

# SUBMISSION OF RETURNS 2009

**Date** 22 February 2010

**Venue** Melia Hotel  
Jalan Imbi,  
Kuala Lumpur

**Time** 9.00am to 5.00pm

## COURSE CONTENTS

1. Estimates And Payment of Tax: A Reminder
2. Choice of Submission Mode – Hard-copy or E-filing?
3. Completion of Return Form BE and B
  - i. Personal particulars
  - ii. Income Details
  - iii. Claims and Reliefs
  - iv. Computation of Liability
  - v. Details of Accounts
  - vi. Affirmation of Declaration
  - vii. Deadlines for Submission
  - viii. Payment of Taxes Due/Claim for Excess Taxes Paid
  - ix. Offences and Penalties
4. Supporting Documents
  - i. Maintenance of Records
  - ii. Retention of Records
5. Companies:
  - i. Who are responsible
  - ii. Estimates and Payment of Instalments
  - iii. Impact of Section 75A and Section 104
6. Employers
  - i. Remuneration Categories
  - ii. Exempt Income and Benefits
  - iii. What is the new Schedular Tax Deductions Approach?
  - iv. The new STD Formula
  - v. Completion of Form E and EA
  - vi. Deadlines for Submission and Rendering
7. Highlights of Budget 2010
8. General: A Quick Look at:
  - i. The Single Tier Tax System
  - ii. Transfer pricing
  - iii. Tax Audits and Investigations

## BENEFITS OF ATTENDING

### Update on Law and Procedure:

Learn about the amendments that have been recently made to both the Income Tax Act and the procedure for complying with taxation obligations whether as a taxpayer, company official, or employer.

### Application:

Understand the details of complying with your duties so that your submission of Returns is correct

### Optimising Exposure:

Discover the tax benefits available in the present system and interpretation so as to minimise your liability and that of employees

### Avoid:

By ensuring that submission of Returns are done correctly, the possibility of incurring penalties or prosecution is eliminated or at least reduced.

## WHO SHOULD ATTEND

Tax Practitioners, Tax Agents, Finance Directors and Managers, Accountants, Human Resources Personnel, Executives and Company Directors

## SPEAKER

**Vincent Josef** is a former Assistant Director General of the Inland Revenue Board and had served in various divisions during his 35 years service with the Board. His responsibilities included Corporate and Business Taxation, Investigation, Civil Suit and Prosecution. In addition, Mr. Josef has wide experience in lecturing at IRB events and professional conferences. He lectures on Malaysian Taxation at various institutions like the Malaysian Institute of Accountants, Commerce Clearing House, Permodalan Nasional Berhad, Public Mutual, and Federation of Investment Managers Malaysia. He also provides taxation consultancy services in respect of audits, investigations, and "problem resolution". He recently authored a book entitled "Tax Audit and Investigation, Malaysia" published by CCH Asia Pte Limited.

## SUBMISSION OF RETURNS 2009

### Registration Fees

- |  |                 |
|--|-----------------|
| <input type="checkbox"/> CTIM Member         | <b>RM330.00</b> |
| <input type="checkbox"/> Member's Firm Staff | <b>RM380.00</b> |
| <input type="checkbox"/> Non-Member          | <b>RM440.00</b> |

Fee is made payable to **CTIM - CPE**. Admission will only be permitted upon receipt of full payment. Registration can be made via fax.

*\* Certificate of Attendance will be issued upon full attendance and receipt of full payment.*

### Enquiries



Contact Ms Latha / Cik Ally  
Tel: 03-2162 8989 Ext 108/113 Fax: 03-2162 8990  
E-mail: cpd@ctim.org.my



B-13-2, Megan Avenue II,  
No 12, Jalan Yap Kwan Seng,  
50450 Kuala Lumpur

### Delegate Contact Details

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

Company : \_\_\_\_\_

Membership No : \_\_\_\_\_

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

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

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

\_\_\_\_\_

Mobile : \_\_\_\_\_

\_\_\_\_\_

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

Dietary Requirements (if any) : \_\_\_\_\_

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

### Payment Method

I / we hereby enclose

Cash

Cheque No. \_\_\_\_\_

For Amount of RM \_\_\_\_\_  
(Non-refundable) and made payable to ' CTIM-CPE '

FOR MEMBERS ONLY :  
DIRECT ACCESS - CTIM credit card

RM \_\_\_\_\_  
(Non-refundable)

\* Kindly take note that the Institute accepts only  
Direct Access - CTIM credit cards

### Card Type

Visa

Master Card (tick as appropriate)

Card No

Expiry Date \_\_\_\_\_

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Cardholder's Signature

Date

(signature must correspond with the specimen signature on card)

### Replacements

Please note registrations for the event are not interchangeable but replacements are acceptable. Please notify us at least two days prior if you intend to send a replacement. CPD points will be allocated to the designated attendee. If the replacement is not a Member but a Member's Firm Staff or Non-Member, the appropriate fees will apply.

### Cancellations

The Chartered Tax Institute of Malaysia must receive cancellations in writing five working days prior to the event. No refund will be given for cancellations received within less than five working days of the event.

### Disclaimer

The Organiser reserves the right to change the speaker, date, venue or to cancel the event if the number of participants is less than 20. A minimum of 3 days notice will be given.

### Membership and Education Programme Promotion

I am interested in becoming a Member of Chartered Tax Institute of Malaysia, please send me further details

I am interested in learning more about the Chartered Tax Institute of Malaysia's Education / Examination Programme, please contact me.