

SUBMISSION OF RETURN FORMS 2013

– Implications & Consequences

Date: 20 March 2014
Time: 9.00am to 5.00pm
Event Code: JV003

Venue: MAICSA Auditorium,
3rd Floor Bangunan MAICSA,
Mid Valley, Kuala Lumpur

With the Inland Revenue Board's growing sophistication in enforcement and the many recent amendments to the law, the completion of Return Forms now demand greater care and taxation knowledge. The completion and submission of these prescribed forms need to be properly achieved so that unexpected results can be avoided. Otherwise, there is the possibility that the Inland Revenue Board may want to study the person's taxation matters in greater detail through a tax audit.

This seminar guides the participant through all the sections of the various forms that need to be addressed when completing the forms. In addition, the impact and relationship of the data furnished and how Revenue would utilise it to verify "features, performance and results" will also be explored.

The Seminar Programme includes the following:

1. Completion of Form B

- i. Income Details
- iii. Claims and Reliefs
- iv. Computation of Liability
- v. Details of Accounts; Reconciliation of Data

2. Completion of Form C and Form R

- i. Summary of Liability and Payment Position
- ii. Group Relief for Losses
- iii. Analysis of Financial and Accounting Position
- iv. Related Party Transactions
- v. Directors, Shareholders, & Shareholdings
- vi. Section 108, Impact of Single-Tier Tax System

3. Employers and Forms E & EA

- i. Remuneration Categories
- ii. Exempt Income and Benefits
- iii. The new STD Formula
- iv. Details Required in Form E and EA
- v. Deadlines for Submission and Rendering
- vi. Section 83 and Employers' Duties

4. Highlights of Budget 2014

Speaker's Profile

Vincent Josef, a former Assistant Director General of the Inland Revenue Board (IRB), had served in various branches and divisions during his 35 years' service. These included the Companies Branch, the Investigations Branch, the Collections Branch and the IRB 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, he lectures on Malaysian Taxation at various institutions and organisations. Mr Josef recently wrote a book on "Tax Audits and Investigations Guide, Malaysia" published by CCH Malaysia and is also their Consultant Editor. He is a member of CTIM.

COURSE FEE

	Fee (RM)
CTIM/MAICSA Member	350
Member's Firm Staff	400
Non Member	450

Certificate of Attendance will be released upon participant signing the attendance sheet before 10.30am, full attendance and receipt of full payment and after completion of the event.

IMPORTANT NOTES:

For enquiries, please contact

MAICSA

Contact Nik Yuslina

Tel: 03-2282 9276 Ext. 611 or 608 Fax: 03-2283 4492

E-mail: training@maicsa.org.my

Chartered Tax Institute of Malaysia

Tel: 03-2162 8989 Fax: 03-2162 8990

CPD Points: All participants will be presented with a Certificate of Attendance upon full payment of fees and successful completion of the seminar for use in registering CPD points.

Cancellation: Please inform us in writing if you intend to cancel. No refunds are given for cancellation by delegates less than 7 days before the workshop. A 20% administration charge will be retained on other cancellations. Please substitute an alternative delegate if you wish to avoid cancellation penalties. Cancelled unpaid registrations will also be liable for full payment of the course fee. Any difference in fee charges will be imposed when a non-member is substituted for a participant who is a MAICSA / CTIM member.

Disclaimer: The Organisers reserve the right to change the speaker, date and to cancel the workshops should unavoidable circumstances arise.

Invoice: This registration form serves as our official invoice. No further invoice will be issued.

Please fax/email/post this form and submit payment to:-**MAICSA**

Bangunan MAICSA,

No. 57, The Boulevard, Mid Valley City

Lingkaran Syed Putra

59200 Kuala Lumpur

Fax: 03-2283 4492

E-mail: training@maicsa.org.my

Fee is made payable to MAICSA. Admission will only be permitted upon receipt of full payment.

Payment Details

I/We hereby enclose

- Cash
- Cheque / Bank Draft No. _____ for amount of RM _____ (non-refundable) and made payable to '**MAICSA**'.
- Please charge RM _____ (non-refundable) to my credit card/debit card: Visa Master (tick ✓ where appropriate)
- Card No: _____ Card Expiry Date : _____ Bank : _____
- Name on the card: _____ Signature: _____
(Signature must correspond with the specimen signature on card)

Payment via online internet banking offered by

- Maybank RHB Bank

(Please send the confirmed transaction slip to us for record)

Please register me for the event:

Full Name*: _____ VegetarianDesignation*: _____ Membership No.: CTIM MAICSA Member's Firm Staff _____

Contact Person*: _____ Designation*: _____

Organisation*: _____

Address*: _____

Tel*: _____ Fax*: _____ Email*: _____

*compulsory field to complete

PERSONAL DATA NOTICE - COMPULSORY TO COMPLETE

The Malaysian Institute of Chartered Secretaries and Administrators ("MAICSA", "we" or "us" or "our") is required to comply with the Personal Data Protection Act 2010 (the "Act"), which regulates the processing of personal data in commercial transactions. For the purpose of this Personal Data Notice, the terms "personal data" and "processing" shall have the meaning as prescribed in the Act.

