

Dear Bro & Sis,

Good day to you!



GST TRAINING ON **EMPLOYEES BENEFITS** FOR **H**UMAN **R**ESOURCES **D**EPARTMENT

GST Rules for your EMPLOYEE BENEFITS?

Since the implementation of GST, mostly everyone already familiar with GST business transaction with regard to dealing with external parties i.e client. However, some internal matters i.e. EMPLOYEE BENEFITS also attracting GST. Thus:

- Do you know how to deal with employee benefit GST treatment correctly?
- Do you know how to account your employee benefits for GST (Output Tax)?
- Which GST (Input Tax) paid toward employee benefits can be claim?
- How about your record? Do you keep record properly?

This is a one day training specially designed for you to learn on how to comply to GST Law especially in relation to Employee Benefits. This is important to avoid companies exposure to penalties when Royal Malaysian Customs (RMC) conduct audits.

TRAINING WITH PRACTICAL EXERCISE MAKES YOU EASY TO LEARN!

WHAT WILL YOU BENEFIT

At the end of the training, the participants should be able to:

- Understand and refresh GST basic knowledge.
- Able to calculate GST on employee benefit and to client.
- Able to determine when to record GST on employee benefit.
- Understand how important the requirement of record keeping.

WHO SHOULD ATTEND

Company Directors, Managers, Department Heads, HR Manager, HR Professionals, HR Executives & Officers, HR Personnel, Payroll Executives, Finance & Administrative Managers & Executives, Business Entrepreneurs and anyone who are interested.

LANGUAGE

English & Bahasa Malaysia

COURSE CONTENT

1) Basic knowledge of GST

- **What is GST** - Discussing the true meaning of GST and its implication.
- **Why GST** - Understanding the GST objective and avoiding GST trap.
- **GST Concept**
 - i) Registering GST – The Calculation, Who, why and the exposure risk.
 - ii) How does GST works
 - iii) The place it transact.
 - iii) The time it's happen and GST 21 days billing rule.
 - iv) The GST formula – Price inclusive of GST and price exclusive of GST.
 - v) Deemed supply and gift rule.
- i) Goods or service given free to employees which are stated in employment contract.
- ii) Goods or service given free to employees which are **not** stated in employment contract.
- When to account for GST (Output Tax).
- How to calculate the employee benefit value.
- What GST (input Tax) paid can be claimable.
- What is non-claimable on GST (Input Tax) paid.

2) The responsibilities of GST registered business, Offences and Penalties.

- What are the responsibilities and please watch out this.
- Discussing the penalties and offences. Minimising risk.

3) GST on employees Benefits

- The background.
- The gift rule.
- Discussing on many types of employee benefit given to employees.
- What is employment contracts.
- GST treatment on:

4) Exercise 1 - Types of employees benefit which are attracting GST or else.

5) Exercise 2 - Calculate GST value.

6) Exercise 3 - Claiming GST (Input Tax) Paid.

7) Record Keeping

- The silence bomb.
- What, by who and for how long?
- The implication of failure to keep full, true and good record.

8) Conclusion

GST TRAINING ON **EMPLOYEES BENEFITS** FOR **HUMAN RESOURCES DEPARTMENT**

Date	: 23 August 2016
Course Fee	: RM 1000 Now RM 420.00/participant (Save RM580)
	Group of 3 – RM 370.00/participant (Save RM 630)
Venue	: Seri Costa Hotel, Melaka

LET'S REGISTER NOW!

Please find attachment for full details.

Quick! Call us for registration now!

Yimi Lau

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