



PERSATUAN SETIAUSAHA SYARIKAT MALAYSIA
MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES
(Approved Body under Fourth Schedule of the Companies Act, 2016)

E-INVOICE IMPLEMENTATION - A PRACTICAL APPROACH



8 FEBRUARY 2025 | SATURDAY



9.00 AM - 5.00 PM



ZOOM WEBINAR



seminar@macs.org.my



www.macs.org.my



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011-56594799 (Whatsapp only)

E-INVOICE IMPLEMENTATION - A PRACTICAL APPROACH

INTRODUCTION

The Income Tax Act 1967 had introduced the mandatory requirement by all business entities to implement the e-Invoice. The implementation of e-Invoicing is intended to support Malaysia's digital economy growth and aims to improve the efficiency of business operation and government tax administration.

Understanding the scope of e-Invoice, the technological transmission mechanism will help taxpayer to implement the e-Invoice process more effectively.

COURSE OBJECTIVES & BENEFITS

- ➔ Understanding the scope of e-Invoice.
- ➔ Understanding the exemptions.
- ➔ Implement the transmission mechanism.
- ➔ Identify type of e-Invoice.
- ➔ Understanding the required fields.
- ➔ Implementing general operational transactions.
- ➔ Developing specific industries transactions for your business.
- ➔ Practical accounting software setting.

STEP-BY-STEP MODULE

Module One - Scope of E-Invoice

- > What is E-Invoice? > Benefits to taxpayers
- > Type of transactions > Implementation timeline
- > Revenue determinant

Module Two - Type of Exemptions

- > Foreign diplomatic office > Revenue below RM150,000
- > Government, state government & local authority
- > Individual not doing business

Module Three - Transmission Mechanism

- > MyInvois Portal > API-Taxpayer's system
- > API-Peppol > API-Middleware

Module Four - Type of E-Invoice Transactions

- > Invoice > Credit Note
- > Debit Note > Refund Note

Module Five - Required Field

- > Party & contact details > Invoice details & unique ID No.
- > Product & service details
- > Payment information & additional field

Module Six - General Operational Transactions

- > Disbursement & reimbursement > Perquisites & benefits
- > Profit distribution & dividend > Currency exchange rate
- > Cross border transaction > Foreign income

Module Seven - Practical Implementation

- > MyInvois Portal > Configuration of Company Profile
- > Configuration of Customer Profile
- > Configuration of Supplier Profile
- > Classification code Setting
- > E-Invoice Template > Sandbox testing environment

PROFILE OF SPEAKER

DR. TAN THAI SOON, MCCS, FCTIM

Dr. Tan Thai Soon is a management and tax consultant. He is the managing director of TST Consulting Group and the founder of Asian Institute of Knowledge Management. He is obtained his Doctor of Business Administration from University of Newcastle, Australia. He holds a Master of Science in Management Accounting and Planning from University Utara Malaysia.

He is a Fellow member of the Chartered Tax Institute of Malaysia (FCTIM), a Fellow member of Malaysian Institute of Management (FMIM), and a member of Institute of Public Accountants (MIPA). He is an Approved Tax Agent, a Certified Financial Planner (CFP), a Registered Financial Planner (RFP) and a Registered Trust and Estate Practitioner (TEP).

He has obtained substantial experience in management consultancy assignments while attached with an international consulting firm which include carried out feasibility study as special consultants, monitoring of housing projects, corporate recovery and receivership assignments.

He has more than 20 years' experience in management consulting and taxation matters. He provides consulting and training in taxation, company law, corporate governance, financial management, knowledge management and innovation. He is a Trainer registered with the Malaysian Human Resources Development Fund.

He has made contributions on articles to international and local journals, and national newspaper. He has authored books in taxation, knowledge management and innovation. He is the editor for *Asian Journal of Knowledge Management*.

WHO WILL BENEFIT?

- Company secretaries, secretarial assistants, company administrators, accountants, company directors, financial manager/executive and business owners/entrepreneurs required to keep abreast with the latest developments/legislations and changes affecting the secretarial profession/business and to maintain professional competency in areas relevant to their work.
- MACS CPD Programme is recognised by SSM for Licensed Company Secretaries in meeting their CPD hours. For members of MACS who act and practise under Sections 236 & 241 of the Companies Act, 2016, it is mandatory to secure a minimum of twenty-four (24) CPD hours per annum.

METHODOLOGY

PowerPoint presentation, discussion and Q&A session.

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REGISTRATION FEES:

Category	Normal Fee (RM) per person
MACS Member	320.00
Staff Member	320.00
MACS Student	120.00
Non-Member	440.00
State Representative & Committee Member	160.00
The above seminar fee is inclusive of SST 8%, seminar materials (softcopy) and E-Certificate of Attendance.	

PROGRAMME FEE

- Fee is payable to **MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES**.