This Personal Data Notice applies to any person whose personal data is processed by MAICSA or on behalf of MAICSA.

- This Personal Data Notice serves to inform you how your personal data is being processed by MAICSA.
- The personal data processed by us may include your name, designation, company's name, contact details, email address and any other personal data required for the purposes set out in paragraph 3 below.
- MAICSA may use your personal data for the following purposes (collectively referred to as the "Purposes"):
 - to process your registration form for training events (including conferences) organized by MAICSA and collaborative partner(s) and for administrative purposes such as attendance list, issuance of invoice, official receipt and certificate of attendance;
 - to communicate with you on the confirmation of the training events and matters in connection to the MAICSA training events/conference;
 - to notify you of any changes to our training events which may affect you;
 - to mail the official receipt and certificate of attendance;
 - to respond to your enquiries or complaints; and
 - such other administrative purposes which relate to the above.
- Your personal data is collected from various sources, including information you have provided us, information from third parties and information in the public domain.
- You may access and request for correction of your personal data. Please contact us as follows if you have any enquiries or complaints in respect of your personal data:

Designated Contact Person:	Manager, Training Division
Mailing address:	MAICSA Bangunan MAICSA, No. 57, The Boulevard Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur
Telephone No. :	03-2282 9276
Fax No. :	03-2283 4492
E-mail address:	training@maicsa.org.my

In accordance with the Act:

- We may charge a fee up to RM10 (for personal data) and RM30 (for sensitive personal data) for processing your request for access to your personal data; and
 - We may refuse to comply with your request for access to or correction of your personal data.
- Your personal data may be disclosed:
 - to our vendor (in terms of email address) for the purpose of email blasts on behalf of MAICSA - **applicable to MAICSA members, students and affiliates only**;
 - to our collaborative partner(s) in terms of name for issuance of certificates of attendance in paragraph 3(a); and
 - where such disclosure is required or authorised by law or by the order of a Court.
 - MAICSA shall retain your personal data from the date of collection for as long as it is necessary for the fulfillment of the Purposes or for compliance with the law or legal obligations by MAICSA. MAICSA shall stop processing your personal data when you write to MAICSA using the contact details in paragraph 5 above to withdraw your consent.
 - Unless otherwise specified by us at the time the personal data is collected, it is obligatory that you supply us the personal data requested for by us. Failure to supply us with your personal data may render us unable to carry out the Purposes.
 - You undertake and warrant to MAICSA that your personal data is accurate, complete, not misleading and up-to-date. The onus is on you to update MAICSA if your personal data has changed.
 - MAICSA reserves the right to update and amend this Personal Data Notice from time to time. MAICSA will notify you of any changes via announcement on MAICSA's website or through other reasonable means of providing notice as MAICSA may deem appropriate. Any changes to this Personal Data Notice will be effective immediately upon notice to you.

We would like to send you information on future training events organised by MAICSA via email or fax. If you do not agree to being contacted in this way, please tick "X" in the box - **not applicable to MAICSA members, students and affiliates**

Declaration Statement	Participant	Contact Person
I hereby consent to the processing of my personal data for the purposes described in the Notice above.	Signature: Name: Date:	Signature: Name: Date:

Issued by: MAICSA Training Division

NOTIS DATA PERIBADI – WAJIB DIISI

The Malaysian Institute of Chartered Secretaries and Administrators (“MAICSA” atau “kami”) dikehendaki untuk mematuhi Akta Perlindungan Data Peribadi 2010 (dirujuk sebagai “Akta”) yang mengawal selia pemprosesan data peribadi dalam transaksi komersial. Untuk tujuan Notis Data Peribadi ini, terma-terma “data peribadi” dan “pemprosesan” akan mempunyai maksud sepertimana ditakrifkan dalam Akta.

Notis Data Peribadi ini adalah digunakan terhadap mana-mana pihak yang data peribadinya diproses oleh MAICSA atau bagi pihak MAICSA.

