



# The employer's mandate & GST compliance workshop

Are you ready to take charge?



**Tuesday, 8 September 2015**

**8.00am - 5.15pm**

**Promenade Hotel  
No. 4, Lorong Api-Api 3  
Api-Api Centre  
88000 Kota Kinabalu**

Brought to you by Deloitte Tax Academy, a division of Deloitte Tax Services Sdn Bhd  
(an approved training provider by HRDF).

# Programme

## Morning Session

### The Employer's Mandate

#### *Objective*

The roles of an employer have evolved significantly in recent years. Employers now have to be more accountable to the employees to comply with stringent regulations and procedures to avoid penalties and uphold corporate reputation. Human resources and finance professionals in organizations are critical support to the success of an employer. This seminar presented by the leaders of Deloitte seeks to align the understanding of both human resources and finance professionals of various issues that impact the organisation.

Our seminar will cover:

- Optimising corporate tax incentives for employees
- What authorities seek to unravel in a statutory employer's audits
- Responsibilities of the employer if the employee no longer files his tax return and relies on the employer's reporting
- The unknown corporate implication arising from employees who travel frequently

## Afternoon Session

### GST Compliance Workshop

#### *Objective*

With the onset of GST, the GST registered businesses now have the additional responsibility to compile, prepare and file GST compliant returns with the Royal Malaysian Customs. Preparing a compliant GST return is complex as there are many intricacies to be addressed. Any errors made may result in penalties and also unwanted negative publicity. It is therefore crucial that those who are preparers or having responsibility for the GST returns obtain a good understanding of the preparation and filing process, information required in the returns, common errors made and other guidance to prepare a compliant return.

This is one of the series of GST workshops designed to highlight the finer details involved in preparation of the GST return, the common mistakes to avoid and the recent developments in this area. Delivered by our dedicated GST professionals with a passion for the subject and focus on both technical and practical issues, these workshops will provide you an insight amongst others, on how to prepare the GST return, the tax coding, an opportunity to ask questions or clear your doubts with our GST professionals via a one-on-one session.

Areas to be covered in the workshop would include the following:

- Insight on how to prepare the GST return
- Awareness on the tax coding and its mapping
- Briefing on the costly mistakes to avoid in the GST return
- Sharing of our experience / findings on the common errors made in the GST returns
- Guidance on how to get ready for the GST audit in particular for refund cases

Recognising that each business is unique and there are still many questions and uncertainties to be addressed, we are incorporating a one to one discussion with our panel of GST professionals to address any specific questions or doubts via our special GST clinic session.

#### **Who should attend**

The programme is designed for company directors, CFOs, Financial controllers, Finance / Tax managers, accountants, Heads of Human Resources, Human Resource Managers etc.

# Agenda

Time	Agenda
8:00 am - 8:30 am	Registration
8:30 am - 8:45 am	Introduction by Deloitte
8:45 am - 10:00 am	The Employer's Mandate
10:00 am - 10:30 am	Tea break and networking
10:30 am - 12:00 pm	The Employer's Mandate (Con't)
12:00 pm - 12:30 pm	Q & A Session
12:30 pm - 1:30 pm	Lunch
1:30 pm - 3:30 pm	GST Session: <ul style="list-style-type: none"><li>• How to prepare the GST return</li><li>• Tax coding and its mapping</li><li>• Costly mistakes to avoid in the GST return</li><li>• Sharing of our experience / findings on the common errors</li><li>• Guidance on how to get ready for the GST audit</li></ul>
3:30 pm - 4:00 pm	Tea break and networking
4:00 pm - 5:15 pm	Q&A Session: GST Clinic

# Speakers' profiles



**Wong King Yu** (*Host of the event*)  
**Audit Partner, Audit & Assurance**  
**Deloitte East Malaysia**

King Yu has over 19 years of experience in public accounting practice, specialising in audit, tax and business advisory services. Based in Kuching, he has extensive working experiences in Malaysia, Brunei, Singapore and London serving international and local clients.



**Ang Weina**  
**Executive Director, Global Employer Services, Tax**  
**Deloitte Malaysia**

Ang Weina is the National Practice Leader for Global Employer Services (GES) at Deloitte Malaysia's tax practice. She has more than 20 years of experience with Deloitte in Singapore, Japan and Malaysia dealing in tax and immigration matters of employees and employers, including advisory on mobility policies, equity compensation, remuneration planning and payroll compliance review.

She has spoken at Deloitte's public tax seminars and GES conferences overseas, as well as in-house seminars on subjects relating to employee's and employer's tax & GST issues. She is also featured in the local media and contributes to the professional literature.

