



# GETTING READY FOR GST AUDITS

22 JUNE 2015 | SERI PACIFIC HOTEL, KUALA LUMPUR | 9AM-5PM

## Introduction

Tax audit is an essential element of any tax system. The success of GST implementation in your organisation is determined by the outcome the GST audit conducted by the Royal Malaysian Customs (RMC). However, managing the audit is not entirely a technical issues. The systems that you have put in place drives your ability to cooperate and be efficient in the audit process. In this course, the speaker describe how you should take proactive steps in preparing for GST audit and share the practical tips. On the aspects of soft skills, the experience of managing income tax audits are referred to.

## Objectives

- ❖ Encourage and discuss steps to have proactive and continuous preparation for GST audits and thus minimise the indirect tax risks.
- ❖ Discuss the rights and responsibilities of taxable persons and power of the RMC in relation of GST audits
- ❖ Outline practical tips to handle GST audits

## Who Should Attend

- ❖ Tax Agents
- ❖ Accountants
- ❖ Directors and Business Managers

## Speakers Profile

### THENESH KANNA & RENGANATHAN

Thenesh Kannaa and Renganathan are partners of *Thenesh, Renga & Associates* (a.k.a. TraTax Malaysia), a firm of chartered accountants dedicated to providing income tax and GST advisory. The firm advises on GST to clients from diverse industries - including manufacturing, professional services, trading, F&B chains, importers and exporters, logistic service providers, construction, property development, healthcare, financial services, airlines, telecommunications, societies and government (statutory bodies). Both speakers are fellow members of the Association of Chartered Certified Accountants (FCCA, UK) and members of the Malaysian Institute of Accountants (MIA), the Chartered Tax Institute of Malaysia (CTIM) and the International Fiscal Association (IFA, Netherlands). They are also licensed tax agents - both under the Income Tax Act 1967 and the GST Act 2014.

Thenesh Kannaa is a member of CTIM's Editorial Committee and the Technical Committee for Indirect Taxes. Renganathan has served the Institute's Membership Committee. They are frequent speakers on GST topics at conferences and seminars organised by various professional bodies, industry organisations and statutory bodies. Thenesh Kannaa is author of the several books on Malaysian taxation, including the *Master GST Guide* published by CCH. He is also the author of the Malaysian chapter of the *Holding Companies Database* published by International Bureau of Fiscal Documentation (IBFD), Amsterdam. Renganathan has vast experience representing clients from diverse industries on tax audit and investigation cases.

## Programme

TIME	TOPIC	SPEAKER
9:00am - 10:30am	<ul style="list-style-type: none"> <li>➢ Purpose of GST Audits</li> <li>➢ Types of audits</li> <li>➢ GAF File, its Legal Status and Role in the Audit Process</li> <li>➢ Documentations and Records keeping - the practical aspects</li> <li>➢ Offences &amp; Penalties</li> </ul>	Thenesh Kannaa
10.50am - 11.10am	Morning break	
11:10am - 1:00pm	<ul style="list-style-type: none"> <li>➢ Stages of Audit; A Practitioner's Perspective</li> <li>➢ Responsibilities &amp; Rights of Every Taxable Person</li> <li>➢ The Settlement Process &amp; Instalments</li> </ul>	Renganathan
1:00pm - 2:00pm	Lunch break	
2:00pm - 3:20pm	<ul style="list-style-type: none"> <li>➢ Tax risk management - the advantages of preparing for tax audits continuously</li> <li>➢ General and Specific Anti-Avoidance Rules in the GST Act</li> <li>➢ The Appeal Process</li> </ul>	Thenesh Kannaa
3:20pm - 4:20pm	<ul style="list-style-type: none"> <li>➢ Voluntary Disclosure</li> <li>➢ Joint audits by Customs and LHDN</li> </ul>	Renganathan
4:20pm - 4:40pm	Questions & Answers (Q&A) session	Thenesh Kannaa & Renganathan
4:40pm - 5:00pm	Coffee and Refreshments	

Please present your identification card upon registration and collection fo certificate of attendance for verification purposes. Registration and collection certificate on your behalf is not allowed.

