FMM
Eastern Branch

CIRCULARS

Making Malaysian Industries Globally Competitive

HRDF Claimable
*subject to approval

EB/043/2016

December 13, 2016

To: Company Secretaries, Staff involved in preparing for the implementation of GST, Accounting staff engaged in preparing accounting records for GST registered companies, Account Executives, Business Entrepreneurs, IT System Administrators

FMM Eastern Branch Workshop on

GST UPDATE, UNDERSTANDING & MAPPING THE 37 TAX CODE AND IMPACT OF GST IN ACCOUNTING

This programme aims to provide the latest GST updates, applying the correct GST tax code and accounting entries for GST transactions in order to generate the GST 03 tax returns. Participants will also learn the application of the additional 14 tax code and mapping process. It is also provide a clear insight into the common mistake made in regarding to claiming the input tax. Maintain GST documentation and accounting records as well as converse with filling up GST 03 return forms and be aware the types of GST audit.

Hence, FMM Eastern Branch is organising a workshop to overview the GST Update, Understanding & Mapping the 37 Tax Code and Impact of GST in accounting as follows:

OBJECTIVE

- Learn the latest GST rules and additional 14 tax codes
- Understand the application of the 37 GST tax code and mapping process
- Understand the impact of GST on double entries and operations of accounting department and documents to be maintained
- Understand types of supplies and claiming input tax
- Converse with filing up GST 03 returns and types of GST audit

Date
January 9, 2017 (Monday)

Time
9.00 am – 5.00 pm

Venue
The Rocana Hotel Kuantan, Pahang

Closing Date
January 2, 2017 (Monday)

We invite you to read the brochure for more details. Do not miss the opportunity to enhance knowledge about GST and Accounting. Please complete and return the duly completed registration form to FMM Eastern Branch not later than closing date to avoid disappointment.

For further information, please do not hesitate to contact Puan Hafizah / Puan Hanis or Ms Rajeswary at tel no.: 09-515 6858 / 6857, fax no.: 09-515 6855 or e-mail: fmmeastern@fmm.org.my.
Thank you.

Hafizah/

FEDERATION OF MALAYSIAN MANUFACTURERS (7907–X)
B-8014, 2nd Floor, Sri Kuantan Square, Jalan Telok Sisek, 25000 Kuantan, Pahang Darul Makmur
Tel: 09-5156857/6858 Fax: 09-5156855
E-mail: fmmeastern@fmm.org.my Website: www.fmm.org.my

FMM Eastern Branch Workshop on

GST UPDATE, UNDERSTANDING & MAPPING THE 37 TAX CODE AND IMPACT OF GST IN ACCOUNTING

*** January 9, 2017 * 9.00 am – 5.00 pm * The Rocana Hotel, Kuantan, Pahang**

WHO SHOULD ATTEND

Company Secretaries, Staff involved in preparing for the implementation of GST, Accounting staff engaged in preparing accounting records for GST registered companies, Account Executives, Business Entrepreneurs, IT System Administrators

ADMINISTRATIVE DETAILS

Date : January 9, 2016 (Monday)
Time : 9.00 am – 5.00 pm
Venue : The Rocana Hotel,
Lorong Tun Ismail 8,
25200 Kuantan, Pahang D.M.
Fees : Members - RM477.00/participant
Non-Members - RM583.00/participant

(Fee are Inclusive 6% of GST and Inclusive of Materials, Refreshments, Lunch & Attendance Certificate)

Group Discount : 10% for 3 persons and more from the same company

REGISTRATION FORM

Fax : 09-515 6855

To : FMM Eastern Branch
(Attn: Puan Hafizah / Puan Hanis / Cik Rajes)

Please register the following participant(s) for the above:

No. Name Designation

1. ………………………………………………………………………………

2. ………………………………………………………………………………

3. ………………………………………………………………………………

4. ………………………………………………………………………………

(Please attach a separate sheet if space is insufficient)

*Is vegetarian meal required? ☐ Yes ☐ No

Enclosed is our cheque no: ……………….. for RM …………. being payment for the registration of ………….. participant (s) made in favour for the Federation of 'Malaysian Manufacturers'

Submitted by

Name: ………………………………………………………………………

Designation: …………………………………………………………………

Company: ……………………………………………………………………

Address: ………………………………………………………………………

………………………………………………………………………………

Tel: ……………….. Fax: ……………… Membership No: ………………

E-mail: ………… ………………………………………………………………

GST Registration No.: ………………………………………………………

SPEAKERS

Encik Kenneth Tam is a trainer cum consultant. He has over 30 years of corporate experience in the field of financial management, financial accounting, tax, business planning and budgeting. He has also wide, extensive and hands-on experience in various industries which include oil and gas (upstream and downstream), manufacturing, trading, project management and education. As a corporate trainer cum consultant, he has experiences in designing, developing and delivering various training programmes for both in-house as well as public programmes. Kenneth Tam is currently an Independent Non-Executive Director of a company listed on the main market of Bursa Malaysia.

REGISTRATION & PAYMENT

Attendance is by prior registration only. * Registration form must be completed and returned to FMM Eastern by **Jan 2, 2017** with the correct payment in crossed cheque or bank draft made in favour of **'Federation of Malaysian Manufacturers'**. Bank-in payment under Account No. **5-56011-06326-9**. SWIFT Code: **MBBEMYKL**

CANCELLATION & REFUND

- Cancellation must be in writing with Reasons
- 7 days before the course – **No payment charged**
- 3 - 6 days before the course – **50% payment charged**
- > 3 days before the course – **FULL payment charged**
- Replacement can be accepted at no additional cost.
- **Registered participants who did not turn up will be billed accordingly**
- FMM Eastern reserve the right to change the facilitator, date and to vary/cancel the workshop should unavoidable circumstances arise. All effort will be taken to inform participants of the changes.

PROGRAMME

8.30 am	Registration
9.00 am	**Module 1 : GST Tax code on accounting software** • Purpose of GST tax code • Description and Application of 13 GST tax code for purchases and 10 for supply • Additional (New) tax code for purchase and supply • Mapping of GST tax codes for supply and purchases • Population of tax codes to form GST -03 return • Selection of tax codes which are not mapped • Analysing and completion of GST 03 return • GAF file for GST audit purposes • Taxable report and record keeping **Module 2 : GST Accounting treatments** • Maintaining GST documentation and types of GST invoicing system • Additional GST Accounts in General Ledger • Accounting treatment on non-claimable input tax • Accounting entries for importation of goods and services • Accounting of accrual of expenses and deemed supply • Disbursement v reimbursement • Deemed supply • Adjustment for bad debt relief and non-payment within 6 month • GST treatment on Inter-company transaction • GST treatment v traditional accounting treatment: where the differences exist **Module 3 :Preparation of GST 03 tax return and understanding GAF requirements** • Internal controls within GST accounting compliant software • Linking tax codes to GST 03 tax return (19 boxes) • Preparation and Understanding GST Audit File (GAF) requirement • Preparation for your GST Audit : Types of Audit GST, Power of assessment it
5.00 pm	End of Workshop

Morning Tea Break: 10.00 am – 10.15 am
Lunch: 12.30 pm – 2.30 pm
Afternoon Tea Break: 3.30 pm – 3.45 pm