

# 2022 BUSINESS SEMINAR SERIES

## NOVEMBER



TUE  
**01**  
NOV

Finance

CCD  
20  
POINTS  
Approved

Kuala Lumpur | 2-Day

### Strategic Debt Collection

WED  
**02**  
NOV

Human Resource

1-Day

准备工资  
Payroll Preparation

THU  
**03**  
NOV

Human Resource

1-Day

制定人力资源书信，表格，政策和程序  
Preparing HR Letters, Forms, Policies  
and Procedures

**THU**  
**03**  
**NOV**

Human Resource

1-Day

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## Terminating Employees' Contract of Service The Right Ways

**FRI**  
**04**  
**NOV**

Human Resource

1-Day

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## Writing Effective Job Descriptions & Job Specifications Workshop

**FRI**  
**04**  
**NOV**

Taxation

1-Day

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## Business Tax Solutions For Non-Accountant

**MON**  
**07**  
**NOV**

Finance

1-Day

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## Manufacturing Account, Costing and Budgetary Control for Accounts Executives

**MON**  
**07**  
**NOV**

Human Resource

Putrajaya | 2-Day

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## Practical And Strategic Compliance Of The Latest Employment Laws

**WED**  
**09**  
**NOV**

Accounting

Bangsar | 2-Day

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## IAAP Certificate (UK) in Handling Full Set of Accounts

**THU**  
**10**  
**NOV**

Human Resource

CCD  
20  
POINTS  
CCO Malaysia  
Approved

Senai | 2-Day

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## Overview And Latest Update On Employment Act 1955

**MON**  
**14**  
**NOV**

Finance

2-Day

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## IAAP Certificate (UK) in Financial Statements

**MON**  
**14**  
**NOV**

Human Resource

2-Day

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## Certificate in Human Resource Management

**TUE**  
**15**  
**NOV**

Inventory

3-Day

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## Effective Warehouse and Inventory Management

**WED**  
**16**  
**NOV**

Taxation

1-Day

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## 销售税：基本概念和最新发展 Sales Tax : Fundamentals And Latest Developments

**WED**  
**16**  
**NOV**

Taxation

2-Day

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## IAAP Certificate (UK) in Personal Taxation

**THU**  
**17**  
**NOV**

Taxation

1-Day

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服务税-基本概念和最新发展  
**Service Tax: Fundamentals And  
Latest Developments**

**THU**  
**17**  
**NOV**

Finance

Kuala Lumpur | 1-Day

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**Managing Working Capital For  
Construction Businesses**

**THU**  
**17**  
**NOV**

Taxation

1-Day

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**Managing Sales Tax Exemption  
Facilities & Scrap/ Waste Disposal**

**MON**  
**21**  
**NOV**

Finance

2-Day

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**IAAP Certificate (UK) in Taxation  
Planning**

**WED**  
**23**  
**NOV**

Human Resource

2-Day

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## **Asas Pengurusan Sumber Manusia - Implimentasi Dan Praktis**

**WED**  
**24**  
**NOV**

Human Resource

2-Day

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## **Talent Management In Workplace**

**WED**  
**23**  
**NOV**

Taxation

2-Day

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## **IAAP Certificate (UK) in Corporate Taxation**

**WED**  
**23**  
**NOV**

Finance

3-Day

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## **IAAP Certificate (UK) in Financial Accounting**

**FRI**  
**25**  
**NOV**

Human Resource

1-Day

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## **Effective Employee Handbook Writing Skills**

**FRI**  
**25**  
**NOV**

Human Resource

1-Day

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## **Practical Payroll Computation According to Malaysian Labour Laws**

**WED**  
**30**  
**NOV**

Human Resource

1-Day

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## **Training Needs Analysis (TNA) And Competency Modelling**

# REGISTRATION FORM

ONLINE COURSE 2022 BUSINESS SEMINAR SERIES



Certified to ISO 9001: 2015

## Billing Details

Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact person \_\_\_\_\_ Designation \_\_\_\_\_

Email \_\_\_\_\_ Learner Card No. \_\_\_\_\_

Office Tel \_\_\_\_\_ Mobile \_\_\_\_\_

## Method of Payment

Enclosed cheque/IBG no \_\_\_\_\_ for the sum of RM \_\_\_\_\_  
 Payable to "3NTITY SDN BHD (RHB: 2143 1600 000949)"

Note: Customers using Maybank Online Payment facility, please enter Account Payee as "ENTITY SDN BHD" (due to the first alphabet "3" is not accepted)

- Registration is on a first-come-first-served basis. Only fully completed registration will be processed
- Reservation is only confirmed with full payment cleared

## TERMS & CONDITIONS

### Cancellation Policy

Course fees are non-refundable one reservation has been confirm. No refund is given for cancellations or withdrawals. Cancelled unpaid registration will also be liable for full payment of the Course fees.

