



MALAYSIAN INSTITUTE
OF ACCOUNTANTS



MIA WEBINAR SERIES
A Highly Interactive Learning Session with Live
Q&As, Self-Assessment Quizzes and Quick Polls or Surveys

MIA WEBINAR SERIES

Accounting and Invoicing Knowledge & Skills Under e-Invoice Requirements

WITH
UPDATED
CONTENT!

Understand the e-invoice mechanism in your daily accounting and business operations, and equip your accounting and other operational staff on the implementation of e-invoicing in your organisation.

9 September 2024 (Monday), 9.00 am – 5.00 pm

9 October 2024 (Wednesday), 9.00 am – 5.00 pm

22 October 2024 (Tuesday), 9.00 am – 5.00 pm



Accounting and Invoicing Knowledge & Skills Under e-Invoice Requirements

The application of e-invoice in billings of commercial activities and the capturing of cost for accounting and tax purposes, as announced by IRB to be implemented in phases from August 2024 onwards, is not solely a tax matter of how much tax to pay or when to do your tax filing. The major part of it is about accounting for the organisation's revenue and cost, and the business operation at large e.g. Sales, Purchasing, HRM, IT, and other operating staff.

Knowing when to issue customers an e-invoice to capture revenue, when to issue self-billed invoices to capture costs, and when suppliers are not required to issue e-invoices but to issue consolidated e-invoices instead, etc. are essential knowledge and skills that staff in accounting and other departments need to know and possess.

Hence, it is essential for all accounting and other operational function staff to understand the e-invoice mechanism in the daily accounting and business operations. This programme will provide the necessary content on e-invoice mechanism and equip accounting and other operational staff on the implementation of e-invoicing per IRB's requirement.

OBJECTIVES

This programme seeks to help you:

- Understand the e-invoice mechanism
- Handle e-invoices for different types of business and accounting transactions
- Prepare and get ready for e-invoice implementation
- Gain guidance on actions to be taken to capture revenue and cost for business operation and for tax purposes

METHODOLOGY

A highly interactive learning session with trainer/speaker-led facilitation, live Q&As, quick polls/surveys, self-assessment quizzes and participant's feedback on learning outcome achievement.

WHO SHOULD ATTEND

- Entrepreneurs, Business Owners, and Directors
- Accountants, Accounts Executives, and Accounting Staff
- Company Secretaries and Secretarial Assistants
- Other Functional (Sales, Purchasing, Human Resource, etc.) Managers, Executives and Staff
- Anyone involved in and wanting to learn about e-invoice mechanism

SPEAKER/TRAINER

TAN KOK TEE

Kok Tee has over 43 years' experience in financial, strategic and management. He has held a variety of leadership and senior management roles, the last being Group Chief Executive Officer. Over half of this time was spent in the manufacturing, marketing & distribution, and services organisations. Kok Tee He has been involved in training and facilitation since 2009 and has conducted over 400 workshops to more than 15,000 executives in Accounting, Internal Control, GST and SST for clients that include government authorities, GLCs, Chambers of Commerce, banks, professional bodies, and other training providers.

He is a Fellow member of the Association of International Accountants, UK; Member of the Institute of Public Accountants, Australia; Associate Member of the Chartered Tax Institute of Malaysia; and Member of the Malaysian Association of Company Secretaries. He holds an MBA in Finance from Charles Sturt University, Australia and is 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 Train the Trainer Certificate and a life member with the Malaysian Institute of Directors.

