



**SW PROJECT CONSULTING SDN BHD** (1001320-A)  
www.swpc.com.my

## FULL DAY WEBINAR : SERVICE TAX FOR CONSULTING, MANAGEMENT AND TRAINING INDUSTRY

“ Fresh from the launch of the revised Sales & Service Tax (SST) on September 1, 2018 and amendment in Parliament, it is now an opportunity to review its implementation to iron out problems and gain clarity on issues that have been cropped up in Consulting, Management and Training Industry ”

This program gives the participants the necessary content to understand the current development for the Service Tax operation in Consulting, Management and Training Industry. It is important for service tax registrants to ensure compliance and avoid unnecessary penalties and increased cost of compliance. The RMCD has also issued amendments to the tax regime on Consulting, Management and Training Industry. Gain an understanding of the latest developments affecting the registrants, including service tax exemption, service tax deduction, imported taxable services and group relief applicable for the Consulting, Management and Training Industry service tax registrants.

### Who Should Attend

- Accounting Department for Taxable service providers
- Executive Search Companies
- Outsourcing Companies
- Training Organization
- Business Management Consulting Technical Services, HR Management and Consulting Employment Agency

### Content

- Service Tax Policy 2019/2020
- Service Tax Act by RMCD
- Service Tax Regulations and Orders
- Imported Taxable Services and exemption
- B2B Service Tax Exemption
- FAQ on Employment Services, HR Management Services, Training Services and Consulting Services
- Customs Ruling, Remission and Refund Procedures

**Training Fees** | MYR **600**/pax  
(HRDF Claimable)

**NO  
SST**

**Optional** | MYR **100**/pax  
( Including Courier, Training Material  
+ Certificate of Attendance )

**Date** | 21 / JAN / 2020 (Thursday)

**Time** | 9:00 am ~ 17:00 pm

**Venue** | Webinar Via ZOOM

(Link will forward before training)

“ **GROUP PACKAGE AVAILABLE** ”

**Group Package 1 :**

**RM1200 – 2 pax**

with 1 set of training material and 2 certificates

**Group Package 2 :**

**RM1800 – 9 pax** (\*max)

with 3 sets of training material and 3 certificates

**Course Leader: Stanley Wong**

Stanley Wong is a chartered accountant, PMP, member of Malaysian Institute of Accountants and HRDF certified trainer. Being a regular speaker on SST, he delivers training on SST mechanism, GST | SST System Changes; focus on SST governance, review and compliance perspective. He attended GST and VAT Training in Singapore and UK. He is the pioneer to bring overseas compliance practice to enlighten local businesses. Some of these overseas practices such as data analytics are critical to verify the compliance level of GST | SST registrants in Malaysia.



**ThinkBuzan**  
License Instructor  
Certified Professional Trainer  
HRDF Malaysia Training Provider (No.4847)

### ✓ SST Training

- Essential Excel Skills for Accountants
- Mind Mapping at Work Place
- Project Management
- Forensic Investigation and Fraud Detection
- Chinese Metaphysics

**Office : +6012-698 1938**

**Mobile : +6012-981 9390 / +6012-305 2908**

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**seminar@swpc.com.my**



### Learning Outcomes

At the end of this program, the participants shall gain knowledge on the following:

- **Service Tax Policy**
- **Service Tax Framework**
  - o Service Tax Industries
  - o Reporting requirements
  - o Accounting entries for service tax
- **Service Tax Compliance**
- **Remission, Refund and Appeal Procedures**
- **Important guide in service industry**
  - o Employment services
  - o Management Services
  - o Consulting Services
  - o Reimbursement and Disbursement
  - o Taxable and Not taxable services
  - o Business Management Consulting Technical Services, HR Management and Consulting Employment Agency



