ITS Management Sdn Bhd



FREE COURSE

STAMP DUTY 2026: KEY HR AND FINANCE COMPLIANCE ACTIONS

28 April 2026, 9:00am - 12:00pm @ Zoom

COURSE OBJECTIVE

At the end of this programme, participants will be able to:

- Understand the expanded scope of stamp duty compliance under the Stamp Act 1949 and the 2025 Audit Framework
- Identify which employment, service, tenancy, and internal agreements are chargeable and must be stamped
- Recognize the compliance timeline, penalty structure, and IRB audit triggers under the new self-assessment regime

Trainer: Felicia.T

- Chartered Accountant (CA) under the Malaysia Institute of Accountant (MIA)
- Member under the Chartered Tax Institute of Malaysia (CTIM).
- Member of Association of Certified Chartered Accountants (ACCA) (UK)
- Company secretary and GST tax agent licenced by the Ministry of Finance
- 25 years of experience in the finance industry

CLICK HERE TO REGISTER

**Limited to 1 pax per company*

Contact Us 012-3611879 info@its1998.com www.skillup.com.my

COURSE INTRODUCTION

With the strengthened enforcement of the Stamp Act 1949 and the implementation of the Stamp Duty Audit Framework 2025, organisations face increased compliance requirements under the 2026 self-assessment regime. Many HR and Finance documents are now subject to mandatory stamping, and failure to comply may result in penalties and audit risks. This course provides practical guidance to help organisations identify chargeable instruments, understand duty requirements, and ensure proper compliance.

COURSE CONTENT

Module 1 – Introduction of Stamp Duty

- Evolution of the Stamp Act 1949 and its renewed enforcement
- Stamp Duty Audit Framework 2025 and self-assessment 2026

Module 2 - Application of E-invoices

- Understanding “instrument,” “execution,” and “writing” under the Act
- Fixed vs ad valorem duty — how to determine which applies
- Mandatory stamping for employment, service, loan, and tenancy agreements

Module 3 - Employment Documents and HR Compliance

- Offer letters, employment contracts, renewals, confirmations, and addenda
- Exemptions for low-income employees (RM3,000 threshold effective 2026)
- Penalties and endorsement for pre-2025 contracts

Module 4 – Service and Loan Agreements

- Determining ad valorem (0.1 % / 0.5 %) vs fixed duty (RM 10)
- Common mistakes in consultant agreements, purchase orders (POs), and independent contractor arrangements

Module 5 – Tenancy, Property and Other Commercial Instruments

- Tenancy agreement duty calculations
- Transfers of shares and property updates (2025–2026 changes)
- Exemptions for family transfers and restructured transactions

Module 6 – Audit Readiness and Best Practices

- How IRB conducts stamp duty audits
- Preventing common errors and misclassifications
- Internal controls and template standardisation
- Key IRB FAQ (July 2025)

COURSE METHODOLOGY

- Concept briefings
- Real case examples
- Scenario-based discussions
- Step-by-step guidance
- Interactive Q&A

TARGET GROUP

HR & employment managers, payroll & administrative officers, directors, executives, team leaders, personnel of respective business units who are responsible for stamping of instruments and business owners

DURATION

3 Hours