

# **WEBINAR SERIES:**

## **Navigating E-Invoice Compliance: Enhancing Daily Accounting and Operations**

**25 June 2024, Tuesday**

9.00am – 5.00pm

Speaker: MR TAN KOK TEE

Virtual

Course code: FI250624W1

**Closing date: 23 June 2024**



**8 CPD  
HOURS**

## Course Introduction

The application of E-invoice in billings of commercial activities and the capturing of cost in Accounting as announced by LHDN to be implemented in phases from August 2024 onwards, is **not solely a tax matter of about how much tax to pay or when to do your tax filing. The major part of it is all about your daily Accounting and Invoicing Operation.**

**Hence this program is to equip all Accounting and Other Operational Staffs on the organization's requirement to have validated E-invoice.**

The need to know when to issue an E-Invoice to customers to capture the revenue, when to issue self-bill invoice to capture the cost, when suppliers are not required to issue E-invoice, etc. are all essential knowledge and skills that all staffs in the organization's accounting and other departments, such as sales, purchasing, human resources, etc. will need to know and possess.

It is therefore essential that all the Accounting and other Operational function staffs, get equip with the E-Invoice mechanism in our daily Accounting and Business operation.

## Target Audience

- Directors, CEO, COO and CFOs,
- Financial Controllers, Accountants & Those Heading the Financial Functions,
- Company Secretaries, Operational Departmental Managers,
- Executives, Officers and those who wish to develop their understanding on financial analysis
- Any other person who wish to grasp the managerial aspects of accounting & finance for corporate financial effectiveness.

## Methodology

- Course notes
- Questions & Answers
- Handson Learning recap quiz and exercise.

## Course Objectives

By the end of this program, participants would be able to:

1. Understand the mechanism of E-Invoice mechanism
2. Prepare and get ready for E-Invoice implementation
3. Gain guidance on actions to be taken to capture revenue and cost for your business operation

## Course Outline

### 1. Introduction

- a) What is e-Invoice and its Scope of coverage.
- b) What transaction type does E-Invoice cover?
- c) Parties Exempted

### 2. E-Invoice Mechanism

- a) E-Invoice mechanism and flowchart under:
  - i. IRB's MyInvois model
  - ii. Application Program Integration (API) model
- b) Understanding the guides issued by IRB:
  - iii. E-Invoice General Guide
  - iv. E-Invoice Specific Guide
  - v. Other FAQ from IRB
  - vi. Information to be shown in the E-Invoice:
    - Compulsory information
    - Non-compulsory information

### 3. Application for Accounting & Other Business Transactions

- a) E-Invoice treatment for:
  - I. Reimbursement and Disbursements,
  - II. Penalties
  - III. Employment Perquisites and Benefits
  - IV. Importation of goods and services
  - V. Rental or Expenditure incurred from parties exempted from e-Invoice.
  - VI. Commission payments to Agents, Dealers, Distributors (ADD)
  - VII. Interest received from Financial Institutions
- b) Actions to be taken to get ready for the implementation.

### 4. Learning Exercise Quiz And Questions

## About the Trainer: MR TAN KOK TEE, MBA-FINANCE, FAIA, MIPA, AAFA, MCCS, ACTIM, CICA

Tan Kok Tee has 40 years of working experience in accounts & financial, strategic and general management field. He has held a variety of leadership and senior management roles in various organizations, starting in the Accounts & Finance Department until CFO level and the last being Group Chief Executive Officer. More than half of these times are spent in the Manufacturing, Marketing & Distribution and Services organizations, including those with the then Inchcape Timuran Berhad, Metroplex Berhad, Perdana Industries Berhad. He is a Fellow member of the Association of International Accountants, UK; Member of the Institute of Public Accountants, Aust.; Certified Commercial Accountant, (M); Member of the Chartered Tax Institute of Malaysia; Member of the Malaysia Associations of Company Secretaries (M) and a Gold Mastery Holder in Reinventing Strategic Planning and Management from the Haines Centre for Strategic Management, sponsored by University of San Diego, USA. He is also a Certified Trainer with PMSB's (HRDF) Train The Trainer Certificate since 2009, a GST Agent registered with MOF & Holder of the GST MyGCAP certificate from RMCD and a Life Member of the Malaysian Institute of Directors. Kok Tee has been involved in Advisory, Training and Facilitation on a part-time basis from 2009-2013, and full time from 2014 to now. To-date he had conducted about 400 training workshops throughout Malaysia on topics on GST; SST; Practical Accounting for Accounting Staffs; Reading, Analyzing and Interpreting Financial Statement; Accounting and Finance for Non-Accounting Managers; Customers Credit Evaluations and Collection Strategies; Incoterms, LC Operations and Trade Financing; Reinventing the Strategic Planning and Management and Financial Statement Hands On Application to MBRS, for both in-house as well as public, including to Government Authorities, Chamber of Commerce, Government Link Companies, Banks, Malaysian Institute of Accountants, Chartered Institute of Management Accountants, CPA Australia, Malaysian Institute of Chartered Secretaries and Administrators, Selangor State Human Resource Development Centre (SHRDC), Negeri Sembilan State Skills Development Centre (NSSDC), Penang Skill Development Centre (PSDC), NGOs and many others public training providers. Through them, Kok Tee has also conducted training for Shin Yang Group in Miri, Bintulu Port, Deleum Bhd., Boustead Plantation Bhd., Takahata, FBK Manufacturing, Brothers Industries, Integrated Logistics, Mega Logistics, Chung Hwa Picture Tubes, Ohara Melaka, Safran Aerospace, NEC Corp. of Malaysia, Kobe Precissions, Tecktronic & Sons Holdings, Julie Biscuit, Ornapaper Melaka, Sunway University, Audit and Tax Firms and many many more. To-date more than 15,000 executives has been trained by him and was a Lead GST Trainer for Malaysia Export Academy in 2014-2015. Kok Tee has also been a hands on SST practitioner during the SST01 regime until its abolition. He also developed and delivered an entrepreneurship program specially designed for MBA students from GC University, Pakistan in collaboration with Sunway Education Group for period of 5 years (2010 to 2014) and was an invited speaker for the Asian Financial Controller's Congress in 2009, 2010 and 2011.

