



TAX PLANNING FOR HR MANAGERS

latest tax developments and their impact on business

CIDB

www.zohlgroup.com

COURSE CODE: NT-TX-01

LEVEL: Basic to Intermediate

LANGUAGE: Bahasa & English

OVERVIEW

Understanding and taking advantage of the various tax provisions can create additional value by optimizing tax savings for both employers and employees. Any tax efficient remuneration package should provide comfort and satisfaction for both employers and employees. A 'Win-Win' tax benefit model is the solution. The program will cover the latest tax developments and their impact on business.

OBJECTIVES

Upon completion of this program, participants will be able to:

- Know types of Benefits in Kind (BIK) and perquisites that attract tax for employees
- Can the employer claim full tax deductions for all monetary and non-monetary benefits?
- Know the duties and responsibilities of both employer and employee with regard to tax
- Identify and explore the various tax benefits for employees
- Plan a tax efficient remuneration package for executives
- Know the various tax reliefs and rebates given to employees
- Know tax treatment of gratuity and compensation paid to employees
- Know how to compute personal income tax
- Know latest tax developments and case laws relevant to treatment of income tax

COURSE DURATION

2 days (9am—5pm)

Tea Breaks: 10:30am & 3:30pm

Lunch: 1:00pm-2:00pm

Note: Please contact our office for Training Date or visit our website for details (www.zohlgroup.com)

METHODOLOGY

This program will be conducted with:

- Interactive Lecturers
- PowerPoint presentation
- Discussions | Practical Exercise
- Role Play | Case Study

TARGET AUDIENCE

This program is suitable for CEOs, Directors, Senior Managers, HR Managers & Executives, Tax Agents/Advisors, Tax Specialists, Tax Accountants, Finance and Administrative Managers, Financial Controllers, Company Secretaries, Bankers, Financial Planners Advocates & Solicitors, and Business Entrepreneurs.

LOCATION

Mindset Discovery Center™@ZOHL, Bandar Sri Damansara, Kuala Lumpur or Client's Preferred Location or selected venue in the Region(s)

COURSE CONTENT

MODULE 1 - WHAT CONSTITUTES TAXABLE BENEFITS FOR EMPLOYEES?

- Gross Salaries/Wages/Leave Pay
- Fees/Commission/Bonus/Allowances/Overtime/Gratuity/Etc.
- Perquisites
- Benefits In Kind (BIK)
- Living Accommodation Provided By Employer
- Refunds From Unapproved Pension Funds
- Compensation For Loss Of Office

MODULE 2 - WHAT ARE DUTIES AND RESPONSIBILITIES OF BOTH THE EMPLOYER AND EMPLOYEE WITH REGARD TO INCOME TAX COMPLIANCE?

- Recruitment/Retirement Of Employees
- Monthly Tax Deductions Scheme (PCB)
- Dealing With Foreign Workers/Non-Residents
- Determining Resident Status For Employees
- Procedures For Withholding Payments
- Types Of Return Forms/How To Fill Up The Forms?
 - ⇒ (Form EA/E/BE)
- Non-Compliance Consequences
- Overview Of Self-Assessment System For Individual Taxpayers (Including Dealing With Tax Audit & Tax Investigation).

MODULE 3 - TAX TREATMENT OF EMPLOYMENT INCOME

- Planning For Tax Efficient Remuneration Package
- Pitfalls/Traps To Be Avoided When Planning Remuneration For Executives/Directors
- Valuing Non-Monetary And Monetary Benefits Provided To Employees
- Maximizing Tax Reliefs And Rebates Given To Employees
- Tax Treatment Of Gratuity And Compensation Paid To Employees
- Designing An Effective Tax Computation System

MODULE 4 - TAX IMPLICATION ON BENEFITS IN KIND (BIK) PROVIDED TO EMPLOYEES

- What Is Meant By BIK?
- Ascertainment Of The Value Of BIK
- Computing Value Of BIK (Formula Method And Prescribed Value Method)
- Company Car And Other Related Benefits (Driver, Petrol, Etc.)
- Household Furnishings, Apparatus & Appliances
- Other Taxable Benefits
- Tax Exempt Benefits
- Treatment Of Mobile Telephone/Leave Passage

MODULE 5 - PERQUISITES PROVIDED TO EMPLOYEES

- The Distinction Between Perquisites And BIK
- Types Of Perquisites And The Tax Treatment
 - * Employees Pecuniary Liabilities
 - * Credit Card Facilities
 - * Loan Interest
 - * Recreational Club Membership
 - * Tuition Or School Fees Of Child
 - * Insurance Premiums
 - * Gardener, Driver, Domestic Help Or Guard
 - * Scholarship
 - * Waiver Of Loan Or Advance
 - * Assets Provided Free Of Charge Or Sold At Discounted Prices
 - * Gift Vouchers
 - * Gift Of Personal Computers
 - * Excellent Public Service Award
 - * Professional Subscriptions
 - * Income Tax Of The Employee Borne By The Employer

MODULE 6 - LIVING ACCOMMODATION BENEFIT PROVIDED BY THE EMPLOYER

- Tax Treatment Of Living Accommodation Benefit Provided To Employees And Service Directors
- Computation Of Value Of Living Accommodation
- Circumstances In Which The Value Of Benefit Can Be Reduced

