

# Public Training #

# GOODS & SERVICES TAX (GST) IMPLEMENTATION 2016



## Benefits Of Attending

This 2-Days workshop is specially targeted for accounts related departments and for professionals who want to know more about GST.

Participants are from different industries: construction, import, export, freight forwarding, logistics, manufacturing, warehousing, shipping, property development, retail, car, second hand goods, food, hotel, engineering, advertising, tour, travel, auction, agent, eCommerce, software, consultancy, trading, insurance, transportation, leasing and other, in fact anyone involved in any aspect of exporting or importing or transshipment and those involved directly in the implementation of GST in their company.

The workshop would enable the participants to acquire such knowledge, understanding and relevant skills to fulfil the tasks required of them in the implementation of GST.

## Workshop Overview

The Goods and Services Tax (GST) that will be implemented effective 1 April 2015 is not just a tax matter but one that affects every aspect of a business. Early preparation is crucial. Ascertaining the scope of the changes required within your business at an early stage is essential to the successful implementation of GST at your organization.

Many perceive that GST will affect only the tax department and the software providers. This is a costly mistake as one would miss all the planning opportunities.

It is essential for all departments in an organization to be aware about the tax system and to understand how it affects their functions. We design a training program uniquely adopts a multidisciplinary approach towards the implementation of GST.



## Training Schedule

0830 – 0900 : Registration & Morning Coffee  
0900 – 1030 : Course Begins  
1030 – 1100 : Morning Refreshments  
1100 – 1300 : Course Resumes  
1300 – 1400 : Luncheon  
1400 – 1530 : Course Resumes  
1530 – 1600 : Afternoon Refreshments  
1600 – 1700 : Course Ends



## Workshop Outline

### Day 1

- Salient Features of GST
- Introduction
- What is GST?
- Basic Elements of GST
- Registration of GST
- Transitional
- Accounting for GST
- Charging Output Tax
- Entitlement of Input Tax
- Apportionment
- Capital Goods Adjustment
- Credit Note & Adjustment
- Debit Note & Adjustment
- Bad Debts & Adjustment
- Record Keeping
- GST-03 : Filing of Return
- Part B : Return Details
- Part C : Additional Information

### Day 2

- GST Compliance Accounting Software
- Setting-up Company Details
- Setting-up GST Details/Default
- GST Tax Codes
- Output Tax transactions
- Input Tax transactions
- GST Output/Input Tax Adjustment transactions
- Practical Exercise : Million Accounting Software
- Recording of Output Tax transactions
- Recording of Input Tax transactions
- Recording of GST Output/Input Tax Adjustment transactions
- Generation of GST-03 report
- Generation of GAF file



Mr Mohd Rozlan bin Mohamed Ali – an associate member of Malaysian Association of Tax Accountants (M.A.T.A.) and as a Deputy Director of M.A.T.A.'s GST Technical Unit. Academically, Mohd Rozlan holds a Master Degree in Business Administration (Finance) from UUM, Bachelor Degree in Business Administration (Finance) from UiTM and a Diploma in Accountancy from ITM. Mohd Rozlan has successfully completed in Training of GST Trainer (ToGT) and also underwent a 60-hour intensive course for GST implementation, both conducted by the Royal Malaysian Customs Department. Mohd Rozlan has wide hands-on working experience especially in the field of Finance and Administration for more than 20 years in various types of industries such as Manufacturing, Distribution, Retailing and Services. He has held a variety of leadership and senior management roles in various organizations, the last being a General Manager. Mohd Rozlan was actively involved in GST, Tax and Budget conferences, forums and seminars as a speaker, panel as well as moderator especially in addressing the GST mechanism, impact and implementation to consumers and business industries. He has been participated and appeared in live program and forum in several electronic media (Astro and Bernama) and printed media to discuss the GST related matters. As a freelance professional trainer and consultant particularly in Goods and Services Tax (GST), Mohd Rozlan has successfully shared his skill and knowledge for the awareness, implementation, impact and practical exercises of GST to various companies. Among the companies that have benefited from the training are: DAZUN Paper Industrial Co. Sdn Bhd, BURNMARK Industries Sdn Bhd, CREATIVE Advances Technology Sdn Bhd, KULIM Technology Park Corp Sdn Bhd and many more.



# Registration Form

## GOODS & SERVICES TAX (GST) IMPLEMENTATION 2016

PLEASE COMPLETE THIS FORM AND EMAIL / FAX TO US EMAIL :

**icare@asl-solutions.com ; shafi@asl-solutions.com**

FAX : +603-5548 0024 ; TEL: +603-5542 0023 (HuntingLine)

PARTICIPATION FOR TWO DAYS WORKSHOP

**PROMOTION AVAILABLE**

**WANT TO KNOW MORE?**

**>>CALL US NOW!!<<**

**You will get an exclusive access to our private E-Learning portal, lifelong !!**

Name : \_\_\_\_\_  
Position: \_\_\_\_\_ Dept: \_\_\_\_\_  
DL : \_\_\_\_\_ HP: \_\_\_\_\_  
Email: \_\_\_\_\_

Name : \_\_\_\_\_  
Position: \_\_\_\_\_ Dept: \_\_\_\_\_  
DL : \_\_\_\_\_ HP: \_\_\_\_\_  
Email: \_\_\_\_\_

Name : \_\_\_\_\_  
Position: \_\_\_\_\_ Dept: \_\_\_\_\_  
DL : \_\_\_\_\_ HP: \_\_\_\_\_  
Email: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Tel : \_\_\_\_\_ Fax: \_\_\_\_\_

( Authorization (Signatory must be authorized on behalf of the company )

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Dept: \_\_\_\_\_

DL: \_\_\_\_\_ HP : \_\_\_\_\_

Email : \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This booking is invalid without a signature & company stamp.

### TERMS & CONDITIONS:

1. Workshop Fee is not inclusive of accommodation and transportation
2. Fees are inclusive of program materials and refreshments.
3. Payment Terms - Following completion and return of the registration form, full payment is required within Ten (10 ) working days upon the issuance of invoice or a letter of undertaking( LOU ) .Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.

#### 4. **CLIENT'S CANCELLATION/SUBSTITUTION**

Client's cancellation must be received in writing by MAIL or FAX two (2 ) weeks prior to the event in . All bookings carry a 50% cancellation liability should the notice given is less than two(2) weeks. and 100% cancellation liability 4-days prior to the event Non-payment or non- attendance does not constitute cancellation. ( However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing )

5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded, ASL Group reserves the right to change the content without notice.

6. Copyright etc. - All Intellectual Property rights in all materials produced or distributed by group in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited.

7. Important note: In the event that if ASL Group permanently cancels the event for any reason whatsoever, (Including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the client shall receive a refund for the amount that the Client has paid to such permanently cancelled event.

8. All Payment should Be Made to :  
**ASL Development Group (M) Sdn Bhd.**

**COMPANY STAMP**