Accounting and Invoicing Knowledge & Skills Under e-Invoice Requirements

PROGRAMME OUTLINE

8.30 am –9.00 am	Participants login to join the webinar	1.00 pm –3.00 pm	SESSION 3 (continued) <ul style="list-style-type: none"> • Application of e-Invoice for Accounting of Business Transactions (continued) <ul style="list-style-type: none"> > e-invoice treatment for: <ul style="list-style-type: none"> » reimbursement and disbursements » penalties charges » employment perquisite and benefits, etc. » employee claims: mileage, entertainment, hotel, tolls, parking, telephone, grab car travelling, medical, overseas expenses, etc. » salary in lieu of notice » import and export transactions » commission payment to agents, dealers, and distributors » loyalty and volume rebates/discounts given to customers » interest received from banks » sales with trade-ins e.g. car, goldsmith, etc. » profit distribution » foreign income remitted back to Malaysia. » rental or expenditure incurred from exempted parties » e-commerce treatment » utility bills under landlord's name » consignment sales: domestic and overseas » sending of goods to be kept in overseas warehouses » parking operation » sale of cash vouchers » issuance of cash vouchers on target purchase » payment to foreigners who are non-employees » sponsorship for company events e.g. annual dinner » payment of training and allowances for training of customers' staff » inter-branch sales » advance payment to suppliers » receipt of insurance compensation » disposal of total damaged goods after insurance compensation » recoup of insurance claims from the at fault party's insurance » developer's payment of legal fees, stamp duties, etc. on behalf of buyers » developer's payment of guaranteed rental to property buyers » money lending » Many, many more other situations will be shared with participants for learning together
9.00 am –10.30 am	SESSION 1 <ul style="list-style-type: none"> • Introduction <ul style="list-style-type: none"> > Fundamentals <ul style="list-style-type: none"> » What does e-invoice entail in comparison with current invoicing practice? » e-Invoice processes and steps » Compulsory and optional information to be disclosed for e-invoice <ul style="list-style-type: none"> - compulsory fields: what to put in - optional fields: purpose of putting in > Additional information to be disclosed for: <ul style="list-style-type: none"> » Cross border transactions » Drop shipment <ul style="list-style-type: none"> - worldwide development of e-invoice and its implication on tax - Malaysian implementation threshold and phases - scope of coverage: <ul style="list-style-type: none"> i. parties, ii. documents, iii. transactions - parties and activities exempted - impact of e-invoice on business operation after full implementation by IRB w.e.f. 1/7/2025 - scenarios where one party implemented e-invoice and dealing with other parties that have not - scenario where one party is exempted whereas the other party is not - benefits of e-invoice to government and to taxpayers - penalties for non-compliance 		
10.30 am –12.00 pm	SESSION 2 <ul style="list-style-type: none"> • e-Invoice Mechanism <ul style="list-style-type: none"> > Two transmission mechanism and the steps involved: <ul style="list-style-type: none"> » IRB's MyInvois model (cloud based) » Application Program Integration (API) model > Salient points of e-invoice including: <ul style="list-style-type: none"> » e-invoice creation and submission to IRB for validation » error in validation, rejections, and cancellation » notification of validation, rejections, and cancellation by IRB » sharing of e-invoice to customer » window time for rejection/cancellation of invoice by buyer » storing of e-invoice on IRB's portal and its dashboard services 		
12.00 pm –1.00 pm	Break	3.00 pm –5.00 pm	SESSION 4 <ul style="list-style-type: none"> • Readiness for Implementation <ul style="list-style-type: none"> > Avenue/guide for taxpayer's familiarisation > Steps to take: What you should do now <ul style="list-style-type: none"> » employees handbook » policies and procedures for different basis of e-invoice (see session 3a) » gap arising and resolution on current invoice, D/N and C/N issuance process vs current business processes > Grants and tax incentives available for e-invoice implementation > Change management
1.00 pm –3.00 pm	SESSION 3 <ul style="list-style-type: none"> • Application of e-Invoice for Accounting of Business Transactions <ul style="list-style-type: none"> > Issuance of e-invoice: <ul style="list-style-type: none"> » Individual transaction e-invoice » Consolidated transactions e-invoice » Industries where consolidated e-invoice is not allowed » Self-billed e-invoice for specific situations » Periodic basis e-invoice » e-invoice deadlines 	5.00 pm	End of Webinar

NOTE: The order of topics to be covered may be revised at the trainer/speaker's discretion.

