

# Hands-On Training

## Learn how to Analyze the GST Audit File (GAF) v2.0

### What is GAF

Jabatan Kastam Diraja Malaysia (JKDM) will conduct audit on businesses from time to time to ensure that businesses are making the correct tax declarations (GST03).

### Why you need to analyse the GST Audit File

It is the taxpayer's responsibility to ensure the GST03 Return is True, Correct and Complete. GAF contains all accounting transactions related to your business and will be used by JKDM to audit your GST03 Return submitted.

### Course Outline

This hands-on training will:

1. Understanding the 5 Record Elements in GAF (Company/ Purchase/ Supply/ Ledger/ Footer) and the Fields found in each Record Element
2. How to extract GAF into Microsoft Excel and use Formulas and Pivot Tables to generate audit and exception reports, locate data entry errors with GST Tax Codes and generate GST03

#### Pre-requisite:

\* *Working knowledge of Microsoft Excel and GST*

\* *Please bring along USB Thumb Drive and copy-in your Company GAF into the USB Thumb drive (if applicable)*

### Objectives

This hands-on training will teach participants how to:

1. Check if the GAF generated by their accounting software complies with the requirements as per the JKDM Software Guide
2. Generate extensive GST Audit and Exception Reports before being subjected to audit by JKDM

### Who should attend

If your Company registered for GST Malaysia, you should attend this Training. This Training is also beneficial for Tax Agents involved in GST audit, Software Developers developing GAF and those providing consulting services for GAF.

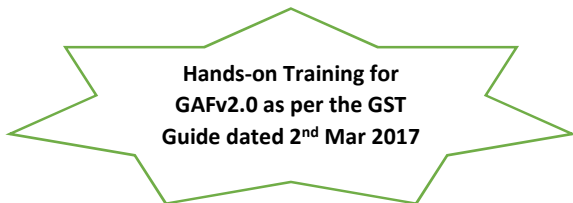
### About the Trainer

N Selvam is a Chartered Accountant and a Member of the Malaysian Institute of Accountants (MIA). He is a Certified Software Consultant and had attended the 6 days GST Tax Agent Certification conducted by JKDM. To date, he has conducted more than 150 sessions including in-house and at our training facility in Damansara Intan

### Training Fees

**RM 499.00 + 6% GST / Per Person**

❖ With Lunch and Two (2) Coffee/ Tea Breaks



Hands-on Training for  
GAFv2.0 as per the GST  
Guide dated 2<sup>nd</sup> Mar 2017

### Training Details

**Date** : 11<sup>th</sup> April 2017 (Tuesday)  
21<sup>st</sup> April 2017 (Friday)  
26<sup>th</sup> April 2017 (Wednesday)

**12<sup>th</sup> April 2017 (Wednesday)**  
**22<sup>nd</sup> April 2017 (Saturday)**

**Duration** : Full Day (09:00 a.m. to 06:30 p.m.)

**Venue** : N.Selvam Consult Training Facility, Petaling Jaya (Note: Only 10 participants per session)

For more details, please contact **Ms. Mages** or **Ms. Eluza Lee**

Phone: +603-7729 8222 or +6012-200 6834

E-mail: [mages@nselvam.com](mailto:mages@nselvam.com) or [eluza@nselvam.com](mailto:eluza@nselvam.com)

**N.SELVAM CONSULT** (000739623-V)

GST No. 001364295680

1108 Block A, Damansara Intan, No: 1, Jalan SS 20/27, 47400 Petaling Jaya, Selangor Darul Ehsan, Malaysia

Tel: +603-7729 8222 (Hunting Line) Fax: +603-7729 3128 Email: [selvam@nselvam.com](mailto:selvam@nselvam.com) Homepage <http://www.nselvam.com>

# Hands-On Training

## Learn how to Analyze the GST Audit File (GAF) v2.0

### Registration Details

#### Participants Details

Participant 1 – Full name as per I/C:

.....  
Designation : .....

Email : .....

Tel/ HP : .....

Participant 2 – Full name as per I/C:

.....  
Designation : .....

Email : .....

Tel/ HP : .....

#### Organization's Details

Organizations:

Contact Persons:

Address:

.....  
.....

Email : .....

Tel/HP : .....

Fax : .....

TAX INVOICE to be issued under:

Company  Individual

Signature & Company Stamp:

.....  
.....

### Payment Details

#### Payment by Cheque

Bank Name : .....

Cheque no. : .....

Amount (RM) : .....

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RM 499.00 + 6% GST / Per Person

- With Lunch and Two (2) Coffee/ Tea Breaks

Full payment upon registration. All Payment should be made in favour of **N.SELVAM CONSULT**

### Training Details

DATE	Selection
11 <sup>th</sup> April 2017 (Tuesday)	<input type="checkbox"/>
12 <sup>th</sup> April 2017 (Wednesday)	<input type="checkbox"/>
21 <sup>st</sup> April 2017 (Friday)	<input type="checkbox"/>
22 <sup>nd</sup> April 2017 (Saturday)	<input type="checkbox"/>
26 <sup>th</sup> April 2017 (Wednesday)	<input type="checkbox"/>

### Training Venue

1108 Block A, Damansara Intan,  
No: 1, Jalan SS 20/27, 47400 Petaling Jaya,  
Selangor Darul Ehsan, Malaysia

### Enquiry & Registration

Contact : Ms. Mages or Ms. Eluza Lee

Tel : +603-7729 8222 or +6012-200 6834

Fax : +603-7729 3128

Email : [mages@nselvam.com](mailto:mages@nselvam.com) or  
[eluza@nselvam.com](mailto:eluza@nselvam.com)

Address : 1108 Block A, Damansara Intan,  
No: 1 Jalan SS 20/27, 47400 Petaling  
Jaya, Selangor Darul Ehsan, Malaysia

GST no : 001364295680

### Bank Details

Company : **N.SELVAM CONSULT**

Bank : **CIMB BANK**

Account No. : **8001-511-311**

### For Office Use

Mode of Payment : .....

Fees Received (RM) : .....

Tax Invoice No. : .....

Training Date : .....

### Cancellation Policy

We will impose an administration fee of RM100.00 for any cancellation received less than 3 days before the commencement of the training session that you registered for.

**Any fees paid will not be refunded but substitutions will be allowed**

### Important Notes

Registration is on a first-come-first-served basis. Only fully completed registration form will be processed.