

PROGRAMME OUTLINE for HOW TO MANAGE SALES TAX AUDIT AND INVESTIGATION

DAY 1

9.00am to 10.30am

Module 1: Concept & Mechanism

- Scope of Sales Tax
- Relevant Legislations

Module 2: Compliance Audit Framework

- Introduction
- What is an Audit
- Why Audit is necessary
- Laws relating to Compliance Audit
- Who can be audited
- Audit Type & Venue

10.30am to 10.45am

Break

10.45am to 1.00pm

Continue with Module 2: Compliance Audit Framework

- Visit to premises
- Examination of Records
- Scope of Audit
- Rights / Responsibilities of Auditee
- Audit Coverage
- Audit Findings
- Confidentiality
- Appeals
- Complaints

Module 3: Types of Audit

- Compliance Audit
- Refund Audit
- Transaction Audit
- Advisory Audit
- Cancellation Audit
- Large Tax Payer Unit (LTU) Audit

1.00pm to 2.00pm

Lunch

2.00pm to 3.15pm

Module 4: Sales Tax Valuation Audit

- Sales Tax (Rules of Valuation) Regulation 2018
- Methods of Sales Tax Valuation
- Identifying Valuation Problems

3.15pm to 3.30pm

Break

3.30pm to 5.00pm

Module 5: Treatment of Designated Areas and Special Areas

DAY 2

9.00am to 10.15am

Module 6: Audit of Exemptions / Facilities

- Compliance requirement under Sales Tax Exemption Order 2018
 - Schedule A – class of persons exempted
 - Schedule B – relief for non registered manufacturer
 - Schedule C – Lampiran C1,C3 and C5
- Sales Tax Deductions

10.15am to 10.30am

Break

10.30am to 1.00pm

Module 7: Audit of Sales Tax Refund and Drawback Claims

- Section 39 and 40 Sales Tax Act 2018
- Amendment to Refund and Drawback

Module 8: Examination/Audit of SST-02 Returns

- Value of Taxable Goods sold, own use and disposed otherwise than sale
- Treatment of Exempted Sales
- Purchases under Schedule A, B and C of Sales Tax Exemption Order 2018
- Treatment of Credit Note / Debit Note
- Sales tax treatment of Import/ Export
- Treatment of Designated Areas / Special Areas
- Amendments to the Returns
- Bad Debt Refund & Recovery
- Furnishing of accurate returns

- Power to Assess

1.00pm to 2.00pm

Lunch

2.00pm to 3.15pm

Module 9: Common Mistakes

- Treatment of Import / Export
- Claiming of Exemptions
- Sales & purchases under Sales Tax Exemption Orders
- Treatment of Subcontract / Farming Out
- Treatment of Disposal of Scrap, Machines, Equipment and spare parts
- Problems associated with invoicing
- Compliance with Refund and Drawback conditions

3.15pm to 3.30pm

Break

3.30pm to 5.00pm

Module 10: The Review / Appeal Process

- Procedures & Requirements
- Appeal to Director-General
- Appeal to Customs Appeal Tribunal
- Appeal to Minister of Finance
- Appeal to High Court / Judicial Review

Module 11: Offences & Penalties