JTK AUDIT READY MASTERCLASS:
EMPLOYMENT COMPLIANCE, DOCUMENTATION & INSPECTION READINESS

THIS COURSE IS CLAIMABLE UNDER HRD CORP CLAIMABLE COURSES SCHEME
HRD CORP PROGRAM APPROVAL NUMBER: 10001752994

7 December 2026
08:30 AM - 05:00 PM

DoubleTree by Hilton,
JOHOR BAHRU

RM950 (EARLY BIRD)
Register by 30 November 2026

RM 1,090 (Normal)
Register after 30 November 2026

SPEAKER: OFFICER FROM DEPARTMENT OF LABOUR (JTK)

Learn how to:

- Prepare the right HR documents & statutory records
- Spot employment contract & HR policy compliance gaps
- Avoid common payroll, OT & working-hour mistakes
- Understand what JTK officers check during an inspection
- Respond correctly to Borang F, findings & JTK instructions
- Manage contractor & foreign worker compliance risks
- Conduct a pre-audit self-check before JTK comes knocking

For registration: SCAN ME!

https://tinyurl.com/JTKAUDITJB26

WHO SHOULD ATTEND:
Employer | CEO | Director | HOD | Manager | Executive | HR Officer | Supervisor

Registration & Enquiries:

012-525 9283 (Intan)
019-570 3930 (Hafiz)
admin@quattrounity.com
www.quattrounity.com

JTK AUDIT READY MASTERCLASS: EMPLOYMENT COMPLIANCE, DOCUMENTATION & INSPECTION READINESS

7 December 2026 (Monday)

8.30 am - 5.00 pm

TIME	AGENDA
8.30am - 9.00am	Registration
9.00am - 9.45am	Understanding The JTK Regulatory & Compliance Landscape • Role of JTK • Overview of Employment Act 1955 & related employment regulations • Employer obligations vs employee rights • Key areas commonly exposed during compliance review
9.45am - 10.30am	JTK Audit Documentation - Is Your Company Ready? • Statutory registers and employment records • General Register and Maternity Register • Local and foreign employee records • Wage and overtime records • Physical vs electronic records • Document retention and availability during inspection
10.30am - 11.15am	Employment Contract & HR Policy Compliance Review • Mandatory employment terms • Statutory minimum requirements • Contract terms vs company policies • Working hours, rest days and leave provisions • Employer and employee copies of contracts • Common documentation gaps that may attract JTK attention
11.15am - 12.00pm	Payroll, Wages, OT & Working Hours - Key Audit Risk Areas • Wages and payslip documentation • Working-hour compliance • Rest day and public holiday requirements • Overtime records and calculations • Statutory leave entitlements • Identifying payroll discrepancies before an inspection
12.00pm - 1.00pm	What Happens During a JTK Inspection? • Understanding the JTK inspection process • Documents commonly requested • Preparing the HR representative / person-in-charge • Handling document verification • Employee interview process • What employers should and should not do during an inspection • Responding to findings and rectification requirements

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TIME	AGENDA
2.00pm - 3.15pm	Borang F, Non-Compliance & Employer Liability • Understanding Borang F • Responding to JTK instructions / summons • Common employer mistakes during an investigation • Consequences of failure to cooperate or attend • Practical case discussions based on compliance scenarios
3.15pm - 4.00pm	Contractor & Foreign Worker Compliance Risks • Principal and contrator responsibilities • Joint liability exposure • Contractor employee documentation • Foreign worker employment records • Relevant JTK documentation and compliance considerations
4.00pm - 5.00pm	JTK Audit Readiness Checklist & Action Plan • Pre-audit self-check • Identifying compliance gaps • Prioritising corrective actions • Practical 'Are We JTK Ready?' checklist

HOW TO REGISTER:

Fill up the Google Form at this link : **https://tinyurl.com/JTKAUDITJB26**

For **HRD CORP CLAIMABLE COURSES SCHEME:**

- Tick 'YES' for claiming HRD Corp on the online form. We will email the details and documents for HRD Corp grant application.
- Company must apply the grant from HRD Corp. Please email the grant approval from HRD Corp to us.

For **SELF-PAYMENT:**

- Please email the payment proof to admin@quattrounity.com.



Payment to : QUATTRO UNITY SDN BHD
Bank : AFFIN BANK BERHAD
No akaun : 100240150063
OR
Cheque payable to 'QUATTRO UNITY SDN BHD'

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