

GST AUDITS AND INVESTIGATIONS

OBJECTIVES

At the end of this programme, participants will be able to:

- understand the concept of GST Audits
- understand the background of GST Audits
- analyse the areas covered in a GST Audit
- prepare the relevant documents and information
- handle a GST Audit effectively

METHODOLOGY

The training will analyse the Malaysian Customs GST Audit requirements and provide insights on how to handle the information and data required by the GST Auditors.

WHO SHOULD ATTEND

- Finance and Administration Personnel
- Financial Controllers
- Directors of GST businesses
- Tax consultants
- Advisors, Tax Planners and Auditors

The Royal Malaysian Customs Department (RMCD) is planning a comprehensive programme of GST Audits for 2016, to be conducted by their GST Audit Section. The Section officers are to undertake the audits professionally and accurately according to RMCD's Standard Operating Procedures. They are well trained and equipped with the necessary powers and know-how to carry out the audits effectively.

This programme will examine the various types of GST Audits and the areas normally covered by a GST Auditor, in order for you to be better prepared to face an Audit or Investigation.

COURSE OUTLINE

THE GST AUDIT SECTION

- Organisation of the GST Audit Section
- The difference between the Customs Auditor and the GST Auditor
- Who are the GST Auditors?
- Powers of GST Auditors

TYPES OF GST AUDITS

- Desk Audit
- Refund Audit
- Transaction Audit
- Advisory Audit
- Compliance Audit
- Cancellation Audit
- Special Audit
- Large Taxpayer Unit Audit

NEW CUSTOMS INFORMATION SYSTEM

- The Sistem Maklumat Kastam
- The U-Customs System
- Moving forward in the year 2016

THE GST AUDIT

- What triggers a GST Audit?
- Preparing your staff for a GST Audit
- Preparing hard copies and soft copies of records for Customs
- Conducting a review of the GAF File
- Keeping hard copies of source documents
- Responding to queries during a GST Audit
- Official correspondence with the GST Auditor
- Handling 'Grey Areas'
- Areas covered in a GST Audit
- Customs documentation for GST Audits
- Engaging a Tax Agent to handle the GST Audit

THE NOTICE OF ASSESSMENT

- The Preliminary Notice of Assessment
- The Round Table Discussion
- What to do in a Round Table Discussion
- Agreeing to the Final Notice of Assessment
- Payment by installments
- Surcharge by Customs

GROUNDINGS FOR APPEAL

- Appeal to the State Director of Customs
- Appeal to the Director-General
- The GST Appeal Tribunal

PRACTICAL POINTERS ON HOW TO HANDLE A GST AUDIT

GST INVESTIGATION

- Organisation of the Enforcement Section
- What triggers a GST Investigation?
- Pointers on how to handle a GST Investigation

BUSINESSES FACING A CUSTOMS AUDIT AND A GST AUDIT AT THE SAME TIME

- Useful tips on how to prepare for both Audits

