



**GLOBAL INFOSKILLS SDN. BHD.** (754150-X)

## The Malaysian GST Process, Claim Procedures and Calculation Measures

Duration : 2 Days

### *Overview*

Essential GST Process, Claim Procedures and Calculation Measures required for proper handling of the GST is imperative for all industries.

This 2days program is intended to provide the detail working and calculation process, the claims facilities, the relevant Input/Output Tax and how to bill GST.

### *Objectives*

To enlighten management and business owners on the correct GST process. The Workshop will highlight the relevant GST processes in accordance of the GST Bill 2009 (to be enacted as GST Act) to enable the business to conduct their business in an orderly and efficient manner and to highlight the penalties and stringent GST procedures that can potentially cause big penalties and fines if not done correctly.

### **HOW WILL YOU BENEFIT:**

- Understanding the entire GST process and procedure
- Understanding how to claim GST credit (GST refund) and pay GST
- Choosing a suitable type of GST registration to minimize GST administration cost
- Problems normally associated with incorrect GST implementation and how to overcome them

### **METHODOLOGY:**

Power Points Presentation, Lectures, Discussions and Q & A sessions.



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**WHO SHOULD ATTEND:**

This course is suitable for all business owners, managers, directors, professionals including manufacturers, importers, exporters, trading houses, tax consultants and practitioners in understanding the complexity of GST procedures.

**COURSE CONTENT**

**1. Introduction to GST**

- Abolishment of the Sales and Services Tax
- Understanding the GST Process

**2. Type of Supply and GST Rates**

- Standard rated
- Zero rated
- Exempt
- Out of Scope

**3. What is Input Tax? What is Output Tax**

- How to offset or claim GST credit.
- Where to offset
- How to calculate GST payable or claimable
- Refund Date

**4. Claiming GST Refund**

- Blocked Input Tax
- Criteria for claiming GST refund
- Gift



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## **5. Threshold of Registration.**

- Should you apply for voluntary registration
- How to Calculate Threshold
- Who should apply for GST registration

## **6. Charging GST**

- Billing domestic vs overseas customers
- How to Calculate GST correctly
- Absorbing GST and its implication
- How to display prices correctly

## **7. Making GST Application**

- How to register
- When to register
- When to start charging GST
- What is GST Registration Number

## **8. Responsibilities and Obligations of the GST Registered Business**

- Differences between Non-registered Business vs GST Registered Business
- Charging GST and Claiming GST



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## **9. GST Tax Return Periods**

- Quarterly, Monthly

## **10. GST Filing Due Dates**

- GST Payment Due Dates

## **11. Understanding Tax Point to determine time to pay or claim GST refund**

- Significance of Invoice Date vs Payment Date
- Significance of Purchase Invoice Received Date

## **12. Managing Cash Flows**

- Making correct and timely claims through invoicing procedure
- Making use of GST schemes to suspend, defer GST payment on imports
- Making use of GST facility to minimize GST cash outflows
- Making use of GST relief to reclaim back GST paid

## **13. Offences and Penalties**

## **14. Checklist**



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### **15. Import, Export, GST Relief Schemes for Importers, Exporters, Traders**

- Import and GST Suspension / Deferment Schemes
- Temporary Imports
- Export and recognition of the situations where the transaction is not regarded as export under GST
- Importance of Record Keeping in import and export
- Criteria and Conditions in applying for the GST Schemes

#### **\*\* Participants will develop a personal action plan and apply learned skills in the workplace**

This outline is an overview of what we generally intend to cover in our training; however specific items (topics) that are actually discussed in training may vary per location. It is the desire of the instructor and the policy of Global Infoskills Sdn. Bhd. to focus on meeting the objectives of the participants who registered for the training, rather than going through a course outline systematically.



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## The Malaysian GST Process, Claim Procedures and Calculation Measures

### Program Details:

- **PRICE:** RM 1080.00
- **CLAIMABLE UNDER THE SBL SCHEME**
- **DATE:** 17 – 18 July 2014
- **TIME :** 8.30am – 4.30pm
- **VENUE:** Global Infokills Sdn Bhd

**HURRY! Send in your confirmation NOW**

### CONFIRMATION

#### Payment Method:

- Crossed Cheque / Bank Draft, made payable to:

**Global Infokills Sdn. Bhd.**

Account No. 8002193876

CIMB Bank Berhad

#### Confirmation, and Cancellation Policy

- Confirmation upon payment received
- Notice of cancellation must be given in writing
- 5 business-day or more before class commencement - No penalty
- Less than 5 business-day before class commencement - 25% of course fee
- Non-attendance – Full Payment of course fee

Company's Name : \_\_\_\_\_

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

\_\_\_\_\_ Postal Code \_\_\_\_\_

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

Contact Person : \_\_\_\_\_ Email: \_\_\_\_\_

### DELEGATES

1. Name : \_\_\_\_\_

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

2. Name: \_\_\_\_\_

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

3. Name: \_\_\_\_\_

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

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

Co. stamp : \_\_\_\_\_ GISB Personnel \_\_\_\_\_

*Please make copies for multiple registrations*