

**“ We are  
Specialist in  
Payroll & HR”**



<http://mtrssolution.com/>





**Company Name :** MTR Solution

**R.O.C No :** SA0535500-H

**Address :** B1-13-01 (Section A), Space U8, Persiaran  
Pasak Bumi, Taman Bukit Jelutong, Seksyen  
U8, 40150 Shah Alam Selangor, Malaysia

**Date of Establish :** 29 November 2019

**Telephone No :** 03 - 5032 8606 / 03 - 5032 8607

**Equity :** 100% Bumiputera

**Type of Business :** Sole Proprietorships

**Email :** enquiry@mtrssolution.com

**FB :** Manage Time Resolutions

**Website :** <http://mtrssolution.com/>

**Nature of Business :** Provide Administration, Payroll & Human  
Resource Services



**MTR Solutions** is established specialized in provide Administration, Payroll & Human Resources (HR) Services and Consulting focusing for Small Medium Enterprise (SME) Company. MTR Solutions offered a free consultation to the Client from the problem identification to the solution based on issues analysis and consulting by follow the Employment Act 1955 to prevent any losses by breach the law and procedure. Dealing with the Malaysian SMEs made us realize that the HR is the most neglected function within any small and medium sized businesses.

Most important assets of our clients are their employee. Thus, our priority is to be an educated platform on how they can manage their employee in a structured and systematic way. We will ensure that our Client get all the HR information and consistently will

help them to growth their business.

Here, at MTR Solutions we promise of offering outstanding quality and service to our Clients. Thus the

Clients are treated with outstanding service in all matters of business.

We are a company that our Client can trust and depend upon for all their Payroll and Human Resources information which is consist private and confidential. In some

cases we also customized and tailored made our service to suit our Clients needs as we truly care about Malaysian SMEs.

***“ We are a company that our Client can trust and depend upon for all their Payroll and Human Resources information which is consist private and confidential ,”***

**MASTURA KHAIRI**  
Managing Director / Hr Specialist

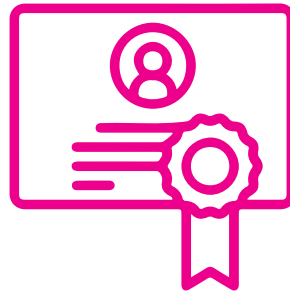


## MISSION

To ensure that Small Medium Enterprise (SME) Companies have the Best and Systematic in Management of Human Resources & Payroll services same as Public Listed Companies in Malaysia

## VISION

To be a well-known Industry and **No.1** Service Consultant Managing in Human Resources and Payroll services in Malaysian



