

Our latest seminar is designed to help you refreshing on the concepts of Malaysian GST and teaches how to account for the GST transactions using the tax codes recommended by RMCD. This course is highly recommended for accounting staff unfamiliar in GST or would like a refresher in GST. Detailed case studies and comprehensive accounting examples will be provided.

Course dates & details:

Topic	ACCOUNTING FOR GST - A COMPREHENSIVE WORKSHOP (2 days)
Language	Mandarin (with English Notes)
Date	17 th & 18 th November 2016 (Thursday and Friday)
Time	9.00 am to 5.00pm
Venue	Niniq Bistro & Bakery- Taman Setia Tropika
Fee (Normal Price)	RM 954 (per pax) -Inclusive of meals
Early bird Fee	RM 848 (per pax) -valid till 9 th November 2016

Contact us:

Key Course Content:

Suite 28.01, 28th Floor,
Menara Zurich,
No. 15, Jalan Dato'
Abdullah Tahir, 80300
Johor Bahru, Johor.

Tel : 07-3328335
Fax : 07-3322268

Company Website:
<http://mswongco.com.my>
Email:
gst@mswongco.com

Refresher on GST Concepts

- Scope of GST
- Time, place and value of supply
- How to claim input tax
- What is a compliant tax invoice? – with detailed examples and latest updates

GST Accounting Fundamentals

- Using Accounting Systems to manage GST
- Understanding GST-03 form
- Explanation of 26 tax codes recommended by Customs
- Mapping of accounts to tax codes – with actual chart of accounts and explanations
- Suggested new account codes

GST on Sales and other Supplies (Output Tax)

- Sales and Other income (21days rule, inclusive and exclusive pricing)
- Returns, discounts and other adjustments through debit and credit notes
- Deposits and advances
- Consideration-in-kind and trade-ins
- Deemed supplies
 - Reverse charge (Imported Services)
 - Gift Rule
 - Private use of business assets

GST on Purchases (Input Tax)

- Purchases with GST
- Assets purchase with GST
- Imported Goods
- Supplier's debit and credit notes
- Purchases from non-registered suppliers

GST on Common Expenses

- Blocked input tax
- Employee benefits
- Entertainment expenses
- Medical expense
- Insurance
- Passenger car
- Repair and maintenance of vehicles
- Interest and Bank Charges
- Hire Purchase and Leases
- Common issues (e.g. revenue recognition, transactions vs. posting date)
- Reimbursements vs Disbursements

Other Common Accounting Issues

- Bad debt relief and recovery
- Input tax on Unpaid Creditors > 6 months
- Accounting for Accruals and Prepayments
- Introduction to Partial Apportionment and Capital Goods Adjustments (for Mixed Suppliers)

Hands-on Comprehensive Scenario**

Managing GST compliance

- Documentation requirements and record retention policies
- How to check GST returns
 - GST summary schedules
 - Sales and Expenses reconciliations
 - Balance sheet reconciliations
 - Exception reports
- How to assess GST compliant accounting software

****Participants are required to bring their own calculators.**

REGISTRATION FORM

- Registration can be made via fax or email.
- Please retain original copy for your records.

Who should attend:	Why you should attend:	Contact us:
<ul style="list-style-type: none"> ✓ Account Assistant ✓ Bookkeeper ✓ Purchasing Officers ✓ Sole proprietorship ✓ Staff from operation, sales & administration 	<ul style="list-style-type: none"> ✓ Two-days detailed accounting seminar in Mandarin will ensure there is ample time to address accounting in detail ✓ Ample Q&A time allowed to answer your questions ✓ Detailed examples and worked scenarios provided ✓ To understand the latest updates on GST 	<p>Suite 28.01, 28th Floor, Menara Zurich, No. 15, Jalan Dato' Abdullah Tahir, 80300 Johor Bahru, Johor.</p> <p>Tel: 07-3328335 Fax: 07-3322268 http://mswongco.com.my Email: gst@mswongco.com</p>

Participants' Details:	Please ✓ your preferred course(s):	For office use:
(1) Name : _____ Vegetarian Meal : <input type="checkbox"/> Yes	<input type="checkbox"/> Accounting for GST, Mandarin (17th & 18th November 2016)	_____ _____ _____ Invoice no : _____
(2) Name : _____ Vegetarian Meal : <input type="checkbox"/> Yes	<input type="checkbox"/> Accounting for GST, Mandarin (17th & 18th November 2016)	
(3) Name : _____ Vegetarian Meal : <input type="checkbox"/> Yes	<input type="checkbox"/> Accounting for GST, Mandarin (17th & 18th November 2016)	
(4) Name : _____ Vegetarian Meal : <input type="checkbox"/> Yes	<input type="checkbox"/> Accounting for GST, Mandarin (17th & 18th November 2016)	

Organization Details:

Name* : _____ Client Non-Client

Industry* : _____

Contact person* : _____ Contact no.* : _____

Email / Fax* : _____ No. of participant : _____

** Mandatory fields*

Payment Details:

Total payment : RM _____

Payment method (Please ✓): Cheque (Payable to: M.S. Wong & Co.) Bank-in / Direct Transfer* (Account: 1183045038, UOB)

**Please email/fax us a copy of bank-in slip*

Terms & Conditions:

- **Early Bird** – Registration form or payment to be received by **5.30pm, 9th November 2016** - Seats are limited and based on first-come, first-served basis.
- **Normal** - Upon registration, participant(s) is/are considered successfully enrolled for the event. Hence, payments should be made **within 7 working days**. • Should participant(s) decide to cancel/transfer their enrolment, a cancellation/postpone policy shall be applied as follows:
 - a) Cancellation/postpone received **less than five (5) working days** from the date of the event:
 - Cancellation: Paid registration – 50% refund (Balance 50% is on administrative charge)
 - Unpaid registration – 50% administrative charge is liable.
 - Postponement: Paid or unpaid registration – Administrative charge of RM100
 - b) Cancellation/ no show on the day of the event:
 - No refund will be entertained • Unpaid registrations will also be liable for full payment of the registration fee
 - c) No postponement is allowed on the day of event
- Personal Data is collected in compliance with Personal Data Protection Act 2010 (Act 709). To find out more please refer to <http://mswongco.com.my/privacy-policy>