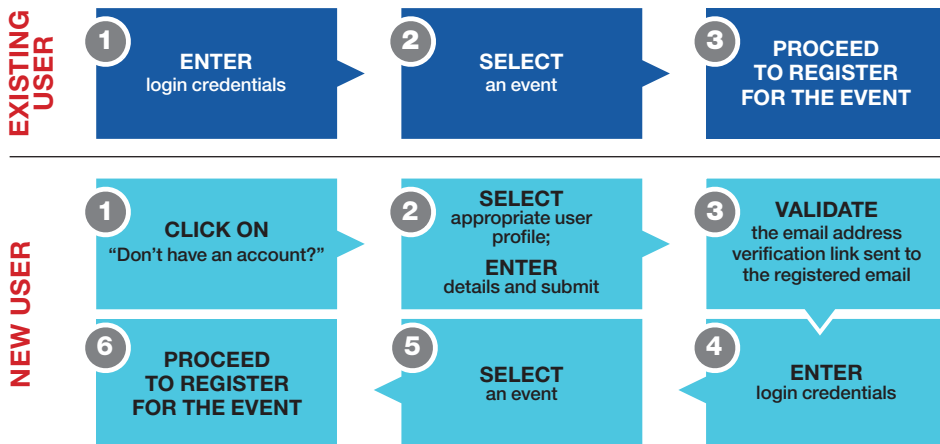
Accounting and Invoicing Knowledge & Skills Under e-Invoice Requirements

With immediate effect, enrolment for all CPE programmes will be

STRICTLY VIA ONLINE REGISTRATION ONLY

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 WEBINARS

WEBINAR FEE

- Fee is payable to MALAYSIAN INSTITUTE OF ACCOUNTANTS
- For selected webinars, the fee includes e-materials.
- 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 webinar, whichever earlier.
- Access to join the webinar shall be granted only upon full payment as per the above requirement.

WEBINAR ACCESS LINK

- The Access Link will be emailed at least 24-hours before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.

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 webinar, 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 webinar, 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 webinar or for participants who failed to join the webinar. 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.

METHODOLOGY, CERTIFICATE OF ATTENDANCE AND CPE CREDIT HOURS

- Live Q&As, quick polls/surveys will be carried out throughout the webinar.
- For selected webinars, pre and/or post course materials will be shared with participants.
- Self-assessment quizzes at the beginning as well as at end of the webinar will be given to enable participants to self-evaluate themselves on their learning performance and level of understanding of the programme content.
- Participants will be issued with an e-certificate of attendance and awarded CPE credit hours upon strict compliance of the following terms:**
 - Remain logged in at least 80% of the time allocated for the webinar,
 - Submit the post-course evaluation on learning outcome within 3 days after the completion of the webinar (late submission of the post-course evaluation will not be entertained).
- CPE credit hours will be credited into the MIA Member Services Portal within 14 days of the webinar for participants who have complied with all terms and conditions stipulated herein.
- Listening to pre-recorded webinar and/or reading from past webinar e-material shall not qualify as structured CPE credit hours.

COPYRIGHT

The materials of the webinar 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 webinar.

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 webinar 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 webinar's participants.

DISCLAIMER

Malaysian Institute of Accountants (MIA) reserves the right to change the speaker(s), date(s), time(s) and to cancel the webinar 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.

WEBINAR FEES

Member/Member Firm	RM 420
Non-member	RM 520

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

WEBINAR DETAILS & REGISTRATION

Session 1 : 9.00 am – 10.30 am
 Session 2 : 10.30 am – 12.00 pm
 Session 3 : 1.00 pm – 3.00 pm
 Session 4 : 3.00 pm – 5.00 pm

☐ 9 September 2024 (Monday)

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

☐ 9 October 2024 (Wednesday)

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

☐ 22 October 2024 (Tuesday)

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

HRD CORP (For Claimable Events Only)

Training Programme No.: 10001385875

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

Type of Training : Remote Online Training (Public)