



GST TAX CODE & MAKING CORRECTION

NOVEMBER
SESSION

19 November 2015
Promenade Hotel
KK. SABAH

INTRODUCTION

This workshop addresses the common GST-03 filing mistakes facing by accountant, and how to perform the adjustment using the right accounting principle. This course is infused with real life case studies to gives you real world insights on applying the right accounting treatments to your GST transactions.

OBJECTIVES

- Mapping of GST tax codes
- Common GST-03 filing mistakes
- Make the correct adjustment

METHODOLOGIES

The course combines theoretical instructions with case studies based on real life situations to help participants learn from experience and apply new practices.



WHO SHOULD ATTEND

- CFO & Financial Controller
- Finance Managers
- Accountant
- Accounts Executive
- Accounts Assistant
- Tax Managers

QUESTIONNAIRE

To ensure that you gain maximum benefits from this training, a detailed pre-training questionnaire will be sent to you to establish exactly where your training needs lie. The completed forms will be analysed by the trainer. As a result, we ensure the course is delivered at an appropriate level and that relevant issues will be addressed.

POST TRAINING SUPPORT

The course provides post training support via email and whatsapp if further clarification is required.



ABOUT OUR TRAINING CENTRE

Pusat Latihan Teknologi Maklumat Sarawak (SAINS) was established in 1993, in response to the increasing demand for IT training in Malaysia. The Centre is a certified training provider approved by the Ministry of Education as well as Pembangunan Sumber Manusia Berhad (PSMB). Corporates choosing to send their employees to our centre can use the Human Resource Development Fund (HRDF) to pay for employee training. **We won the Human Resources Development Fund Award 2013** in the Training Provider category.

Our Partner :

Akademi Tech Inovasi
1st Floor, Lot No. D2-1, Block D,
Grand Plaza Putatan,
88200 Putatan, Kota Kinabalu, Sabah.
HP: (60) 12-8952032 / (60) 82-668688 Fax: (60) 82-668699

Contact Person :

Johnny Chung | Fallacia Sitam | Agnes Chan
Email: training@sains.com.my



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PROGRAM SCHEDULE

Day 1	
8.30 AM	Registration
9.00 AM	Course begins
10.30 AM	Morning tea break and networking break
10.45 AM	Course recommences
12.30 PM	Networking Lunch
13.50 PM	Course recommences
15.00 PM	Afternoon tea break and networking break
15.15 PM	Course recommences
16.45 PM	Summary & recap
17.00 PM	End of Training

IN-HOUSE TRAINING ADVANTAGE

If you have a number of delegates with similar training needs, then you may wish to consider an In-house Training solution delivered locally onsite.

Course can be tailored to specific requirements.

Please contact

agnes@sains.com.my or
082-668688 for further discussion.

OTHER GST TRAINING TOPIC :

- GST Implementation (**Part 1**)
- GST for Accounting Treatment & Effective Implementation Process (**Part 2**)
- GST Implementation for Oil & Gas Industry
- GST Implementation for Mixed Supplier
- GST Implementation for Retail & Distribution Industry
- GST Implementation for Manufacturing Industry
- GST Implementation for Hospitality Industry
- GST Implementation for Property Development & Construction Industry

COURSE OUTLINE

Mapping of GST tax codes

- Detailed explanation of GST tax codes & GST-03 form
- Mapping table of GST-03 Form

Common GST-03 filing mistakes

- Over-claiming input tax
- Wrong tax code application

Correcting GST entry

- Tax invoice vs Simplified Tax Invoice
- Deemed supplies for free gift rule, disposal of asset and scraps
- Staff disbursement
- Reclassification of tax code
- Adjustment for wrongly claimed input tax
- Unclaimable GST
- Bad debt relief and pay back adjustment
- Apportionment of input tax claim for mixed supplier
- Reconciliation sheet

Audit methods & requirement

- Sales & purchase listing
- Supporting documents for business transactions
- Self-review checklist

Case Study : Preparing GST-03 submission based on real-life case study



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TESTIMONIALS

"The training is well explained and the trainer adequately cover the knowledge of GST to participants. She is able to solve the GST query on the spot which relates to my job."

- **Accounting Executive, Banking Automation Software Provider**

"The case study and example given are very useful to my job especially in the field of procurement."

- **Head of Procurement, IT MNC**

"The trainer provided very detailed explanation. I have no accounting background and now I learned about how GST can affect company Cashflow position."

