



UNITED VISION ACADEMY SDN BHD

(Company Registration No: 1229709-H)

No: 22-01, Jalan Pertama 1,

Pusat Perdagangan Danga Utama,

81300 Skudai. Johor Bahru. Johor. Malaysia

Email: cs@uvacademy.edu.my

Tel: +607-5578816 / +607-5576066

One Day Workshop

GST Workshop

The mechanism concept, accounting for tax and recording keeping, latest updates & common mistakes.

COURSE DESCRIPTION

Overview and Outcomes

GST Workshop provides general information on how GST works under GST Act which implemented since 1st April 2015 and its latest updates & common mistakes. This program enables participants to understand of mechanism concepts and framework, input tax credit, charging output tax, treatment of importation, exportation & drop shipment, record keeping, tax code mapping & GAF as well as preparation for GST audit. It is suitable for elementary and intermediate users.

Who Should Attend

- Accounts / Finance Executives
- Administration Executives
- Payroll Executives
- Sales and Marketing Executives
- General Clerks
- New entrepreneurs
- Directors, Operation professional
- Interested parties with or without accounting knowledge looking for refreshment knowledge.



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WORKSHOP SYNOPSIS

MODULE 1: MECHANISM CONCEPT AND FRAMEWORK

- Basic Principle of GST
- Malaysia GST Model
- Scope and Charge

MODULE 2: INPUT TAX CREDIT

- Mechanism & Criteria to claim input tax
- Blocked Input Tax
- Apportionment Rules
- De Minimis Limit

MODULE 3: CHARGING OUTPUT TAX

- Issuance of Tax Invoice
- Time of Supply
- Gift Rule
- Deem Supply

MODULE 4: IMPORTATION AND EXPORTATION

- License Manufacturing Warehouse(LMW)
- Approved Trade Scheme (ATS)
- GST Treatment of Drop Shipment

MODULE 5: RECORD KEEPING

- Why, Who, What, When, Whom & How
- Penalty of Failure to keep Records

MODULE 6: TAX CODES

- TAX Code Mapping
- GST Audit File (GAF)

Question and Answer Session

Class Ratio is 1:10

Special Workshop Fee Structure

Workshop fees : RM388

- **Fees subject to change without prior notice, and fee is excluded foods and beverages**
- **Conducting weekly from 9.30am to 4.30pm.**
- **Special group requests (in house or at Client's location) can be arranged**
- **Attendance Certificate will be issued upon completion of workshop**