



FMM
Eastern Branch

CIRCULARS

Making Malaysian Industries Globally Competitive



EB/010/2017

April 28, 2017

FMM EASTERN BRANCH

UNDERSTANDING THE ESSENTIAL OF GST

GOODS & SERVICES TAX

ADMINISTRATIVE DETAIL

WHO SHOULD ATTEND

Directors, Business Entrepreneur, General Managers, CEO, Head of Marketing, Logistics, Procurement & Human Resource, Chief Engineers, Company Secretary, Business Planner, Product Manager

Date : June 5, 2017 (Monday)

Time : 9.00 am – 5.00 pm

Venue : MS Garden Hotel

Lot 5 & 10, Lorong Gambut
Off Jalan Besar, 25300
Kuantan, Pahang

Fee: Members - RM 583.00 / pax
Non Members – RM 689.00
/ pax

(Fee is inclusive 6% of GST and inclusive of Materials, Refreshments, Lunch & Attendance Certificate)

SPEAKER

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.

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

Hafizah binti Ismail
Executive In-Charge, FMM Eastern Branch

THE OBJECTIVES

With the implementation of GST in April 2015, many businesses are still not fully conversant with the basic principles of the GST.

This programme aims to provide the latest updates on GST rules and regulation, revisit the key concepts and mechanism in regarding to the types of supply, criteria of claiming input tax and GST treatment in certain business transaction.

This programme also helps you learn to analyse and understand its effect on the business process and controls in compliance with GST, and avoid any penalties under GST legislation. It is critical for business entrepreneur and top management to keep up to date on the GST legislations.

MEDIUM OF INSTRUCTION

English / Mandarin

Hafizah/

FEDERATION OF MALAYSIAN MANUFACTURERS (7907-X)

B-8014, 2nd Floor, Sri Kuantan Square, Jalan Telok Sisek, 25000 Kuantan, Pahang Darul Makmur

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CERTIFIED TO ISO 9001:2008
CERT NO.: AR1981

UNDERSTANDING THE ESSENTIAL OF GOODS & SERVICES TAX (GST)

* June 5, 2017 * 9.00 am – 5.00 pm * MS Garden Hotel, Kuantan, Pahang

ADMINISTRATIVE DETAILS

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 Venue : MS Garden Hotel
 Lot 5 & 10, Lorong Gambut, Off Jalan
 Besar, 25300 Kuantan, Pahang.
 Fee : Members - RM 583.00 /per participant
 Non Members - RM 689.00 /per 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

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

Fax : 09-515 6855

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.:

REGISTRATION & PAYMENT

Attendance is by prior registration only. * Registration form must be completed and returned to FMM Eastern by **May 29, 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**
 FMM GST Registration No.: 001714290688

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: General Framework and Mechanism of GST ▪ Understand the supply on GST framework ▪ Types of supplies : Taxable and non-taxable ▪ How GST affect the business transaction ▪ Place, value and time of supply of goods and services ▪ Implication of GST on imported services : reverse charge mechanism ▪ Value of supply of imported services ▪ GST on importation of goods ▪ Types of tax invoice for supply ▪ Transitional issues on supply spanning GST implementation Module 2: GST Treatment on Business Transaction ▪ Deposit forfeited deposit ▪ Disbursement vs reimbursement ▪ Stock written off or damaged goods ▪ Transaction of business as a going concern ▪ Voucher/token ▪ Employee's benefit ▪ Societies and similar organization ▪ Disposal of business asset ▪ Project retention money ▪ Deemed GST inclusive transaction ▪ Warehousing Scheme ▪ Approved Trader Scheme (ATS) Module 3: Input Tax Credit ▪ Mechanism to claim Input Tax ▪ Criteria for claiming input tax ▪ Allowable Input tax ▪ Blocked input tax ▪ Incidental Exempt Financial Supplies ▪ Refund of Input tax ▪ Input tax in relation to own use and changes of use Module 4: Taxable Period Furnishing of GST-03 Returns ▪ Taxable period ▪ Accounting Basis ▪ GST Return and payment ▪ Penalty for late payment of tax ▪ Types of recording keeping ▪ GST declaration and payment by Non-taxable person
5.00 pm	End of Workshop
Morning Tea Break: 10.00 am – 10.15 am Lunch: 12.30 pm – 2.00 pm Afternoon Tea Break: 3.30 pm – 3.45 pm	