

**The Associated Chinese Chambers of Commerce and Industry of Malaysia
(ACCCIM)
2013 SMEs Survey**

ACCCIM is conducting its 2013 SMEs survey to collect relevant statistics and information on the various aspects of the Malaysian SMEs. The outcome of this survey will be conveyed to relevant Government departments and agencies.

The Ministry of Human Resources has implemented several policies since January 2013 which affect the business community considerably. This survey therefore focuses on HR issues to collect the relevant feedbacks from private sector as source of reference for ACCCIM in consultation with the Government.

Kindly complete the questionnaire and fax to ACCCIM Secretariat at 03-4260 3080 or e-mail to: sme@accim.org.my by 30th July 2013. Should you have any enquiries, please contact Ms. Poh of ACCCIM Secretariat at 03-4260 3080.

This survey has been designed to minimise the time demands on the participants and mostly require a tick in the appropriate box to indicate an answer. It should take about 10 minutes to complete the survey form. Confidentiality is assured. We thank you in advance for your kind participation!

Please tick (✓) ONE answer only for every question

Entity's Background

1. Location of company

- | | | | |
|---------------------------------------|-------------------------------------|--|--------------------------------|
| <input type="checkbox"/> Perlis | <input type="checkbox"/> Kedah | <input type="checkbox"/> Penang | <input type="checkbox"/> Perak |
| <input type="checkbox"/> Kuala Lumpur | <input type="checkbox"/> Selangor | <input type="checkbox"/> Negeri Sembilan | |
| <input type="checkbox"/> Melaka | <input type="checkbox"/> Johor | | |
| <input type="checkbox"/> Kelantan | <input type="checkbox"/> Terengganu | <input type="checkbox"/> Pahang | |
| <input type="checkbox"/> Sabah | <input type="checkbox"/> Sarawak | | |

2. Legal Entity

- | | | |
|--|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Partnership | <input type="checkbox"/> Sdn Bhd |
|--|--------------------------------------|----------------------------------|

3. No. of fulltime employees

- | | | |
|-----------------------------------|------------------------------------|----------------------------------|
| <input type="checkbox"/> Below 5 | <input type="checkbox"/> 5 - 19 | <input type="checkbox"/> 20 - 50 |
| <input type="checkbox"/> 51 - 150 | <input type="checkbox"/> Above 150 | |

4. Annual turnover (RM)

- | | |
|---|--|
| <input type="checkbox"/> Below 200,000 | <input type="checkbox"/> 200,000 – less than 250,000 |
| <input type="checkbox"/> 250,000 – less than 500,000 | <input type="checkbox"/> 500,000 – less than 5 million |
| <input type="checkbox"/> 5 million – less than 10 million | <input type="checkbox"/> 10 million – less than 25 million |
| <input type="checkbox"/> Above 25 million | |

5. Establishment of company

- | | | | |
|--------------------------------------|--------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> 0 – 3 years | <input type="checkbox"/> 4 – 6 years | <input type="checkbox"/> 7 – 9 years | <input type="checkbox"/> 10 years and above |
|--------------------------------------|--------------------------------------|--------------------------------------|---|

6. Primary Industry

- | | |
|--|--|
| <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Logistics |
| <input type="checkbox"/> Construction & Contractor | <input type="checkbox"/> Property Developer |
| <input type="checkbox"/> Mining | <input type="checkbox"/> Agriculture, Timber, Fishery, Farming & Gardening |
| <input type="checkbox"/> Wholesale & Trading | <input type="checkbox"/> Imports & Exports |
| <input type="checkbox"/> Hotel | <input type="checkbox"/> Travel & Entertainment |
| <input type="checkbox"/> Restaurant | <input type="checkbox"/> Professionals |
| <input type="checkbox"/> ICT | <input type="checkbox"/> Other: _____ |

Minimum Wages

7. Did your company submit application to National Wages Consultative Council (NWCC) to defer the implementation of Minimum Wages?

- | | |
|---|---|
| <input type="checkbox"/> Yes, the application has been approved | <input type="checkbox"/> Yes, but the application has been rejected |
| <input type="checkbox"/> No | <input type="checkbox"/> I don't know that we can apply for deferment |

8. Has your company implemented Minimum Wages?

- | | |
|--|--|
| <input type="checkbox"/> Yes, we've implemented on all employees | <input type="checkbox"/> Yes, but only on local workers, not foreign workers |
| <input type="checkbox"/> Not yet | |

9. What is the increment to your cost of operation for implementing Minimum Wages?

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Less than 25% | <input type="checkbox"/> 25% to 50% |
| <input type="checkbox"/> More than 50% | <input type="checkbox"/> Not affected |

10. Did you take any of the following actions to reduce the impact of Minimum Wages? (please choose NOT MORE THAN 3 options)

- | | |
|---|--|
| <input type="checkbox"/> Retrenchment | <input type="checkbox"/> Introduce automation |
| <input type="checkbox"/> Reduce foreign workers | <input type="checkbox"/> Reduce local workers |
| <input type="checkbox"/> Reduce benefits to workers | <input type="checkbox"/> Relocate factory to overseas |
| <input type="checkbox"/> Increase number of part time workers | <input type="checkbox"/> Introduce Productivity Linked Wage System |
| <input type="checkbox"/> No action has been taken | |
| <input type="checkbox"/> Others, please specify: _____ | |

Extension of Retirement Age

11. Are you aware that the Minimum Retirement Age Act of 60 years old will be effective from 1st July 2013?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

12. What is the percentage of your workers above 50 years old?

- | | |
|--|--|
| <input type="checkbox"/> Less than 10% | <input type="checkbox"/> 11% - 30% |
| <input type="checkbox"/> 31% - 50% | <input type="checkbox"/> More than 50% |

13. Will this Act affect your company's human resource management?

Yes, positive impact

Yes, negative impact

No impact at all

Not sure

Staff Training

14. Do you provide training for your employees?

Yes, regularly and periodically

Yes, but not regularly

No (please skip Q15 and Q16)

15. The main factors affecting your staff's training (please choose NOT MORE THAN 3 options)

Course Content

Course Fees

Course Duration

Capability of the staff

Attitude of the staff

Requirement of Business

Financial Status of Company

Manpower Available

Others, please specify: _____

16. Which category of the following that you emphasise on staff training? (please choose NOT MORE THAN 3 options)

Managerial/ Supervisory Personnel

R & D Personnel

Sales & Marketing Personnel

Technicians

Administrative Personnel

Human Resource Development Fund (HRDF)

17. Does your company contributes HRDF monthly?

Yes

No (Thanks for your participation, you may skip Q18-Q20)

18. Do you utilise the fund for your employees' training?

Yes

No (Please skip Q19)

19. The usage of your company's HRDF

More than 50%

Less than 50%

20. Are you aware that HRDF not utilised in 5 years will be forfeited?

Yes

No

~ Thank you for your participation in the survey ~