

GETTING READY FOR E-INVOICING IN MALAYSIA



1 July 2024 (Monday), Holiday Villa Johor Bahru City Centre
22 July 2024 (Monday), The Pacific Sutera Hotel, Kota Kinabalu
29 July 2024 (Monday), Sheraton Kuching Hotel
8 August 2024 (Thursday), The Wembley - A St Giles Hotel, Penang
12 August 2024 (Monday), Connexion Conference & Event Centre @ Nexus, Bangsar South, Kuala Lumpur

The e-invoicing system is scheduled to be implemented on 1 August 2024 and fully implemented by 1 July 2025.

The Inland Revenue Board of Malaysia (IRB) has recently issued the e-Invoice Guideline 2023 to clarify the scope of the e-invoice implementation. The Guideline also contains additional clarifications and instructions on the upcoming e-invoicing mandate following the earlier announcement of the implementation of the e-Invoicing initiative.

OBJECTIVES

This programme seeks to help you ensure that your businesses are ready for the e-invoicing implementation.

METHODOLOGY

Lectures, PowerPoint presentation, trainer/speaker-led facilitation, and Q&As.

WHO SHOULD ATTEND

- CFOs, Finance Directors, Managers and Executives
- Tax Practitioners and Business Advisors
- Accountants and Auditors

SPEAKER/TRAINER

YONG MEI SIM

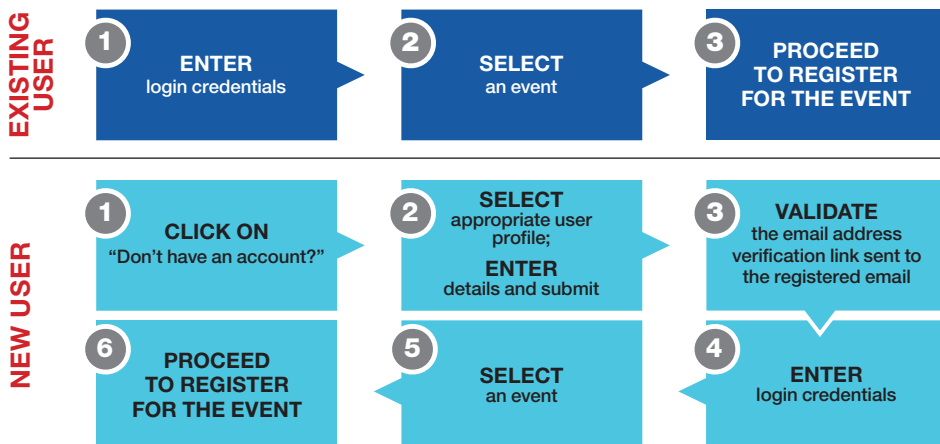
Mei Sim has served the Inland Revenue Board of Malaysia (IRBM) for over 35 years and was formerly the Principal Assistant Director of the Penang branch. She had served with the Payroll Taxes Unit, Field Audit and Desk Audit Unit and actively assisted IRBM's Federal Councils in handling tax litigation cases. She speaks extensively nationwide, sharing her valuable knowledge, experience and expertise on income tax updates and other relevant taxation matters. Mei Sim holds a BSc majoring in Economics from the University of Science Malaysia and an MSc in Taxation from the Golden Gate University, USA.

PROGRAMME OUTLINE

8.30 am –9.00 am	Registration and Welcome Refreshments	12.30 pm –1.30 pm	Networking Lunch
9.00 am –10.30 am	SESSION 1 <ul style="list-style-type: none"> • Preparing for e-Invoicing <ul style="list-style-type: none"> > Is your business ready for the new e-invoicing regulations? > What is e-invoicing? > E-invoicing requirements based on IRB's e-invoicing guidelines 	1.30 pm –3.00 pm	SESSION 3 <ul style="list-style-type: none"> • Preparing for e-Invoicing (<i>continued</i>) <ul style="list-style-type: none"> > Check e-invoice via MyInvois Portal > What is the impact on your business and how to manage the conversion process when moving to e-invoice conversion? > How e-invoicing affects your accounting and tax compliance
10.30 am –11.00 am	Morning Refreshments and Networking	3.00 pm –3.30 pm	Afternoon Refreshments and Networking
11.00 am –12.30 pm	SESSION 2 <ul style="list-style-type: none"> • Preparing for e-Invoicing (<i>continued</i>) <ul style="list-style-type: none"> > Concept and procedure of e-invoicing and invoice workflow > Issuance of e-invoice > Validation of e-invoice > Notification of validated e-invoice > Sharing of e-invoice > Rejection or cancellation of e-invoice 	3.30 pm –5.00 pm	SESSION 4 <ul style="list-style-type: none"> • Latest Q&A published by IRB on e-invoicing for specific industries
		5.00 pm	End of Programme

