

# TAX RESPONSIBILITIES OF DIRECTORS, MANAGERS, & EMPLOYERS

Date	Venue	Event Code	Time
6 September 2012	Impiana Hotel, Ipoh	WS/069	9.00am to 5.00pm
10 September 2012	Seri Pacific Hotel, Kuala Lumpur	WS/067	
24 September 2012	Traders Hotel, Penang	WS/068	
26 September 2012	Renaissance Hotel, Malacca	WS/070	
23 October 2012	Mutiara Hotel, Johor Bahru	WS/071	
30 October 2012	Hyatt Regency, Kota Kinabalu	WS/072	
31 October 2012	Four Points Sheraton, Kuching	WS/073	

Under Section 75 of the Income Tax Act, directors and managers are included among those responsible for meeting a company's tax obligations. In addition, a director or manager has to carry out numerous functions as an employer. Both these separate tasks are closely related and demand an in-depth understanding of tax laws and procedures. A director's or manager's principal requirement is that he conducts the company's affairs in such a manner as to maximize the benefits available from the Act and to ensure that any tax audit or investigation action by the Inland Revenue Board will not bring unfavourable consequences.

As an Employer, the duties would not be merely the filing of annual returns and reports but also other issues that could arise from time to time when employees join or leave the company and compliance to the Monthly Tax Deductions Rules. This intensive and practical seminar offers a comprehensive and in-depth look into the subject. Participants will be guided on what constitutes any of the 5 categories of Employment Income and how each is to be quantified and treated. Does the Director General still need to be notified of a Cessation of Employment?

The numerous issues relating to the Duties and Responsibilities of Directors and Managers will be examined through Case Law, Case Studies, and working examples.

The various sub-topics reviewed include:

#### Companies:

- What is a Controlled Company?
- Differences between Controlled and Regular Companies, and Small and Medium-Scale Enterprises

#### Directors:

- Definition of Service Directors and "Control" Directors
- What are the restrictions imposed?
- Directors' Exposure to Company's tax liability
- Duties in respect of Maintenance of Records
- Duties regarding Estimates and Payment of Tax
- Duties regarding Submission of Returns

#### Employment & Employers

- Employment and Employment Income – When do they arise?
- Gross Employment Income and the 5 Categories of Section 13
- Computation of Income received in monetary form
- Benefits-in-kind and Value of Living Accommodation – Section 32
- Gratuity and Compensation for Loss of Employment – Liable or Exempt?
- Treatment of Bonus, Directors' Fees, and Arrears of Salary
- Notification of Appointment and Cessation of Employment

#### Speaker

A former Assistant Director General of the Inland Revenue Board, Mr Vincent Josef had served in various branches and divisions during his 35 years service. These included Companies, Investigations, Collections Branch and Headquarters. Prior to his retirement, he was in charge of Branch Evaluation and expanding tax payments through banks. In addition to managing his tax consultancy practice, Mr Josef lectures on Malaysian Taxation at various institutions and organisations. He recently wrote a book on Tax Audits and Investigation Guide, Malaysia published by CCH Malaysia.

#### Other Important Issues that will be covered

- Detailed Study of Deductions, Reliefs, and Rebates
- Determining Employee Share Option Scheme benefits
- Monthly Tax Deductions – Optional and Mandatory Duties
- Preparation of Form CP 58 for Agents, Dealers, and Distributors
- Maintenance of Records and Documents
- Getting prepared for Tax Audits and Investigations
- Offences, Penalties, and Appeals

#### Who Should Attend:

Financial Officers and Corporate Accountants  
Managers and Senior Staff  
Human Resource Department Personnel  
Accountants and Tax Practitioners

#### Benefits of Attending:

Law and Procedure: Learn about the amendments to the Income Tax Act and the procedures 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 so as to minimize your liability and that of employees

#### Avoid:

By ensuring that Returns are submitted correctly, exposure to penalties and prosecution is eliminated or at least reduced.

## Tax Responsibilities of Directors, Managers, & Employers

### Registration Fees

	Klang Valley	Outstation
CTIM Member	<input type="checkbox"/> RM350.00	<input type="checkbox"/> RM335.00
Member's Firm Staff	<input type="checkbox"/> RM400.00	<input type="checkbox"/> RM385.00
Non-Member	<input type="checkbox"/> RM460.00	<input type="checkbox"/> RM435.00

**Seats are limited based on first-come, first-served basis.**

- \* Registration of participants will be confirmed upon receipt of full payment or an acceptable employers guarantee and settlement of previous outstanding dues.
- \* Walk-in participant registration is subject to availability of seats and full payment.
- \* Certificate of Attendance will be issued upon full attendance and receipt of full payment.

### Enquiries



Contact Cik Yus / Mr Jason / Cik Fadeah  
Tel: 03-2162 8989 Ext 121/108/113  
Fax: 03-2161 3207 / 03-2162 8990  
E-mail: cpd@ctim.org.my



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

### Please tick the relevant boxes

Date	Venue	Date	Venue
<input type="checkbox"/> 6 September 2012	Impiana Hotel, Ipoh	<input type="checkbox"/> 23 October 2012	Mutiara Hotel, Johor Bahru
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<input type="checkbox"/> 24 September 2012	Traders Hotel, Penang	<input type="checkbox"/> 31 October 2012	Four Points Sheraton, Kuching
<input type="checkbox"/> 26 September 2012	Renaissance Hotel, Malacca		

### Delegate Contact Details

Full Name : \_\_\_\_\_ Company : \_\_\_\_\_  
 Membership No : \_\_\_\_\_ Designation : \_\_\_\_\_  
 Postal Address : \_\_\_\_\_ Tel : \_\_\_\_\_  
 \_\_\_\_\_ Fax : \_\_\_\_\_  
 \_\_\_\_\_ Email : \_\_\_\_\_  
 Dietary Requirements (if any) : \_\_\_\_\_ Mobile : \_\_\_\_\_

### Payment Method

I / we hereby enclose

Cash for Amount of RM \_\_\_\_\_

Cheque No. \_\_\_\_\_  
 For Amount of RM \_\_\_\_\_  
 (Non-refundable) and made payable to ' CTIM-CPE '

Please debit my

Direct Access-CTIM Master Card \_\_\_\_\_  
 for amount of RM \_\_\_\_\_

Direct Access-CTIM Visa Card \_\_\_\_\_  
 for amount of RM \_\_\_\_\_

Master Card / Visa Card \_\_\_\_\_  
 for amount of RM \_\_\_\_\_

Card No \_\_\_\_\_ Expiry Date \_\_\_\_\_

\_\_\_\_\_

Cardholder's Name ( as appeared on credit card )

\_\_\_\_\_

\_\_\_\_\_

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.

#### Confirmation of Registration

The confirmation letter will be issued 7 days before the commencement of the event. In the event you do not receive the confirmation letter 7 days before the event, please contact us immediately.

#### 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 15. 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.