\*Please note that the CPD Points awarded is not qualify for the purpose of application and renewal of tax agent licence under Section 153, Income Tax Act, 1967



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**EVENT CODE: 15SE/012**

### \*Registration Fees

	Participation Fee	GST 6%	Net Registration Fee
<input type="checkbox"/> CTIM/ACCA Member	RM450.00	RM27.00	<b>RM477.00</b>
<input type="checkbox"/> Member's Firm Staff	RM500.00	RM30.00	<b>RM530.00</b>
<input type="checkbox"/> Non-Member	RM550.00	RM33.00	<b>RM583.00</b>

*\*Payment of the registration fee will be due on issuance of the GST Tax Invoice which will be issued subsequent to 1 April 2015.*

### Enquiries

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03-2162 8990  
Email [cpd@ctim.org.my](mailto:cpd@ctim.org.my)

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50450 Kuala Lumpur

#### Contact Person :

For Klang Valley events:  
Ms.Yus (ext 121 / [yusfariza@ctim.org.my](mailto:yusfariza@ctim.org.my))  
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For Outstation events:  
Mr. Jason (ext 108/[jason@ctim.org.my](mailto:jason@ctim.org.my))  
Ms.Ramya (ext 119 / [ramya@ctim.org.my](mailto:ramya@ctim.org.my))  
General enquiries :  
Ms Ally (ext 123 / [ally@ctim.org.my](mailto:ally@ctim.org.my))

- Seats are limited and based on first-come, first-served basis
- Registration of participants will be confirmed upon registration, receipt of full payment or an acceptable employers guarantee and settlement of previous outstanding dues.
- All outstanding payments must be received on or prior to the date of the event for participants to be allowed to attend. The Institute reserves the right to cancel the registration if no payment is received prior to or on the date of the event.
- Walk-in participant registration and attendance is subject to availability of seats and full payment
- Certificate of attendance will only be released upon participant signing the attendance register before 10.30am, full attendance and after completion of the event.

### Participant's Contact Details

Name	:	.....	Company	:	.....
I/C Number	:	.....	Designation	:	.....
Membership No	:	.....	Tel	:	.....
	<input type="checkbox"/>	CTIM	Fax	:	.....
	<input type="checkbox"/>	ACCA	Email	:	.....
	<input type="checkbox"/>	Member's Firm Staff	Mobile	:	.....
Company Address	:	.....	Dietary	:	Normal <input type="checkbox"/>
	:	.....			Vegetarian <input type="checkbox"/>
	:	.....			

### Payment Details (please tick the relevant boxes)

- Cash** for amount of RM .....
- Cheque** No ..... for amount of RM .....  
(Non-refundable and made payable to "CTIM-CPE")
- Online payment** via CIMB Clicks / CIMB Shoppe  
*Click Bill>Alumni/Association>Chartered Tax Institute of Malaysia-CPD*  
(Please attach together the transaction slip)
- MASTER / VISA** Credit Card for amount of RM .....  
*Please complete the credit card details*

### Credit Card details

Card Number

Cardholder's Name (as per credit card) ..... Expiry Date .....

.....

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 allowed. Please notify us at least three days prior to the event 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 ON PARTICIPATION

The Chartered Tax Institute of Malaysia must receive cancellations in writing five (5) working days prior to the event date. Refund amount is subject to deduction of administration and finance charges. No refund will be given for cancellations received within less than five working days prior to the event date.

### CONFIRMATION OF REGISTRATION

The confirmation letter will be issued 5 days before the commencement of the event upon receipt of full payment via email. In the event that you do not receive the confirmation letter 5 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 number of participants is less than 20. A minimum three (3) days notice will be given

### RECORDING

Video / Sound recording is strictly prohibited.