



## HOW TO MANAGE SALES TAX AUDIT AND INVESTIGATION (HRD Corp Programme Number : 1000150323)



### COURSE MODULES

- Concept & Mechanism
- Compliance Audit Framework
- Types of Audit
- Sales Tax Valuation Audit
- Treatment of Designated Areas and Special Areas
- Audit of Exemptions / Facilities
- Audit of Sales Tax Refund and Drawback Claims
- Examination / Audit of SST-02 Returns
- Common Mistakes
- The Review / Appeal Process
- Offences & Penalties

Sales Tax audit is a process of verifying the compliance of a business with the relevant legislation through an examination of the accounts and records of that business and is essential for any

tax system.

This "HOW TO MANAGE SALES TAX AUDIT AND INVESTIGATION" programme will enable participants to get an insight and understanding of the types and scope of the various Sales Tax Audits of manufacturing industry thereby minimizing risk exposure and avoid potential tax liabilities. Participants will gain a comprehensive understanding of the various types of audits conducted by the Royal Malaysian Customs Department on businesses registered under Sales Tax Act 2018. The seminar will equip participants with an adequate knowledge and understanding of the potential areas of audit by Customs, the pitfalls to avoid and consequences of non-compliance.

The programme will also include methods and ways to handle audit that may arise. It will also contain the common offences and penalties under the relevant Sales Tax legislations and Appeal Procedures.

### COURSE OBJECTIVES

- Obtain sound knowledge of Sales Tax Act and Regulations
- To provide an understanding of the types of audit and investigation
- To be able to avoid pitfalls during the conduct of the audit and the possible areas that RMCD will focus
- To be able to minimise potential tax liability that may arise during an audit and how to conduct yourself during an audit
- To be able to handle a Sales Tax audit or investigation with confidence
- To have an insight of the audit compliance requirements under the Sales Tax tax regime
- Know the manner of maintaining records accounts and documents to bolster your case in the event of an audit

### WHO SHOULD ATTEND?

- CEOs
- Managing Directors
- General Managers
- CFO / Finance Managers
- Production Managers
- Finance / Accounts Staff
- Logistics staff
- Shipping staff
- Purchasing staff
- Export/ Import staff
- Business Development Managers / Executives

### TRAINER PROFILE : Mr. P. Nadaraja

**Qualifications:-** ACIS, LLB (Hons) London, CLP (Malaya), AMIA (UK), ACTIM (Malaya)

### EXPERIENCE

He was formerly with the RMCD (1981-1997) as Senior Officer of Customs having served in various units and his key areas of focus includes custom administration, import and export procedures, classification, valuation, licensing and compliance matters. He possess an in depth knowledge of various customs legislation and has vast experience in Customs matters.

In 1997, he left the RMCD on optional retirement for private practice as an Advocate and Solicitor.

He is now involved in legal practice and at the same time is actively involved in conducting seminars and workshops on Customs matters.





**REGISTRATION FORM (HRD Corp Claimable)**  
**How to Manage Sales Tax Audit and Investigation**  
(HRD Corp Programme Number : 1000150323)

**PARTICIPANTS' DETAILS**

Participant 1 Full name as per I/C



Designation Contact Number

Email Address Vegetarian Meal

YES / NO

Participant 2 Full name as per I/C

Designation Contact Number

Email Address Vegetarian Meal

YES / NO

Participant 3 Full name as per I/C

Designation Contact Number

Email Address Vegetarian Meal

YES / NO

**ORGANISATION DETAILS**

Organisation :

Contact Person : Mobile Number:

Address :

Email : Fax :

**PAYMENT DETAILS : Cheque / Direct Credit**

Bank & Cheque No.

Amount :

Please make payment to :

**WANFAH PROSPER PLT**

ACCOUNTS NUMBER : 3812930508

BANK : Public Bank Berhad



**FEE PAYABLE PER PARTICIPANT :**

Normal Price : RM2,048  
Early Bird (15 days before event) : RM1,888  
Group Fee (>2 participants) : RM1,688  
Fee includes course materials, lunch and 2 tea breaks per day.  
Claiming HRDF Levy? YES / NO

Date : \_\_\_\_\_ (Pls check our website <https://wanfahprosper.com/latest-events/>)

Place : Hotel Armada Petaling Jaya, Selangor Darul Ehsan, Malaysia

Contact : Cik Nor / Puan Nasifah / Mr. Tan  
Tel : +60355231819  
WhatsApp : +60162634929  
Email : [sales@wanfahprosper.com](mailto:sales@wanfahprosper.com)

**CANCELLATION / TRANSFER**

Upon registering, participant(s) are considered successfully enrolled in the event. Written cancellations / transfer notice (substitution or to later dates) received :

- More than ten (10) working days before the event, a refund (less administrative charge of 15%) will be made.
- Ten (10) working days or less before the event, no refund will be made.
- For no show on the day of the event, full payment is required. If you cannot attend the event, you can nominate a substitute at any time without payment of an administration fee.
- A full (100%) refund may be granted if the course is cancelled by Wanfah Prosper PLT (WFP). WFP reserves the right to postpone or cancel the event and / or change facilitator at any time should circumstances beyond its control arises. WFP also reserve the right to make alternative arrangements without prior notice should it be necessary to do so.

**DATA PROTECTION**

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709)

**DISCLAIMER**

Upon signing this registration form, you are deemed to have read and accepted the terms and conditions herein.

Authorise Signatory

Organisation stamp