PAYMENT MODE

- Payment must be made through the electronic channels i.e. online payment via the MACS member service portal and electronic fund transfer (EFT).
- Payment by cash and cheque is **NOT ACCEPTABLE** effective from 1 January 2024.

TERMS & CONDITIONS

Certificate of Attendance:

- Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received.
- Please ensure that your name is spelled correctly in the online registration form and also in the attendance list if applicable.
- The certificates will be E-mailed to you within two (2) weeks after the seminar.

Cancellation:

There will be no refund for cancellation or non-attendance but substitute attendee will be accepted on the condition that the organiser receives prior notice 7 days before the date of seminar. Admittance will not be permitted unless payment is received.

Disclaimer:

The organiser reserves the right to make changes to the venue, date, speakers, fees, including cancellation of the seminar, if warranted by circumstances beyond the organiser's control.

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Closing Date:

3 February 2025 (To submit Grant to HRD Corp)
6 February 2025 (Online Registration)

CONTACT PERSON | ENQUIRIES

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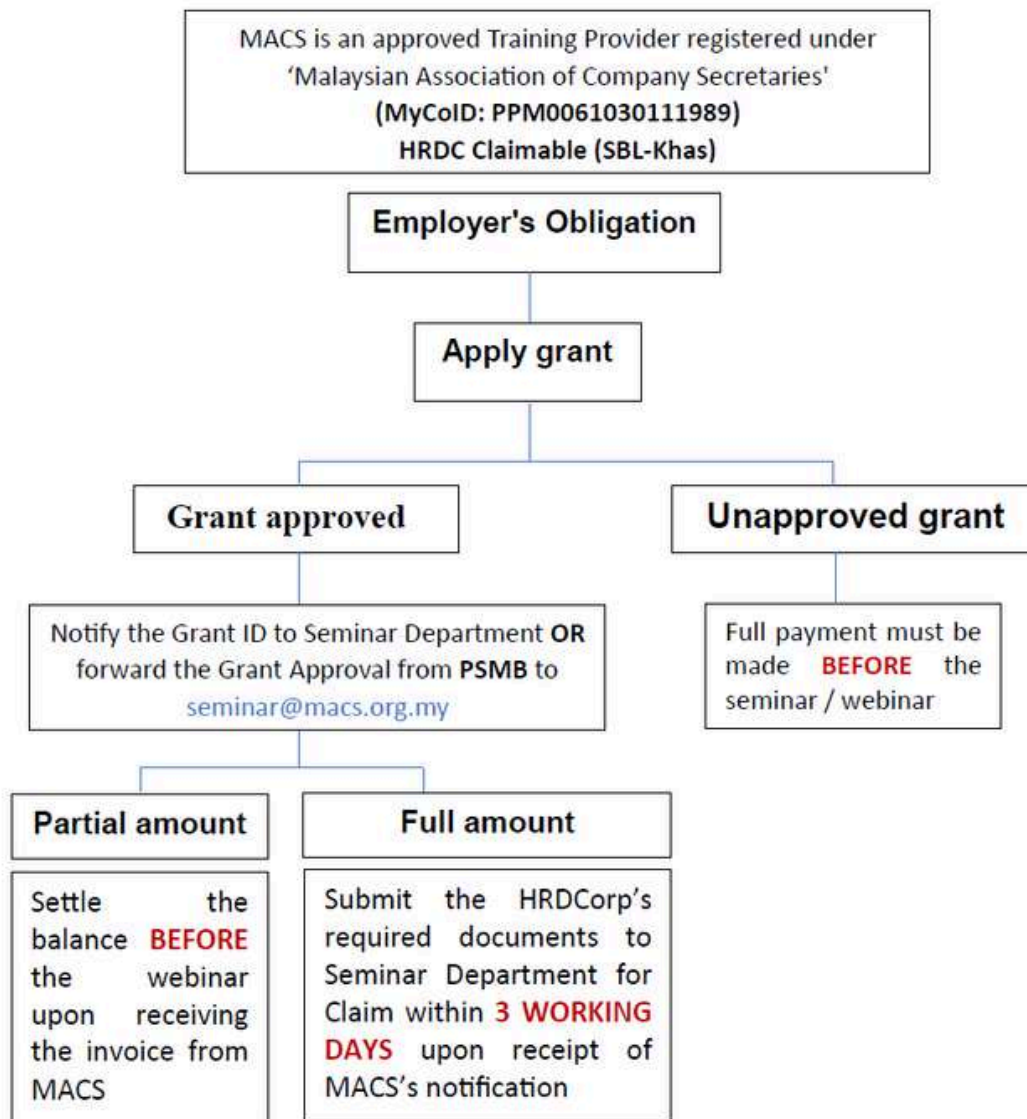
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HRD CORP (FOR CLAIMABLE EVENTS ONLY)

Note: If a member wish to make this event HRDF claimable, please request the supporting documents to apply grant upon submit the online registration form from MACS Membership System to the Secretariat at seminar@macs.org.my.



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