MODULE 7 - COMPENSATION FOR LOSS OF EMPLOYMENT

- Under What Circumstances Compensation For Loss Of Employment Arises?
- Distinction Between Payment For Compensation And Payment For Gratuity
- Computation Of Taxable Benefits

QUESTIONS & ANSWERS SESSION

Note: Course Content subject to further review

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Sebarang pertanyaan sila hubungi Cik Niesa

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COURSE FEE

Peninsular Malaysia

- **With Green Card: RM530.00** per person incl. 6% SST
- **Without Green Card: RM636.00** per person incl. 6% SST

Sabah & Sarawak

- **With Green Card: RM636.00** per person incl. 6% SST
- **Without Green Card: RM742.00** per person incl. 6% SST

(Fee inclusive of Course Material, Attendance Certificate, and Meals)

CERTIFICATE

Participants will be issued a Certificate of Attendance/Accomplishment upon successful completion of this training program. Full attendance is a pre-requisite.

CIDB CCD Points

20 (for CIDB-Registered Companies)

REGISTRATION METHOD

1. **Online:** http://zohlgroup.com/cidb_registration/ **OR**
2. Download this brochure at: <http://zohlgroup.com/cidb-brochures/> and fill up the required information. Then please fax to: 03.6279.0663
3. Or contact our office at: 03.6279 9276 / 013.398.1038

FACILITATOR

Hj Musa Othman - KERJAYA DAN KELULUSAN AKADEMIK En. Musa Othman merupakan Pengarah Eksekutif Metasco Services Sdn Bhd sejak April 1997 serta Pengurus Metas Management sejak 1988. Selain memegang jawatan sebagai Pengarah syarikat, beliau juga merupakan Setiausaha Syarikat Berlesen dan juga Ejen Percukaian. Beliau mempunyai kelulusan di peringkat Diploma dalam Pengurusan Perniagaan (ITM, 1984) dan meneruskan pengajian di peringkat Ijazah Sarjanamuda Pengurusan Perniagaan (UKM, 1987). Justeru itu, beliau juga mempunyai kelulusan dalam bidang percukaian di mana beliau memperolehi Sijil Percukaian (ITM, 1989) dan juga sijil Percukaian Lanjutan (APM, 2006). Beliau juga baru sahaja menamatkan pengajian di peringkat Ijazah Sarjana dalam bidang Keusahawanan Techno di Universiti Teknologi Malaysia, Jalan Semarak, Kuala Lumpur.



PENGALAMAN DAN KELAYAKAN PROFESIONAL En. Musa Othman telah terlibat secara langsung dalam dunia perniagaan lebih dari 19 tahun sejak 1988. Beliau menubuhkan syarikatnya sendiri secara perkongsian bersama-sama isteri dan memulakan kerjaya sebagai Pengurus Metas Management sehingga kini. Syarikat ini menyediakan khidmat perakaunan dan percukaian kepada organisasi lain. Pada tahun 1997, beliau menubuhkan sebuah lagi syarikat miliknya iaitu Metasco Services Sdn Bhd yang memberi khidmat kesetiausahaan kepada organisasi. Beliau memegang jawatan sebagai Pengarah Eksekutif untuk syarikat ini. Kesibukan menguruskan syarikatnya tidak menghalang En Musa Othman melibatkan diri dalam pelbagai persatuan. Beliau memegang jawatan sebagai Setiausaha Agung Persatuan Akautan Percukaian Malaysia (MATA) dan juga Pengerusi Persatuan Ibu Bapa dan Guru bagi Sekolah Kebangsaan Wangsa Jaya, Seksyen 4 Wangsa Maju. En. Musa Othman turut bergiat aktif sebagai penceramah dalam pelbagai seminar dan kursus motivasi yang dianjurkan kepada organisasi awam mahupun swasta. Seminar tersebut lebih tertumpu kepada bidang pengurusan dan keusahawanan.

Currently, he is an Associate Trainer @ZOHL.

*Note: Trainer availability is subject to change

REGISTRATION FORM

Participant : _____

Position : _____

IC No: _____

Note: please duplicate this page for multiple participants' registrations

Green Card No: _____ (only if it is applicable)

CIDB Grade G : _____ (only if it is applicable)

Training Date: _____

Training Venue: _____

Organization: _____

Address: _____

Contact Person: _____

Position: _____

Tel: _____

Fax: _____

Email: _____

Company Website: _____

PAYMENT

CASH: RM _____ **OR**

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Please fax your bank-in slip to 03.6279.0663 or scan your bank-in slip and email to plbk@zohlgroup.com

*Please make your cheque payable to:

ZOHL Consultancy Sdn Bhd



Account No:
514392303373

Signature & Company Stamp

Note:

- Date & venue of seminar subject to changes
- Payment must be made 7 days before the training date
- Registration cancelled 7 days prior to the event is subject to RM100 service charge per participant
- No refunds for notice received less than 7 days prior to the event. A substitution may be made at any time at no extra charge.
- Program content may change subject to revision by our consultants from time to time.
- Full fee is required with your registration. 5% Group discount is available - min 3 pax.

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