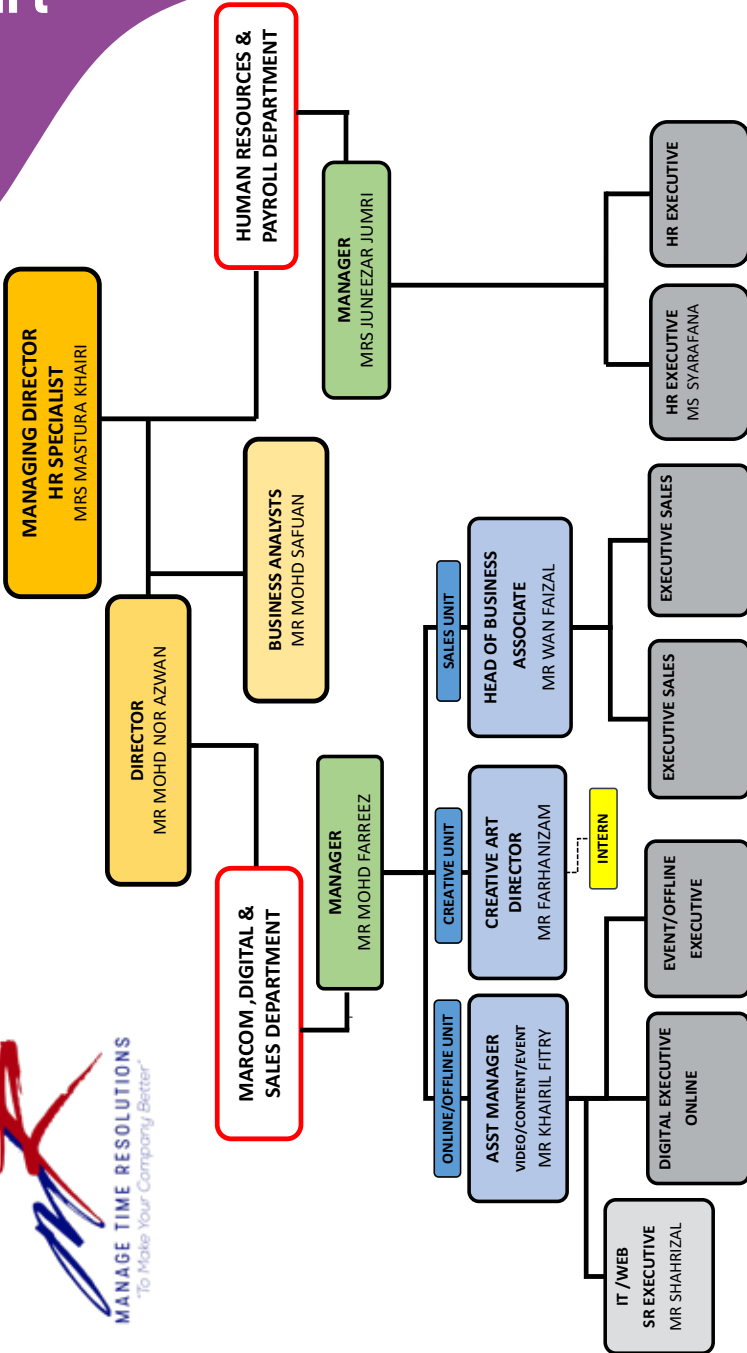
## CORE VALUES

- To guide all our actions with the utmost in integrity and honesty.
- To ensure our Clients does not deviate from the HR guidelines
- To always be ready to assist and help provide HR solutions in any way possible.
- To be available to our Clients when they need us for any HR matter



# Organisation Chart

To Make Your Company Better\*



## What is Human Resource?



*Human resources is used to describe both the people who work for a company or organization and the department responsible for managing resources related to employees. The term human resources was first coined in the 1960s when the value of labor relations began to garner attention and when notions such as motivation, organizational behavior, and selection assessments began to take shape.*



**MASTURA KHAIRI**

Managing Director / Hr Specialist

## What is Payroll?



*Payroll is the process by which employers pay an employee for the work they have completed. Any business with employees should have a payroll management process established. An effective and efficient payroll process ensures that employees are paid accurately and consistently and gives HR the chance to focus on other aspects of their job.*

**MOHD NOR AZWAN**

Director



## Monthly Payroll

### Services Descriptions

i) Calculate income and make the following payment and deductions:

- **Basic Salary**
- **Allowances**
- **Overtime (OT)**
- **Commission**
- **Bonus**
- **Incentives**
- **Leave pay**
- **Leave without pay**
- **Income Tax Deduction (IRB)**
- **Employees Provident Fund (EPF) contributions**
- **Social Security Organization Contribution (SOCSO)**
- **Employment Insurance System Contribution (EIS)**
- **Zakat / PTPTN / Lembaga Tabung Haji**
- **Net Salary**

ii) Process & reconcile payroll

iii) Preparing Report and Summary

iv) Preparing pay slip

v) Notification of New Hire to IRB, SOCSO & EIS

vi) Preparations of Form EA for each employee

vii) Submission of Form E



## Human Resources (Hr)

### Services Descriptions

i) Ensure the company complies with the Employment Act 1955 in the management of Human Resources.

ii) Written & Drafted Employee Handbook & HR Policies for Company

iii) Written & Drafted of the following Letter:

- **Offer letter / Employment Contract**
- **Confirmation Letter**
- **Reference letter**
- **Termination Letter**
- **Other Letters relating to Employees and Companies.**

iv) Organization Chart

v) Job Application Form

vi) Written & Drafted Job Description (JD)

vii) Personal Data Protection



## Recruitment

### Services Descriptions

i) Job Advertising (Internal / External)

ii) Resume Searching

iii) Candidate Screening / Shortlisting

iv) Interview Session

- **1st Interview**
- **2nd Interview**

v) Evaluation & Control

vi) Hiring

*"We are Specialist in Payroll & HR"*





## Expatriate Application

### Services Descriptions

- i) Company Registration Via ESD & Company Activation with LOU (Letter of Undertaking)
- ii) Employment Pass
- iii) Dependent Pass
- iv) Professional Visit Pass (Ikhtisas) - (PVP)
- v) Cancellation Pass
- vi) Special Pass
- vii) Student Pass



