaysia Institute of Accountants (MIA)
- Member – Association of Chartered Certified Accountants (ACCA)
- Member – ASEAN Chartered Professional Accountant (ASEANCPA)
- HRD Corp Approved Trainer

Angie Ng is a tax professional with over 15 years of experience in tax and accounting. She currently serves as the Tax Director at AdrianYeo Tax KL Sdn Bhd. Her expertise includes Individual Tax, Corporate Tax, Withholding Tax, Tax Incentives, and Tax Audits & Investigations.

She is a licensed Tax Agent approved by the Minister of Finance and a member of CTIM, MIA, ACCA, and ASEANCPA. An experienced trainer and speaker, she shares practical insights on tax compliance and strategy at industry events and training sessions. Angie is well-regarded for her ability to simplify complex tax matters and deliver actionable insights.

## PARTICIPATING FEE (HRD Corp Claimable Course)

### **RM972 per person**

# Fee inclusive of Course Notes, Digital Certificate of Participation and 8% SST

### **For registration:**

1. Please email us a copy of your registration form;
2. (HRD Corp Registered Employer) Please apply via HRD Corp e-TRiS for HRD Corp Claimable Courses (SBL KHAS) scheme before training date (subject to approval),

**Training fee claiming = RM972 per person;** and  
3. (HRD Corp Registered Employer) Upon training completion, please fill up form **PSMB/SBL-Khas/JD/14** and return it to us immediately. The delay in returning the form will result in delay of the employer's submission of claims.

### ORGANIZER (MyCoID: 791613A)

Malaysian Export Academy Sdn Bhd  
No. 47B, Jalan BP 7/2,  
Bandar Bukit Puchong,  
47120 Puchong, Selangor  
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Fax: 03 8066 6152  
Contact Person: Faruq  
Email: faruqrazi.mexa@gmail.com

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**REGISTRATION FORM**

(Email : faruqrazi.mexa@gmail.com )

Name	Designation	Handphone no.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Company/Organization: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Is your company registered with the HRD Corp?

Yes  No (please tick)

Is your company a Small and Medium Enterprise (SME)?

Yes  No (please tick)

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**Payment / Terms & Conditions**

Kindly make bank transfer payment to **Account No: 800 221 0777 of CIMB Bank**, payable to **Malaysian Export Academy Sdn Bhd**. Please email to us the bank transfer slip and registration form as proof of payment.

Any cancellation within one (1) week before the event is not refundable.

The management has the right to change the time / date of the event with notice to be given in advance.