REGISTRATION PROCESS

- To view more events and download the full brochure, please visit: pd.mia.org.my
- Search and select the event
- Click 'Register' to experience the new system by continuing with the respective steps below:



For any assistance, please call (8.45am-5.30pm, Monday-Friday)

MIA Help Desk @ 603-2722 9000

TERMS & CONDITIONS FOR SEMINARS

PROGRAMME FEE

- Fee is payable to MALAYSIAN INSTITUTE OF ACCOUNTANTS
- Depending on the event, the fee includes course materials and/or lunch and/or tea breaks.
 - **Individual Registration:** Full payment shall be made at the point of online registration.
 - **Corporate Registration:** Full payment shall be made within thirty (30) days from the date of the Invoice or 1 day before the programme, whichever earlier.
- Admittance to the programme shall be granted only upon full payment as per the above requirement.

PAYMENT MODE

- Payment must be made through the **electronic channels i.e. online payment via the MIA member service portal and electronic fund transfer (EFT).**
- Payment by **cash and cheque is NOT ACCEPTABLE** effective from 1 January 2022.

HRD CORP (FOR CLAIMABLE EVENTS ONLY)

- MIA is an approved Training Provider registered under 'Institut Akauntan Malaysia' (MyCoID: 631967).

Employer's Obligations

- To ensure grant approval is obtained prior to event registration and to provide the Grant ID notification upon event registration.
- To make full payment to MIA as per the issued Invoice within 14 working days upon receipt of MIA's notification in the event the approved training fee is cancelled by HRDC due to non-compliance on the part of the participant or his/her employer or any valid reasons stipulated by HRDC.
- To settle the balance payment to MIA within 14 working days upon receipt of MIA's notification in the event only partial claim is approved by HRDC. MIA will provide copy of the original invoice and will not issue a new invoice for the balance amount.
- If employer has made payment prior to grant approval, a refund will be made to employer subject to reimbursement received from HRDC. Refund will be made upon receipt of duly completed employer's EFT Form.
- To provide required information and/or documents after completion of event for the purpose of HRDC Claim within 7 working days upon receipt of MIA's notification.

CANCELLATION

Should the participant decide to cancel his/her enrolment, a cancellation policy shall be applied as follows:

- For written cancellation received with minimum seven (7) days' notice from the date of the programme, no penalties will be imposed and full refund will be made to participants who have paid.
- For written cancellation received less than seven (7) days from the date of the programme, an administrative charge of 20% of the registration fee will be imposed. Unpaid registrations will also be liable for a 20% administrative charge.
- No refunds will be made for written cancellations received on the day of the programme or for participants who failed to join the programme. Unpaid registrations will also be liable for full payment of the registration fee.
- Replacing registered participants is not allowed.
- Paid registration that is cancelled can opt to transfer the paid amount to future event(s) after deducting any applicable administrative charges.
- The transfer request to future event(s) should be confirmed by Corporate/Individual within three (3) days after cancellation otherwise the cancellation will be confirmed with refund action. Transfer request will not be entertained after the refund is processed.

- Corporate/Individual is required to top-up the balance amount if the amount to be transferred to the future event is insufficient.
- Any excess amount after transfer will be refunded to the Corporate/Individual's bank account as provided in the EFT form.
- Corporate/Individual is required to provide the EFT form each time when a refund is requested.

PARTICIPANT'S CLASSIFICATION AND INFORMATION

Category: Corporate/Individual

- Please select the participant classification carefully as it determines the fee payable. No alteration will be allowed upon registration.
- The information on Corporate/Individual provided shall be deemed true and correct. No alteration will be allowed upon registration.

VERIFICATION OF ATTENDANCE

- All participants are required to present photo identification (NRIC, driving licence or company's ID card) at the point of registration prior to signing the registration list when attending the programme. Admittance may be denied upon failure to present photo identification.

