

Registration Form

Send your Registration Form to :
MALYSIAN EMPLOYERS FEDERATION
3A06 – 3A07, Block A, Pusat Dagangan Phileo Damansara II
No.15, Jalan 16/11, 46350 Petaling Jaya, Selangor

Fax : 03-7955 9008 / 7956 6353

For more information, kindly visit www.mef.org.my
Tel No. : 03-7955 7778 ext. 135 & 134
E-mail : shamerul@mef.org.my & pingsing@mef.org.my

Or Call PERKASA EXCO :
Tuan Mohamad Syukri Othman (03- 7884 0821)
Puan Nurul Erzawaty Jamaludin (03- 7884 0938)

**HRDF
Claimable**

Company Name : _____

Address : _____

Contact Person : _____

Position: _____ Tel : _____

Fax : _____ E-mail : _____

Cheque No : _____ Amount : RM _____

Details of participant(s)

1. Dr/Mr/Ms _____

Position : _____ E-mail : _____

2. Dr/Mr/Ms _____

Position : _____ E-mail : _____

3. Dr/Mr/Ms _____

Position : _____ E-mail : _____

4. Dr/Mr/Ms _____

Position : _____ E-mail : _____

5. Dr/Mr/Ms _____

Position : _____ E-mail : _____



**MALYSIAN EMPLOYERS FEDERATION
&
PERSATUAN PEGAWAI KANAN KASTAM MALAYSIA**
present

MEF - PERKASA GST SEMINAR 2014

“READINESS FOR GST”



**30 Sept – 1 Oct 2014
Berjaya Waterfront Hotel,
Johor Bahru**

(formerly known as The ZON Regency Hotel By The Sea)

PROGRAMME

Day 1

- 08.30 – 09.00 : Registration of Participants
- 09.00 – 10.30 : **AN OVERVIEW OF GST IN MALAYSIA – INTRODUCTION & MECHANISM**
Presenter : Royal Malaysian Customs Department
Chairperson : MEF
- 10.30 - 11.00 : Morning Tea Break
- 11.00 – 12.30 : **ELEMENT & SCOPE OF GST**
Presenter : Royal Malaysian Customs Department
Chairperson : MEF
- 12.30 – 2.00 : Lunch and Networking
- 2.00 – 3.30 : **REGISTRATION**
Presenter : Royal Malaysian Customs Department
Chairperson : MEF
- 3.30 – 5.00 : **INPUT TAX CREDIT (ITC)**
Presenter : Royal Malaysian Customs Department
Chairperson : MEF
- 5.00 : Afternoon Tea Break
End of Day 1

Day 2

- 09.00 – 10.30 : **ACCOUNTING FOR GST / INVOICES AND RECORD KEEPING**
Presenter : Royal Malaysian Customs Department
Chairperson : Royal Malaysian Customs Department
- 10.30 - 11.00 : Morning Tea Break
- 11.00 – 12.45 : **ADJUSTMENT**
Presenter : Royal Malaysian Customs Department
Chairperson : Royal Malaysian Customs Department
- 12.45 – 2.00 : Lunch and Networking
- 2.00 – 3.30 : **TRANSITIONAL RULES, REVIEW AND APPEAL**
Presenter : Royal Malaysian Customs Department
Chairperson : Royal Malaysian Customs Department
- 3.30 – 5.00 : **WHAT BUSINESS SHOULD DO TO PREPARE FOR GST**
Presenter : Royal Malaysian Customs Department
Chairperson : Royal Malaysian Customs Department
- 5.00 : Afternoon Tea Break
End of Day 2 and the seminar

Objectives

- To increase the awareness and educate the participants on GST
- To highlight, discuss and gather feedback on the implementation of GST
- To provide a platform for the development of business relationship and strengthening of networking with GST officers of Royal Malaysian Customs Department (RMCD)

Who Should Attend

Employers, Business Owners, Human Resource Practitioners, Administrators, Finance Personnel and those involved in payroll administration, Tax Agents, Auditors and any other person who wishes to be updated with the latest GST developments.

Rates

MEF Member : RM1000
Non Member : RM1200

Group – 5% (3 or more participation from the same company / organisation)

Payment

Payments must be made in full by all confirmed participants before the event. Cheque or bank draft to be made in favour of **MALYSIAN EMPLOYERS FEDERATION**

Cancellations

An administration fee of RM300 will be charged for cancellations received 3 days before the event. No refund will be made for cancellations within 3 days of the event.

Substitutions

Substitutions are allowed for registered participants

HRDF Claimable

This seminar is HRDF-SBL claimable, subject to the approval of HRDF. To apply, the company must submit the application to the Pembangunan Sumber Manusia Berhad (PSMB)

No.	Subject (DAY 1)	Topic
1	Overview of GST in Malaysia – Introduction and Mechanism of GST	GST Implementation in Malaysia 1) Objectives, 2) Rationale for implementing GST 3) General Concept of GST (Value Added Multi-Level Consumption Tax, Meaning of Supply) 4) Scope and charge, 5) GST mechanism and procedure 6) Mechanism of the GST Imposition (Output tax, Input tax, Input tax credit (ITC))
2	Element & Scope of GST	1) Supply of goods and service (Definition of supply, Concept of Business, Sales, Disposal, Transfer of business, Importation and reverse charge) 2) Taxable person (Definition of Person), 3) Consideration and Value of supply, 4) Time of supply 5) Place of supply (Rules for determining place of supply)
3	Registration	1) Registration requirements, 2) The determination of the threshold, 3) Voluntary Registration 4) Group Registration, 5) Anti-fragmentation, 7) De-registration, 8) Transfer of business (TOGC) 9) Partnership, 10) Registration of Branches
4	Input Tax Credit (ITC)	1) Definition of Input Tax Credit 2) Mechanism to Claim ITC (Taxable supplies and other supply, Incidental Financial Supplies) 3) Blocked input tax 4) De Minimis Limit 5) Refund of Input Tax 6) Claim input tax in certain circumstances (Pre-incorporation, Pre-registration, Late registration, De-registration, Post registration, Manufacture rebate) 7) Criteria to claim input tax
No.	Subject (DAY 2)	Topic
5	Accounting for GST /Invoices and Record keeping	1) Types of Tax Invoice (Full Tax Invoice, Simplified Tax Invoice, Self-billed), 2) Debit Note, 3) Credit Note, 4) Taxable periods, 5) Invoice Basis, 6) Submission of GST Return and payment of tax 7) Penalties for late submission of return/payment of tax, 8) Types and forms of records 9) Recordkeeping
6	Adjustment	1) Debit Note, 2) Credit Note, 3) Bad debt relief (Input tax re-payment)
7	Transitional Rules, Review and Appeal	1) Repeal of Sales Tax and Services Tax, 2) Registration before Appointed Date, 3) Supply spanning GST 4) Special Refund, 5) Review and Appeal
8	What business should do to prepare for GST	1) Establishing GST Committee, 2) Preparation by businesses (Modification to accounting system, Preparing bills and invoices, Utilising GST portal, GST Forms)