1. Notis Data Peribadi ini bertujuan untuk memaklumkan anda bagaimana data peribadi anda diproses oleh MAICSA.
2. Data Peribadi anda yang diproses oleh kami mungkin termasuk nama, jawatan, nama syarikat, maklumat perhubungan, alamat emel dan apa-apa data peribadi lain yang diperlukan untuk tujuan yang dinyatakan dalam perenggan 3 di bawah.
3. MAICSA bakal menggunakan data peribadi anda untuk tujuan berikut (secara keseluruhan merujuk kepada “Tujuan”):
 - (a) untuk memproses borang pendaftaran anda untuk program latihan (termasuk persidangan) yang dianjurkan oleh MAICSA dan anjuran kerjasama entiti-entiti yang lain dan untuk tujuan pentadbiran seperti senarai kehadiran, pengeluaran invois, resit dan sijil kehadiran;
 - (b) untuk berkomunikasi dengan anda tentang pengesahan program latihan dan sebarang perkara yang berkaitan dengan program latihan/persidangan MAICSA;
 - (c) untuk memaklumkan anda apa-apa perubahan pada program latihan yang melibatkan anda;
 - (d) untuk penghantaran resit dan sijil kehadiran melalui pos;
 - (e) untuk lain-lain tujuan pentadbiran yang berkaitan dengan Tujuan yang dinyatakan di atas.
4. Data peribadi anda dikumpul dari pelbagai sumber maklumat, termasuk maklumat yang telah anda berikan kepada kami, maklumat daripada pihak-pihak ketiga dan maklumat dalam domain awam.
5. Anda mungkin boleh mengakses dan meminta untuk pembetulan data peribadi anda. Sila hubungi kami melalui maklumat perhubungan yang dinyatakan di bawah sekiranya anda mempunyai apa-apa pertanyaan atau aduan berkenaan dengan data peribadi anda:

Perjawatan orang yang boleh dihubungi	Pengurus, Divisyen Latihan
Alamat pos:	MAICSA Bangunan MAICSA, No. 57, The Boulevard, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur
No. Telefon:	03-2282 9276
No. Faks:	03-2283 4492
Alamat Emel	training@maicsa.org.my

Selaras dengan Akta:

- a) MAICSA mungkin mengenakan bayaran sehingga RM10 (untuk data peribadi) dan RM30 (untuk data peribadi yang sulit) untuk memproses permintaan anda untuk mengakses data peribadi anda; dan
 - b) MAICSA boleh menolak permintaan anda untuk mengakses atau membuat pembetulan kepada data peribadi anda.
6. Data Peribadi anda mungkin didedahkan:
 - i) kepada pembekal luar (dari segi alamat emel) bagi tujuan penghantaran emel (eblast) kepada anda bagi pihak MAICSA- ***digunakan untuk ahli MAICSA, pelajar dan affiliate sahaja***;
 - ii) kepada entiti-entiti yang lain yang menganjurkan program latihan bersama MAICSA, dari segi nama peserta untuk pengeluaran sijil kehadiran seperti yang dinyatakan di perenggan 3(a); dan
 - iii) dimana pendedahan maklumat itu perlu atau diberi kuasa oleh undang-undang atau atas perintah Mahkamah.
 7. MAICSA akan menyimpan data peribadi anda dari tarikh data dikumpul selama ia perlu bagi mematuhi Tujuan diatas atau mengikut keperluan undang-undang atau obligasi undang-undang MAICSA. MAICSA akan menghentikan pemprosesan Data Peribadi anda, apabila anda mengemukakan permintaan secara bertulis kepada MAICSA melalui maklumat perhubungan di perenggan 5 di atas untuk menarik balik kebenaran anda.
 8. Sekiranya tidak dinyatakan sebaliknya oleh kami pada masa pengumpulan data peribadi, adalah wajib bahawa anda membekalkan data peribadi anda yang diminta oleh pihak kami. Kegagalan untuk membekalkan kami dengan data peribadi anda, boleh menyebabkan Tujuan di atas tidak dapat dilaksanakan.
 9. Anda akur dan memberi akuan kepada MAICSA bahawasanya data peribadi anda adalah tepat, lengkap, tidak mengelirukan dan terkini. Adalah menjadi tanggungjawab anda untuk mengemaskini MAICSA dengan maklumat peribadi terkini jika ada apa-apa perubahan.
 10. MAICSA mempunyai hak untuk mengemaskini dan mengubah Notis Data Peribadi dari masa ke semasa. MAICSA akan memberitahu sebarang perubahan melalui laman sesawang MAICSA atau melalui sebarang langkah yang munasabah yang ditentukan MAICSA. Sebarang perubahan pada Notis Data Peribadi akan berkuatkuasa selepas notis dikeluarkan kepada anda.

Kami ingin menghantar maklumat tentang program latihan anjuran MAICSA pada masa akan datang melalui emel atau faks. Sekiranya anda tidak bersetuju untuk dihubungi dengan cara ini, sila tandakan “X” pada kotak ini - ***tidak digunakan untuk ahli MAICSA, pelajar dan affiliate***

Perakuan	Peserta	Orang yang dihubungi
Saya membenarkan pemprosesan data peribadi saya bagi tujuan yang dinyatakan dalam Notis diatas.	Tandatangan Nama: Tarikh	Tandatangan Nama: Tarikh

Dikeluarkan oleh: Divisyen Latihan MAICSA