### Replacements

Please note registrations for the event are not interchangeable but replacements are acceptable. Please notify us at least five days prior to the event if you intend to send replacement.

### Recording

Video / Sound recording is strictly prohibited.

### Disclaimer

All information contained in this brochure is correct and accurate at the time printing. The Course Organisers reserve the right to cancel, make any amendments and/ or changes to the programme if warranted by circumstances beyond the control of the Organisers. The Course Organisers also reserve the right to make alternative arrangements without prior notice should it be necessary to do so. Upon signing the registration form, you are deemed to have read and accepted the terms and conditions.



Register your **FREE SST2u Learner Card (SLC)** and be entitled to **10 Cashback**

## Participant Details

\*Please Fill In BLOCK LETTER using BLACK or BLUE Pen

No	Participant Full name <small>Certificate of Attendance will be printed according to this name</small>	Email	Mobile	Vegetarian [Y/N]	Claiming HRDF [Y/N]
1.					
2.					
3.					

NOTE: SCAN THIS FORM AND DEPOSIT SLIP AND EMAIL TO: [yes@sst2u.com](mailto:yes@sst2u.com)

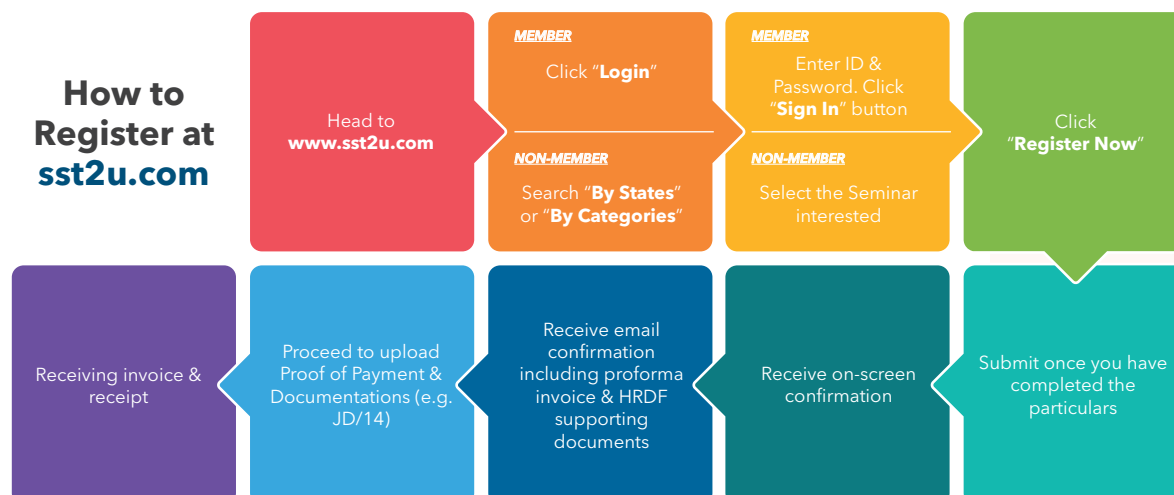
Online Form at [www.sst2u.com](http://www.sst2u.com)

## Registration Enquiry

Han (019 - 323 0507) | Logesh (012 - 503 0346) | Siti (012 - 383 8603) | Teo (011 - 3178 9203) | Phang (03 - 5888 7357)

Minimum Requirements	Web Browser	Inbound Internet connection
	Operating System	Software
	<ul style="list-style-type: none"> <li>Google Chrome (most recent 2 versions)</li> <li>Mozilla Firefox (most recent 2 versions)</li> <li>Internet Explorer v11</li> <li>Apple Safari (most recent 2 versions)</li> </ul>	<ul style="list-style-type: none"> <li>Computer: 5 Mbps or better</li> <li>Mobile device: 4G or better</li> </ul>
	<ul style="list-style-type: none"> <li>Windows 7 and above</li> <li>Mac OS X 10.9 (Mavericks) and above</li> </ul>	<ul style="list-style-type: none"> <li>No additional software needed</li> </ul>
		<ul style="list-style-type: none"> <li>4GB or more of RAM (recommended)</li> </ul>

## How to Register at sst2u.com



Official SME Business Digitalization Grant Provider  
**Fav365**

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