

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

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 200 sessions of hands-on training and at our training facility in Damansara Intan

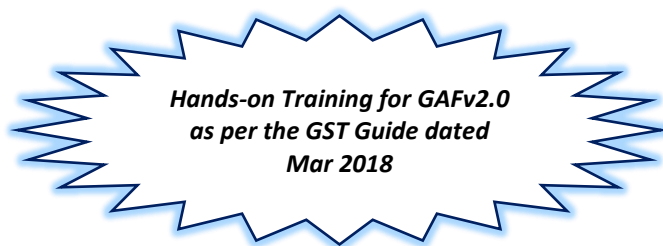
Training Fees

Normal price : **RM 799.00** + 6% GST/ Person

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

Now : **RM 399.00 only** + 6% GST / Person

****only for today's seminar attendees****



Training Details

Date : 26th April 2018 (Thursday)
31st May 2018 (Thursday)

19th May 2018 (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 or eluza@nselvam.com



N. SELVAM CONSULT (00739623-V)
(GST Reg No. 001364295680)
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1108 & 1110, (Lobby 2) 11th floor, Block A, Damansara Intan, No. 1, Jalan SS20/27, 47400 Petaling Jaya, Selangor.
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Development
Partner

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Partner



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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 :

Signature & Company Stamp:

Payment Details

Payment by Cheque / Cash

Bank Name :

Cheque no. :

Amount (RM) :

Promotion Fees (for seminar attendees only)

RM 399.00 + 6% GST/ Person

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

Normal price : RM 799.00 + 6% GST/ Person

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

Training Details

| DATE | Selection |
|--|--------------------------|
| 26 th April 2018 (Thursday) | <input type="checkbox"/> |
| 19 th May 2018 (Saturday) | <input type="checkbox"/> |
| 31 st May 2018 (Thursday) | <input type="checkbox"/> |

Training Venue

1108 Lobby 2, 11th Floor, 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 or

eluza@nselvam.com

Address : 1108 (Lobby 2), 11th Floor, 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.



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