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MAICSA Member's staff***	600	600	600

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Tel: **03-2282 9276 (ext 805)**

Attention: Ms Nor Falati

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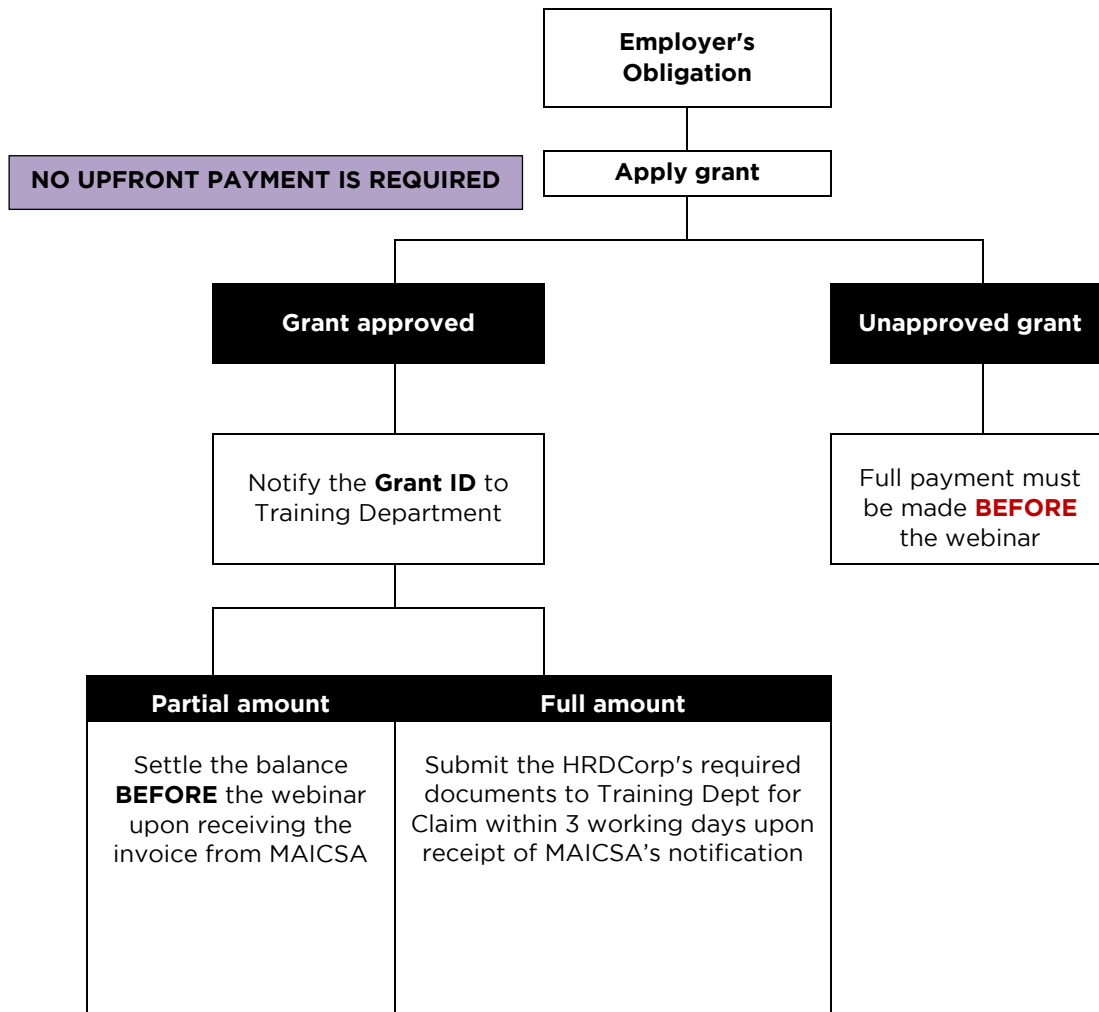
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