- **Sales Admin Officer, FMCG MNC**

"It is very helpful in my job scope as I can let dealer know the impact of GST, and planning for next year sales strategies."

- **Area Sales Manager, Listed FMCG Co**

"Easy understanding on the topic and direct communication with the trainer gave me the added advantage to learn about GST implementation."

- **F&A Accountant, REIT Fund**

"The case study used in the training provided me a very good understanding which connects to the real life experience."

- **Finance Executive, IT MNC**

"I like the interaction with the trainer and the participation in case study give me a clear understanding about GST."

- **Senior Finance Manager, Insurance Broker MNC**

"The examples given on the GST application is related to our daily consumption and work operation. It is interesting to know how GST impacts to our life."

- **Marketing Manager, Listed FMCG Co**

TRAINER PROFILE



TIFFANY TANG has over 15 years' of working experience in a wide range of roles in finance. She was the former Financial Controller for INTI Education Group, Malaysia (part of Laureate International Universities, USA). She also worked as a Regional Accountant in Singapore and had been posted to several countries such as China, South Korea, India, and Japan. She had also worked for several large MNCs in the retail, bulk logistics, computer hardware and civil engineering industries.

Organizations she has worked with include INTI, Crocs, Sunway Education Group, Braids Logistics, and Hewlett Packard. Tiffany holds an Honours Degree in Applied Accounting from Oxford Brookes University, UK and is a member of the IFA, UK. She is also the Trainer for MIA (Malaysia Institute of Accountant) on GST topic.

Some of the training she has conducted includes:

- **Financial Analysis & Modelling using Excel**
- **Financial Analysis & Report Writing**
- **Finance Essentials for Executive**
- **Activity-Based Costing and Management using Excel**
- **US GAAP and compliance**
- **Re-engineering of work processes to identify redundancy and non-value added processes**

She is also a Financial Coach offering Money Smart Camps to educate youths, teenagers and kids about good money management habits. Her books and programs have been featured on Malaysia's BFM 89.9 Business Radio Station, Hypp TV Capital Channel 420. She is also a columnist for New Straits Times educating children about money.

As featured on:





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COURSE FEES		COURSE DATE
Early Bird : Register by 23 October 2015 <input type="checkbox"/> RM689.00 per person <input type="checkbox"/> RM636.00 per person (3 pax and above)	<input type="checkbox"/> Regular: RM795.00 per person <input type="checkbox"/> Discounted Rate : RM742.00 (2 pax and above)	<input type="checkbox"/> 19 November 2015 Promenade Hotel, Kota Kinabalu. SABAH.
<i>Group discount is applicable for the same organization only</i>		<i>In-house Training : Please contact us for more information</i>

REGISTRATION FORM

Please send Registration Form via fax or email to : SARAWAK INFORMATION SYSTEMS SDN BHD

Attention:	<input type="checkbox"/> Agnes Chan (H/P: 012-895 2032)	<input type="checkbox"/> Fallacia Sitam	<input type="checkbox"/> Johnny Chung
Tel:	082-668688	Fax:	082-668699
Email:	training@sains.com.my		

Participant(s) Information

No.	Name	Designation	Contact No.	Email
1.				
2.				
3.				

Company Information

Company Name:	<input type="checkbox"/> Government Agency <input type="checkbox"/> PSMB Registered Employer <input type="checkbox"/> Non-PSMB Registered Employer	Tel:
		Fax :
Address:		Email:
Contact Person:		Designation:

Authorization

Name:	Signature & Company Chop / Stamp:
Designation:	
Date:	

Methods of Payment

<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Service Order <input type="checkbox"/> Purchase Order
Payment should be made payable to Sarawak Information Systems Sdn. Bhd. to RHB Account No: 21121250109185

Terms & Conditions :

- Course fee is inclusive of GST @ 6%
- Course fee is inclusive of refreshments, lunch, course materials and Certificate of Attendance.
- Full payment must be made within FIVE (5) working days upon issuance of invoice.
- Admission upon receipt of full payment.
- CANCELLATION must be received in writing. If cancellation occurs less than FIVE (5) working days from the course delivery, the FULL training fee for the course will be charged. A delegate may be substituted at no extra charge if you are unable to attend. Kindly provide the name and title of the substitute delegate prior to the course.

Disclaimer:

SAINS reserves the right to cancel the event should circumstances beyond its control arise. In the event of such a cancellation, SAINS will refund in full payments received. SAINS also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon signing the registration form, you are deemed to have read and accepted the terms and conditions.