## Administration

### Services Descriptions

- i) Documentation Recorded
- ii) Document Filling
- iii) Storage File
- iv) Billing & Invoices
- v) Mailing
- vi) Documents Submission & Collection



## Personal Mastery Coaching

### Services Descriptions

- i) One to One Coaching Session
- ii) Business Plan
- iii) Marketing Strategy Platform
- iv) Leadership Skill
- v) How to Bullet Proof
- vi) Customer Attractions
- vii) How to Train your Employee
- viii) How to Fire Proof

# Services

Our service enables companies to outsource their entire HR function to MTR Solutions and our highly experienced HR professionals with expertise in specific functional areas provide our clients with the following services:

<http://mtrssolution.com/>

# Registered Statutory Bodies

To Make Your Company Better\*



**KWSP**  
**EPF**



PERSEKUTUAN MAJIKAN-MAJIKAN MALAYSIA



Dreams Language Academy



  
BERSEKUTUAN SYARIAH MALAYSIA  
CORPORATED COMMISSION OF MALAYSIA

**BORANG D (KAEDAH 13)**



**PERAKUAN PENDAFTARAN  
AKTA PENDAFTARAN PERNIAGAAN 1956**

Dengan ini diperakui bahawa perniagaan yang dijalankan dengan nama

**MTR SOLUTIONS**  
**NO. PENDAFTARAN: 201903332259 (SA0535500-H)**

telah didaftarkan dari hari ini sehingga **28 NOVEMBER 2020** di bawah Akta Pendaftaran Perniagaan 1956, beralamat di **1-17-8 RESIDENSI ALAMI JALAN TINJU 13/50 SEKSYEN 13, 40100 SHAH ALAM, SELANGOR**

**Bil. Cawangan: TIADA**

Bertarikh di **SISTEM EZBIZ** pada **29 NOVEMBER 2019**.

