

MECA EMPLOYERS CONSULTING AGENCY SDN BHD

13A-05, PJX-HM Shah Tower, Level 13A, No. 16A Persiaran Barat, 46050 Petaling Jaya
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MECA RETAINER SCHEME

APPLICATION FORM

We hereby apply for registration under the MECA Retainer Scheme .Our particulars are as follows:

1. Name of Company : _____
2. Postal Address: _____

3. Location Address: _____

4. Tel No: _____ 5.Fax No: _____
6. Email Address: _____
7. Name of trade union of workmen, if any, representing the employees:

8. Nature of business _____
9. Total number of employees : _____
Including managers and foreign workers
10. Name and designation of person to whom circulars should be addressed:

11. Name of Head of Human Resources: _____
12. Enclosed herewith cheque for RM _____ being joining fee of RM500 plus our Retainer Fee of RM _____ for the period of 12 months from _____ to _____
13. We understand that Renewal of Membership is automatic unless notified otherwise in advance.
14. The proposed membership fee & one time joining fee shall be subjected to 6% GST according to GST Act 2014 with effect from 1st April 2015.

Note: If the application is for Group Membership covering more than one company within the group, the Retainer fee shall be based on the number of the employees in all Companies within the Group. Please attach a list of all companies within the Group.

Date

Signature & Company Chop

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INFORMATION NOTE

MECA is a consulting body for employers. Its aim is to provide accurate and prompt industrial relations consulting services and training for employers both unionised and non-unionised. Membership under our Retainer Scheme is based on the total number of employees in the company and as is follows: -

Less than 50 employees	... RM 2500.00 per year
Between 51 and 100 employees	... RM 2800.00 per year
Between 101 and 250 employees	... RM 3200.00 per year
Between 251 and 500 employees	... RM 3700.00 per year
Between 501 and 1000 employees	... RM 4500.00 per year
Between 1001 and 3000 employees	... RM 5500.00 per year
More than 3000 employees	... RM 7000.00 per year

Group Membership is available for more than one company within the Group of Companies if the HR function is centralised in the parent company. The rate for Group membership shall be based on total headcount of employees in all companies within the Group. For the purpose of membership, a year is a 12-month period reckoned from the commencement of the month in which a company registers under the Retainer Scheme. A joining fee of RM 500.00 is payable upon first registration while for any subsequent registration the joining fee will be an additional RM500 over the joining fee paid on the previous registration. Renewal of Membership is automatic unless notified otherwise in advance. Termination of Membership requires one month notice.

A Company that has registered under the Retainer Scheme is eligible for free consultation services by telephone, fax, and email or in person at our premises. A discounted member's rate will be imposed for special services, the charges for which are available upon request. Where our services are required away from our premises, a fee will be charged in addition to travel, board and lodging where applicable. A monthly circular containing a round up of recent Court Awards, amendments to labour laws, if any, and any other information of interest to employers will be issued. We also have a meeting every two months where a guest speaker will brief members on matters of interest to employers

Among the special services that are chargeable are: -

- The drafting of contracts of employment, contracts for services, show cause letters, dismissal letters etc
- Preparation for domestic inquiry and retrenchment exercises.
- Study and comment on collective agreements, terms & conditions of employment and union proposals.
- Prepare counter proposals for Collective bargaining and provide briefing to the management team
- Assist in negotiations or meetings with the union
- Prepare submissions to the industrial relations department in respect to trade disputes or dismissal cases
- Representation at Labour Court cases.
- Provide legal opinions based on decided cases and the law in respect of IR matters

We conduct a wide range of courses, which are open to everyone regardless of membership under our Retainer Scheme. Members are entitled to discounted rates. If you are interested in becoming a member under our Retainer Scheme please complete the application form and send it to us, with the appropriate payment.

CONTACT PERSON'S DETAILS

NAME & DESIGNATION:

Tel No (DL) / Ext : _____ (ext) _____

Fax No : _____

Mobile No : _____

Email : _____

Personal Email : _____

* Please provide us the names and contact details of 2 other HR personnel in your company for us to keep in touch with:

1. NAME OF HR PERSONNEL: _____

Tel No : _____ (ext) _____

Mobile No : _____

Email : _____

2. NAME OF HR PERSONNEL: _____

Tel No : _____ (ext) _____

Mobile No : _____

Email : _____