### Training Methodology

- **Tutorial**
- **Group Discussion**



### Syllabus:

Morning 09:00 ~ 12:30	Afternoon 13:30 ~ 17:00
<b>Service Tax Mechanism</b> ❖ Service Tax Mechanism ❖ Service Tax Regulations and Service Tax Orders <ul style="list-style-type: none"> <li>o List of Taxable Service Providers</li> <li>o Registration</li> <li>o Facilities</li> <li>o Special Rules</li> <li>o Penalty and remission</li> </ul> ❖ <u>Definition of Consulting, Management and Training in these businesses</u> ❖ <u>Definition of Secondment of Employees</u> ❖ Service Tax Guide and Important FAQ for Industries <ul style="list-style-type: none"> <li>o <u>Guide on Employment Services</u></li> <li>o <u>Guide on Management Services</u></li> <li>o <u>Guide on Consulting and Training Services</u></li> </ul> ❖ <u>Service Tax Exemption concepts and examples</u> ❖ <u>Taxable and Not-Taxable services</u> ❖ <u>Treatment of Employment outside Malaysia</u> <b>Service Tax Administration</b> ❖ Invoice, receipt, professional bill, debit note and credit note format and requirements ❖ Accounting entries for service tax <ul style="list-style-type: none"> <li>o Provider</li> <li>o Receiver</li> </ul> ❖ Bad debt entries <ul style="list-style-type: none"> <li>o Bad Debt Claim for Service Tax</li> <li>o Bad Debt Recovery for Service Tax</li> </ul>	<b>Imported Taxable Services</b> ❖ Scope of Imported Taxable Services ❖ Guide on Imported Taxable Services ❖ Case studies on Imported Taxable Services <b>Service Tax Policy Updates</b> ❖ Service Tax Policy 2019/2020 ❖ Updates on service tax exemption and deduction from imported taxable services <b>Special Service Tax Treatment</b> ❖ <u>Reimbursement and Disbursement</u> ❖ Connected Person for Free Service within the same group of companies ❖ Intragroup and Intergroup Management Fee <b>Preparing SST-02 Form</b> ❖ Preparing and Reporting in MySST and SST-02 ❖ SST-02 submission <b>Digital Tax Administration</b> ❖ Scope of Digital Tax ❖ <u>Impacts to Malaysian</u> ❖ Impacts to Foreign Registered Person <b>Service Tax Compliance</b> <b>Miscellaneous Topics:</b> ❖ Customs Ruling ❖ Remission, Refund and Appeal Procedures <b>MySST Portal</b> ❖ Latest information on MySST Portal

\*\*Syllabus may subject to change according to the latest information on Sales Tax and Service Tax announcement.

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## Training Registration Form

Please complete this form and send to e-mail address below for training registration. The administrator will liaise with you to confirm the training details and payment options.

### SW Project Consulting Sdn Bhd

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 • For Attention: Stanley Wong  
 • Email: [stanley.wong@swpc.com.my](mailto:stanley.wong@swpc.com.my) or [training@swpc.com.my](mailto:training@swpc.com.my) or [seminar@swpc.com.my](mailto:seminar@swpc.com.my)

### SST Training

Web: [www.swpc.com.my](http://www.swpc.com.my)  
[www.gstsystemchanges.my](http://www.gstsystemchanges.my)  
[www.swprojectconsulting.com.my](http://www.swprojectconsulting.com.my)

**Payment Options:**  
 Cheque; Online and Giro Transfer

Training Type	<b>Webinar Training</b>	
Course name	<b>Webinar – Service Tax for Consulting, Management and Training Industry</b>	
Course Code	<b>SER210121SWP</b>	
Target Date	<input type="checkbox"/> Jan 21, 2021 (Thursday)	<input type="checkbox"/>
Venue	Online Meeting ZOOM Application – Link will forward prior to training	
Price	MYR600 per delegate (7 hours) (Optional: Training manual and certificate of attendance MYR100) Group Package 1 RM1200 – 1 free material + 2 certificates Group Package 2 RM1800 – 3 sets of material + certificates + max 9 pax	



### Delegate's Particulars

Name			
Job Title			
Organization Name			
Organization Address			
Contact Details	City:	State:	Post Code:
Organization Web Site:	Phone:	Fax:	Email:
Contribution to HRDF:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
HRDF SBL Scheme Claim:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

### HRDF:

Please scan this public training registration form to [stanley.wong@swpc.com.my](mailto:stanley.wong@swpc.com.my) or [training@swpc.com.my](mailto:training@swpc.com.my) or [seminar@swpc.com.my](mailto:seminar@swpc.com.my). SW Project Consulting Sdn Bhd is a HRDF registered training provider (4847). This training program is eligible for HRDF-SBL.

\_\_\_\_\_  
 Name and Date

\_\_\_\_\_  
 Signature and Company Stamp

### Terms and Conditions:

- SW Project Consulting Sdn Bhd reserves the right to change the training date and venue based on the required number of quorums with notice given in advance. Kindly make full payment via online.
- Any cancellation or payment made before the event is not refundable. Substitute delegate is allowable.
- Please transfer the payment to Maybank 514196636249 and provide proof of payment.