CERTIFICATE OF ATTENDANCE AND CPE CREDIT HOURS

- Upon full attendance of the programme, participants will be issued an e-certificate of attendance. For this purpose, it is **COMPULSORY** to fill in the email address clearly.
- CPE credit hours will be credited into the MIA Member Services Portal within 14 days of the programme for participants who have complied with all terms and conditions stipulated herein.
- Participants will only be entitled to the CPE hours upon attending the entire duration of the programme. CPE hours will not be accorded for partial attendance.

COPYRIGHT

The materials of the programme shall not be disclosed or used in any manner, either wholly or partially against any other parties and/or used in any manner, either wholly or partially as a defence by you and/or any other parties under any circumstances. The participants are therefore prohibited from reproducing any materials of this programme. All copyright and/or intellectual property rights in any relevant materials produced in this Programme will remain with the party who produced such materials. MIA disclaims responsibility for the materials of this programme. Neither the MIA, its Council or any of its Boards or Committees nor its staff shall be responsible or liable for any claims, losses, damages, costs or expenses arising in any way out of or in connection with any persons relying upon the materials provided during the programme.

DATA PROTECTION

Information given by the participants to MIA is true, accurate and to the best of their knowledge. The participants have read and agreed with the Privacy Notice as stated on MIA's official website and therefore, allow MIA to collect, process, store and use the participants' data other than what is provided under the Personal Data Protection Act 2010.

EXCLUSION OF LIABILITY

This programme shall not constitute an endorsement of the speaker(s) by MIA and MIA shall not be liable for whatsoever circumstances arising from any engagement between the speaker(s) and the programme's participants.

DISCLAIMER

Malaysian Institute of Accountants (MIA) reserves the right to change the speaker(s), date(s), time(s) and to cancel the programme should circumstances beyond its control arise. MIA shall not be responsible for any costs, damages or losses incurred by the participant due to the changes and/or cancellation. MIA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon registering, you are deemed to have read and accepted the terms and conditions herein.

PROGRAMME FEES

Member/Member Firm	RM 600
Non-member	RM 800

Preferred Payment: Pay with MIA-CIMB Affinity Credit Card.

PROGRAMME DETAILS & REGISTRATION

- **1 July 2024 (Monday)**
Holiday Villa Johor Bahru City Centre
 Contact : Siti Adam/Jonathan
 Tel : 07 227 0369
 Fax : 07 222 0391
 Email : miajbu@mia.org.my
 Address : Malaysian Institute of Accountants
 5.03A, 5th Floor Menara TJB
 No. 9, Jalan Syed Mohd Mufti
 80000 Johor Bahru

- **22 July 2024 (Monday)**
The Pacific Sutera Hotel, Kota Kinabalu
 Contact : Inda/Ely Susane
 Tel : 088 261 291
 Fax : 088 261 290
 Email : miakku@mia.org.my
 Address : Malaysian Institute of Accountants
 Lot 6, 2nd Floor, Block A,
 Damai Point Commercial Centre,
 Off Jalan Damai Luyang,
 88300 Kota Kinabalu

- **29 July 2024 (Monday)**
Sheraton Kuching Hotel
 Contact : Teddy/Sandra
 Tel : 082 418 427
 Fax : 082 417 427
 Email : miakch@mia.org.my
 Address : Malaysian Institute of Accountants
 1st Floor, Ultimate Professional Centre
 16, Jalan Bukit Mata Kuching
 93100 Kuching\

- **8 August 2024 (Thursday)**
The Wembley - A St Giles Hotel, Penang
 Contact : Hanis/Sylvia
 Tel : 04 261 3320
 Fax : 04 261 3321
 Email : miapng@mia.org.my
 Address : Malaysian Institute of Accountants
 Suite 3.4, Level 3,
 Wisma Great Eastern
 25 Lebu Light, 10200 Penang

- **12 August 2024 (Monday),**
Connexion Conference & Event Centre
@ Nexus, Bangsar South, Kuala Lumpur
 Contact : Diana
 Tel : 03 2722 9169
 Fax : 03 2722 9009
 Email : pd@mia.org.my
 Address : Malaysian Institute of Accountants
 Dewan Akauntan
 Unit 33-01, Level 33,
 Tower A, The Vertical
 Avenue 3, Bangsar South City
 No. 8, Jalan Kerinchi
 59200 Kuala Lumpur

HRD CORP (For Claimable Events Only)

Training Programme No.: 10001331018

Scheme Code : HRD Corp Claimable Courses
 –Skim Bantuan Latihan Khas

Type of Training : Public