Weina graduated from the National University of Singapore with a Bachelor of Accountancy. She is a CA(M), CA (Singapore), ATII (M), FCPA (Australia), and also sits on the Advisory Board of the School of Business in Monash University (Sunway Campus) in Malaysia. Weina is a licensed tax agent and has also passed the GST Examination conducted by the Royal Malaysian Customs Department.



**Chow Kuo Seng**

**Executive Director, Audit & Investigation, Business Tax  
Deloitte Malaysia**

Chow Kuo Seng is the Business Tax Audit & Investigation (A&I) Leader at Deloitte Malaysia's tax practice with more than 30 years' experience in tax audits and back duty investigations.

Kuo Seng's experience in A&I controversy management includes providing tax advisory/consultancy and managing compliance work for local and multinational companies as well as high net-worth individual clients and prudential audit review for tax risk management purposes.

Through his years of experience in client service, his profound engagement with the clients and the tax authorities has yielded exceptional resolutions, resulting in positive settlement negotiations, facilitation and amicable resolution of disputes through the Dispute Resolution Proceeding at local tax headquarters.

Kuo Seng is a tax appeal specialist, and is also a much sought-after speaker at public forum on current tax issues organised by the tax authorities and also professional firms. He is a Chartered Accountant of MIA, a licensed tax agent and has also passed the GST Examination conducted by the Royal Malaysian Customs Department.



**Kane Hansel Bong**

**Tax Manager, GST/ VAT, Tax  
Deloitte Malaysia**

Kane is a Tax Manager in Deloitte basing in Kuching. He graduated from National University of Singapore (NUS) with Bachelor of Science and subsequently obtained Bachelor Degree in Applied Accounting from Oxford Brookes University (OBU). He is also a member with Association of Chartered Certified Accountants (ACCA) and an approved GST Tax Agent by MoF.

Kane had been working with MNCs in IT and telecommunication industries, and has experience on management reporting and SAP system implementation. His experience is a beneficial addition to the transitional efforts of clients for GST compliance and implementation.

He has been actively involved in various GST implementation and advisory assignments for local companies and MNCs encompassing industries such as education, plantation, manufacturing, construction, trading, travel industry, livestock and services.



**Cheong Yit Hui**

**Manager, Business Tax  
Deloitte Malaysia**

Yit Hui is a Manager of Deloitte Malaysia's tax practice. She has over 4 years of experience in handling Malaysian corporate and personal taxation, tax audit and investigation, and application of tax incentives for companies. She has served clients in various business sectors including agriculture, manufacturing, trading, construction, investment holding companies as well as financial institutions. She also handles payroll processing and personal tax compliance matters under the Global Employer Services (GES) service line. Currently, she is involved in GST implementation assignments and advisories.

# Registration

## When & where

Date: 8 September 2015 (Tuesday)  
Time: 8:00 am - 5:15 pm  
Venue: Promenade Hotel  
No. 4, Lorong Api-Api 3  
Api-Api Centre  
88000 Kota Kinabalu

## Registration closing date

- No later than 1 September 2015
- No refund for cancellation after 1 September 2015
- No extra charge for substitute delegates

## Seminar fee

- RM380 (inclusive of GST) per delegate
- RM330 (inclusive of GST) each for group booking of 3 delegates

Note: Seats are limited and guaranteed only upon receipt of payment.  
Fees include seminar material and lunch.

## Payment

Company name: Deloitte Tax Services Sdn Bhd  
Bank: CIMB Bank Berhad  
Bank address: Ground Floor, Central Building  
Jalan Sagunting  
88000 Kota Kinabalu  
Swift code: CIBBMYKL  
Account: 8005634410

All payments must be received by 1 September 2015

## Registration & Enquiry

Contact person: Lily Chong / Ms Chin  
Email: mykk@deloitte.com  
Telephone: 088 239601  
Fax: 088 239605  
Address: Deloitte Tax Services Sdn. Bhd.  
Lot B3.3, 3rd Floor, Block B  
No. 73, Bangunan KWSP  
88000 Kota Kinabalu Sabah

### Participant 1

Name (Mr / Mrs / Ms) *\*this name will be presented in the attendance certificate*

Designation

Email

Vegetarian  Yes  No

GST Clinic\*\*  Yes  No

### Participant 2

Name (Mr / Mrs / Ms) *\*this name will be presented in the attendance certificate*

Designation

Email

Vegetarian  Yes  No

GST Clinic\*\*  Yes  No

### Participant company details

Company

Address

Tel Fax

Contact person

Email

Cheque / draft no. for RM

Date

Name

\* Please photocopy registration form for 3rd and subsequent participants.

\*\* Limited seats, register early to avoid disappointment

\*\* Please email your questions by 1 September 2015

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