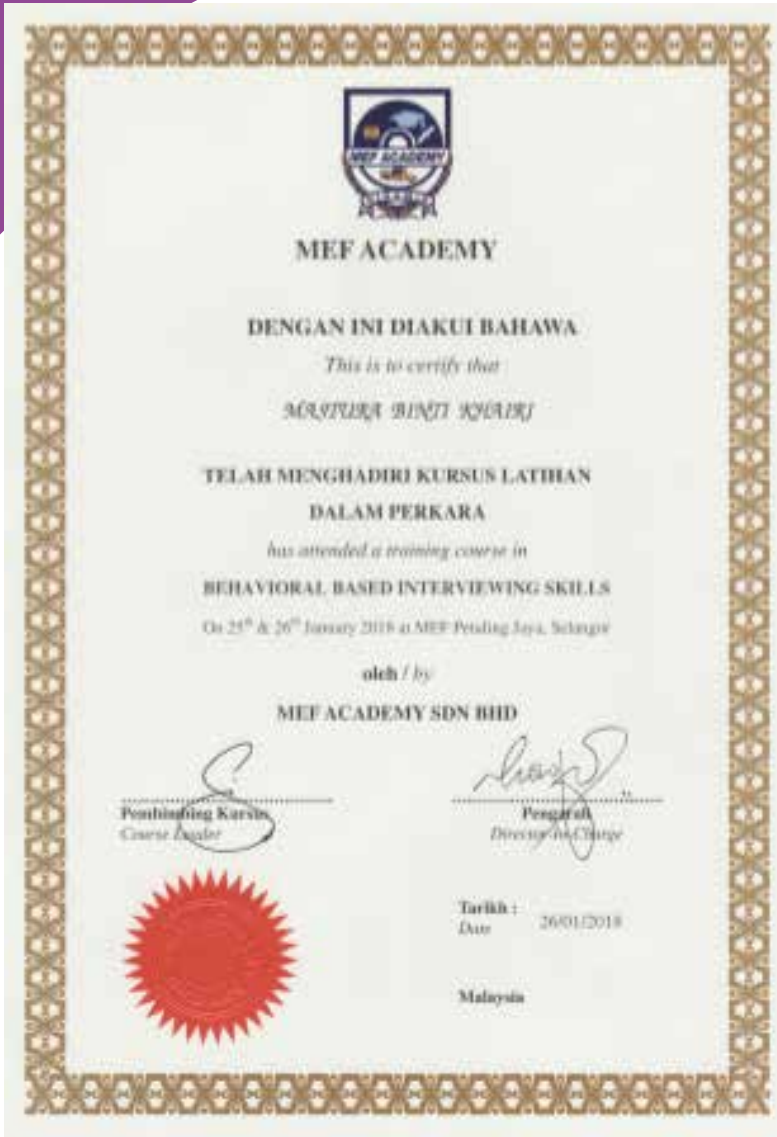
  
**DR. AZMAN BIN HUSSIN**  
Pendaftar Perniagaan  
Semenanjung Malaysia

Uraian: EZZB Date: 29 Nov 2019 10:00:00 AM MYT 2019

## Registration of Company with SSM



## Certification of Employment Act 1955 & Regulations Certified by MEF



**Certification of Behavioral Based Interviewing Skills Certified by MEF**



**Certificate of General Intelligence Assessment (GIA)  
Certified by Thomas International**



SURUHANJAYA SYARIAH MALAYSIA  
COMPANIES COMMISSION OF MALAYSIA  
(Department of Business Administration)



FORM D (RULE 13)

**CERTIFICATE OF REGISTRATION  
THE REGISTRATION OF BUSINESSES ACT 1956  
(ACT 197)**

This is to certify that the Business carried on under the name

**MTR SOLUTIONS  
REGISTRATION NO. : 201903332259 (SA0535500-H)**

has this day been registered until **28 NOVEMBER 2022** in accordance with the provisions of the Registration of Business Act 1956, with its principle place of business at **1-17-8 RESIDENSI ALAMI, JALAN TINJU 13/50, SEKSYEN 13, 40100 SHAH ALAM SELANGOR.**

**Number of branches: N/A (0)**

Dated at **SISTEM EZBIZ** this **16 OCTOBER 2020.**



**NOR AZIMAH BINTI ABDUL AZIZ**  
Registrar of Businesses  
Peninsular of Malaysia

MY2012094539286



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MENARA SSM@SENTRAL, NO.7, JALAN STESEN SENTRAL 5, KUALA LUMPUR SENTRAL, 50470 KUALA LUMPUR.  
TEL : 03-2299 4400 FAX : 03-2299 4411

## Certification of Registration The Registration Of Business Act 1956 (ACT 197)





## DIGITALLY CERTIFIED TRUE COPY

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Type of verification	Steps for verification
<b>Softcopy Verification</b>	<ol style="list-style-type: none"><li>1. Open the softcopy of digitally true copy using Adobe Reader version 10 or above.</li><li>2. Import the necessary certificates into Adobe Reader (User guide is available at <a href="https://www.posdigicert.com.my/pdfguide/">https://www.posdigicert.com.my/pdfguide/</a>)</li><li>3. Validate the document as per the information shown at the top panel of the Adobe Reader.</li></ol>
<b>Hardcopy Verification</b>	
SSM DCTC Web Checker	<ol style="list-style-type: none"><li>1. Open internet browser and type <a href="https://ssm4u.com.my">https://ssm4u.com.my</a>.</li><li>2. Click "REGISTER" to register user ID.</li><li>3. Click "SIGN IN" and key in user ID and password if user already register in SSM4U.</li><li>4. Click icon "DCTC READER &amp; CHECKER"</li><li>5. Key in Serial No, complete reCAPTCHA and click "SEARCH" button.</li><li>6. Ensure the copy viewed in internet browser matches the printed copy.</li></ol>
SSM DCTC QR Code Reader	<ol style="list-style-type: none"><li>1. Install "SSM DCTC QR READER" from Google Play (Android) or App Store (iOS) on smartphone.</li><li>2. Run the application.</li><li>3. Press "TAP SCREEN TO SCAN" and point your smartphone camera to the QR Code that can be found at the bottom of digital certified true copy document.</li><li>4. The smartphone will display the original copy of the document store SSM Database that has been digitally certified by appointed Certified Authority.</li><li>5. Ensure the copy appeared in the smartphone matches the printed copy.</li></ol>



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## Digital Certified True Copy



LEARN  
KOREAN  
DLA

PAKAR AIRCOND...







**MANAGE TIME RESOLUTIONS**  
*To Make Your company Better*

**Address: B1-13-01 (Section A), Space U8, Persiaran Pasak Bumi,  
Taman Bukit Jelutong, Seksyen U8, 40150 Shah Alam Selangor,  
Malaysia**

**Email: [enquiry@mtrssolution.com](mailto:enquiry@mtrssolution.com)**

**<http://mtrssolution.com/>**

 **MTR-Manage Time Resolutions**

 **[manage.time.resolutions](https://www.instagram.com/manage.time.resolutions)**

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