

# MANAGING INCOME TAX AUDITS AND CAPITALISING ON VOLUNTARY DISCLOSURE PENALTY WAIVER/ REDUCTION FROM 1ST MARCH TO 15TH DECEMBER 2016

Date	Venue	Event Code	Time
4 May 2016	Mutiara Hotel, Johor Bahru	16WS/036	9.00am to 5.00pm
20 July 2016	Seri Pacific Hotel, Kuala Lumpur	16WS/037	
24 August 2016	Hotel Jen, Penang	16WS/038	

## Introduction

Tax audit is an essential element of self-assessment system. During the audit process, which is carried out with the objective of increasing the rate of voluntary compliance, the Inland Revenue Board of Malaysia (IRBM) applies numerous techniques and tools to examine the taxpayers' records, financial affairs, documentations, substance of documentations and business practices. The IRBM has expressed in its recent tax audit framework that it expects the tax agents representing the taxpayers to be professional, honest, cooperative and highly knowledgeable on the law as well as practices in order to handle the tax audit process effectively and efficiently. It is also to the interest of the taxpayers that the audit is completed cooperatively and efficiently. This course empowers the participants with the knowledge and skills to handle the various stages of a tax audit. Further, it is guided on how to capitalise on the voluntary disclosure concessions effective March to December 15th of 2016; and its pros and cons.

## WORKSHOP OUTLINE

- Understanding the tax audit framework (Revised 1/2015)
- Objectives of tax audit
- Selection of Cases
- The tax audit process—pre, during and post audit process
- Ethical consideration during audit process
- Offences and Penalties
- Payment system
- Appeal process
- Supporting Documents for Commercial Justifications
- Tax Avoidance, Evasion and Planning
- Evaluation of Enterprise Risk Profile
- Voluntary Disclosure process
- Rights and Responsibilities of a taxpayer and tax agent

## OBJECTIVES

- Empowers participants with the knowledge and practical skills to handle the various stages of a tax audits
- Understand the rights and responsibilities of various parties involved in a tax audit process.
- Comprehend the voluntary disclosure process and its pros and cons – including the penalty waiver/reduction effective March to December 15th of 2016

## WHO SHOULD ATTEND

- Tax Agents
- Accountants in Corporate
- Directors & Business Managers

## SPEAKER'S PROFILE

Renganathan is a partner of Thenesh, Renga & Associates (a.k.a. TraTax Malaysia), a firm of chartered accountants dedicated for providing tax advisory services. Renganathan is a fellow member of the Association of Chartered Certified Accountants (ACCA, UK), member of the Malaysian Institute of Accountants (MIA), the Chartered Tax Institute of Malaysia (CTIM), the Chartered Management Institute (CMI, UK) and the International Fiscal Association (IFA). He is a licensed tax agent - both under the Income Tax Act 1967 and the Goods and Services Tax Act 2014. Renganathan is specialised in tax advisory (direct taxes as well as GST) and has represented clients from various industries on tax audit cases and has been a member of the CTIM's Membership Committee. He has also spoken at various tax forums and seminars and has served as a member of ACCA's Marking Panel for a Malaysian variant tax examination



## Registration Form

Please retain original copy for your records. | Please photocopy for additional delegates. | Registration can be made via fax.

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#### \*Registration Fees


	Klang Valley	Outstation
<input type="checkbox"/> CTIM/ACCA Member	RM424.00	RM371.00
<input type="checkbox"/> Member's Firm Staff	RM477.00	RM424.00
<input type="checkbox"/> Non-Member	RM530.00	RM477.00

\* The above registration fees are inclusive of 6% GST

- \* 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 payment 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.

#### Enquiries

 Tel: 03-2162 8989  
 Fax: 03-2161 3207  
 03-2162 8990  
 Email: cpd@ctim.org.my

 B-13-1, Block B, Level 13, Unit 1,  
 Megan Avenue II,  
 No 12, Jalan Yap Kwan Seng,  
 50450 Kuala Lumpur

#### Contact Person:

*For Klang Valley events:*  
 Ms Yus (ext 121 / yusfariza@ctim.org.my)  
 Ms Jaslina (ext 131 / jaslina@ctim.org.my)  
*For Outstation events:*  
 Mr Jason (ext 108/ jason@ctim.org.my)  
 Ms Ramya (ext 119 / ramya@ctim.org.my)  
*General enquiries:*  
 Ms Ally (ext 123 / ally@ctim.org.my)

Please tick the relevant boxes

Date	Venue	Date	Venue
<input type="checkbox"/> 4 May 2016	Mutiara Hotel, Johor Bahru	<input type="checkbox"/> 24 August 2016	Hotel Jen, Penang
<input type="checkbox"/> 20 July 2016	Seri Pacific Hotel, Kuala Lumpur		

#### Participant's Contact Details

Full Name : \_\_\_\_\_ Company : \_\_\_\_\_  
 I/C Number : \_\_\_\_\_ Designation : \_\_\_\_\_  
 CTIM/ACCA Membership No : \_\_\_\_\_ Tel : \_\_\_\_\_  
 Company Address : \_\_\_\_\_ 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")

**Online Payment** via CIMB Clicks or 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 No \_\_\_\_\_ Expiry Date \_\_\_\_\_

Cardholder's Name ( as per credit card ) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Cardholder's Signature

\_\_\_\_\_ Company Stamp & Signature \_\_\_\_\_ Date

#### Replacements

Please note registrations for the event are not interchangeable but replacements are acceptable. 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

The Chartered Tax Institute of Malaysia must receive cancellations in writing five working days prior to the event. 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 of the event.

#### Confirmation of Registration

The confirmation letter will be emailed 5 days before the commencement of the event upon receipt of full payment. In the event 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 the number of participants is less than 20. A minimum of 3 days notice will be given.

#### Recording

Video / Sound recording is strictly prohibited.