

No. S 22

**EMPLOYEE TRUST ACT  
(Chapter 167)**

**EMPLOYEE TRUST (AMENDMENT) RULES, 2024**

**ARRANGEMENT OF RULES**

**Rule**

1. Citation and commencement
  2. Amendment of rule 5 of R 1 of Chapter 167
  3. Amendment of rule 6
  4. Amendment of rule 10
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  6. Addition of new rules 27, 28, 29 and 30
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**EMPLOYEE TRUST ACT  
(Chapter 167)**

**EMPLOYEE TRUST (AMENDMENT) RULES, 2024**

In exercise of the power conferred by section 38(2) of the Employee Trust Act, the Tabung Amanah Pekerja Board hereby makes the following Rules —

**Citation and commencement**

1. These Rules may be cited as the Employee Trust (Amendment) Rules, 2024 and shall commence on the same date as the Employee Trust Act (Amendment) Order, 2024.

**Amendment of rule 5 of R 1 of Chapter 167**

2. Rule 5 of the Employee Trust Rules, in these Rules referred to as the principal Rules, is amended —

(a) by inserting "(1)" immediately before "An employer" in the first line;

(b) by adding the following two new subrules —

"(2) Every employer shall notify the Board in writing of any change of such particulars as required under subrule (1) not later than 30 days after any such change in particulars.

(3) Any employer who contravenes subrule (2) is guilty of an offence."

**Amendment of rule 6**

3. Rule 6 of the principal Rules is amended, in subrule (1), by inserting ", not later than the 7th day of the month following the month referred to in rule 3(1)," immediately after "shall".

**Amendment of rule 10**

4. Rule 10 of the principal Rules is amended by deleting subrule (2) and by substituting the following new subrule therefor —

"(2) Payment shall be made —

(a) in cash or by crossed cheque, postal order or money order payable to the Managing Director;

(b) by any electronic means as the Board may permit, subject to such conditions as the Board may impose in connection with the use of such means; or

(c) in such other manner as the Board may authorise in any particular case or class of cases.”.

**Amendment of rule 25**

5. Rule 25 of the principal Rules is amended by deleting subrule (1) and by substituting the following new subrule therefor —

“(1) Any withdrawal approved under section 17 shall be collected by the member who applied for the withdrawal or in any other manner as the Board may determine.”.

**Addition of new rules 27, 28, 29 and 30**

6. The principal Rules are amended by adding the following four new rules —

**“Inaccurate documents**

27. Where any document required to be completed by an employer under these Rules is incomplete, inaccurate or illegible or any impression made on it unclear, the Board may return the document to the employer who shall, as the Board may require, either immediately complete and return to the Board within one week of the date of return to him of that document a fresh document in place thereof or correct and return the original document within one week.

**Forms etc. sent or made available by Board in electronic form**

28. The Board may send or make available to any employer any form, document or information under these Rules in electronic form and by electronic means.

**Submission of forms etc. through electronic means**

29. The Board may, subject to such conditions as it may impose, allow any form, document or information which may be submitted under these Rules to be submitted in such electronic form and by such electronic means as the Board may determine.

**Disposal of documents after more than 7 years**

30. (1) The Managing Director may authorise any paper-based document belonging to the Board to be copied onto an electronic medium by such

means as to ensure that the exact image of that document is capable of being viewed, reproduced and copied.

(2) Where a paper-based document has been copied in accordance with subrule (1), the Managing Director may authorise the disposal of the paper-based document after the expiry of a period of 7 years from the making of such electronic copy.

(3) A copy of the document kept on an electronic medium in accordance with subrule (1) shall be admissible as evidence of any fact stated in it in accordance with section 35A of the Evidence Act (Chapter 108).".

Made this 13th. day of Rejab, 1445 Hijriah corresponding to the 25th. day of January, 2024.

**DATO SERI SETIA DR. AWANG HAJI MOHD AMIN LIEW BIN ABDULLAH**  
**Chairman,**  
**Tabung Amanah Pekerja Board.**