



GST Accounting & Revision Workshop

2 Days Comprehensive GST Accounting Workshop

Welcome for all accounting software users

(Demo by SQL System)

Date: Every Thursday & Friday

Time: 9.00am to 6.00pm

Course Fees (Price with GST Inclusive)

Registration

Call: 03-8074 8927

Email: 03-80748927@osmgroup.com.my

Venue: No.28-2, Jalan OP 1/3, Pusat Perdagangan One

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You can register for either 1 day or 2 days for the training program

1 Day Training Fees: RM 636 (For first person) RM 477 (For second person onward)

2 Days Training Fees: RM 848 (For first person) RM 636 (For second person onward)

Special offer for our existing Client: 30% off *Tea Break & Lunch provided

- 1Day Course: RM 445.00 for first person RM 334.00 for second person onward
- 2Days Course: RM 593.00 for first person RM 445.00 for second person onward

*If you are our existing Customer, kindly prove us your attendance Certificate to enjoy for special offer

Applicable for following Industries:-

- Manufacturing / Wholesaler / Retailing / Trading / Services / Importation & Exportation / Engineering / Event & Management / Food & Beverage / Transportation.....

Who should attend this Course?

1. Account Executive / Finance Manager / Director / Business Partner

Why you should attend this Seminar?

1. You will learn how to create appropriate Chart of Account
2. You will learn how to Mapping correct Tax Codes in your business transactions
3. You will learn what are Claimable / Non Claimable Business Transactions
4. You will learn how to submit GST Return / Refund / Amendment / Adjustment
5. Common errors in GST Accounting & Others GST Knowledge

Disclaimer:

- 1) OSM reserves the right to amend of seminar date, time, venue, training slide & trainer from time to time.
- 2) Seminar shall be registered in advance 3 days before seminar date.
- 3) Payment shall be made on the same date of registration.
- 4) Payment made is non-refundable and not exchangeable for other products / services.
- 5) Payment will be forfeited if participants make any cancellation or reschedule.
- 6) Participant is allowing for transferable to other participant but shall inform our officer in advance 3 days of seminar date. All transferable must seek for OSM's approval



COURSE CONTENTS

DAY 1

No	Training Outlines
1	GST System Required – Effective 1 Oct'15
2	SST VS GST
3	Criteria's Claiming for Input Tax Credits <ul style="list-style-type: none"> - Claimable VS Un Claimable Expenses - Sample Claimable and Blocked Input Tax expenses - Common errors upon Claiming Input Tax Credit - Appartitional Claiming Input Tax - Period of Claiming Input Tax Credits - Period of GST Refund & Criteria's
4	Tax Codes Explanation & Applications <ul style="list-style-type: none"> - Explanation of 23 Tax Codes - Application of 23 Tax Codes - Common confusing & Wrong Tax Codes Application
5	Restructure Chart of Account <ul style="list-style-type: none"> - Preset Tax Codes to General Ledger - Preset Single / Multiple MSIC Codes
6	Business Incomes <ul style="list-style-type: none"> - Full Tax Invoice VS Simplify Invoice - Who should apply for Simplify Invoice - How to issue a proper format for Tax Invoice - Tax Codes application (<i>Local / Exportation / Designated Areas / FTZ / FCZ / Intercompany</i>) - Important of Delivery Order Conversion to Tax Invoice - How to deal with Deposit Received Transactions - How to handle System Rounding Figures <p>Other Incomes:</p> <ul style="list-style-type: none"> - Should I need issue Tax Invoice to my Tenant - Individual VS Company Supply for Commercial / Residential Rental - How to declare Foreign Exchange Gain or Loss / Acquisition of Fixed Assets - How to handle Interest received from Bank / Unit Trust / Share / Loan Interest - Insurance Compensation - Donation & Sponsorship
7	Qualification Exportation Business and Tax Codes Application <ul style="list-style-type: none"> - Exportation Documentations required (K2 / K3 Form)
8	Credit Notes VS Debit Notes <ul style="list-style-type: none"> - When & Why I need to issue these document
9	Consignment Business <ul style="list-style-type: none"> - How to deal with Consignment business
10	Cost of Sales <ul style="list-style-type: none"> - How to recognize and handle Full Tax Invoice & Simplify Invoice - Common Errors when update Supplier Invoice - How to confirmed Suppliers are GST Registrant - How to Handle Local Credit Purchases / Cash Purchase / Over sea Purchases / Custom K1 Form declaration / Forwarding Company Invoice
11	Business Expenses: <ul style="list-style-type: none"> - How to use proper Tax Codes - How to handle with Accrual and double entries transactions - Proper Filling System requirement - Director Claims / Sales Person

DAY 2

No	Training Outlines
1	Special Schemes - Who should apply for Special Schemes
2	Employee Benefits - Staff Handbook Requirement - GST Claimable VS Un Claimable
3	Other GST Knowledge's - 21 Days Rules - Deemed Supply – Gift Rules - Sample / Demo Items - Bad Debts Relief & Recovery / Letter of Demand / Reminder - How to deal with prepayments / Deposit
4	GST Checking - By General Ledger - How to handle & Amendment of Various Output Tax Amount - How to handle & Amendment of Various Input Tax Amount - Double Confirm Claimable & Un Claimable Transactions - GST 03 Form Checking & Confirmation
5	GST Adjustment After Submission - Double confirmed Claimable & un claimable transactions - Edit / New / Amendment
6	GST Amendment Via TAP - Step by step guidelines
7	GST Submission Via TAP – Step by Step guidelines - How to submit by Online - Common errors upon submission - How to make payment by (Chq / Bank / Online Transfer) - Payment through TAP Online - 6 Bank acceptance for GST Payment
8	GST Deregistration - When only can deregistration for GST
9	GST Audit & Investigation - Documentation Requirement - Late Submission & Penalty
10	GST VS Income Tax - Qualifying GST Expenses - Latest Update Information

Registration Form

Seminar Date: _____

GST Accounting & Revision Workshop

Company Name: _____

Contact No: _____

Industry: _____

Email Address: _____

Company Address: _____

- Thursday Class Only
- Friday Class Only
- Thursday & Friday Class (2 Days Comprehensive Training)

Participants Information Required

No	Participant Name (Follow IC)	NRIC No	Mobile No	Position
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Payment Term

- Online Transfer Cheque: _____ Cash Deposit

Total Payment: _____

Total Participants: _____

Banking Information:

- Bank: RHB
- Account No: 2121 2500 13 9725
- Company Name: OSM BUSINESS ADVISORY SDN BHD

*Upon made payment, kindly email banking receipt to training@osmgroup.com.my.

* You are required to attach together with this Registration Form to us with Participants full name details as per NRIC.