



# What You Need To Know About e-Invoicing

**17 May 2024 (Friday), 9.00 am – 5.00 pm**  
**Olive Tree Hotel, Penang**

## Overview:

The primary goal of this workshop is to help professionals in developing sound financial knowledge to understand the latest e-Invoicing. To support growth of the digital economy, the government intends to implement e-Invoicing in stages in effort to enhance the efficiency of the country's tax administration management. The implementation of e-Invoicing will improve the quality of services and reduce compliance costs to taxpayers, while increasing the efficiency of business operations, as was announced by the Ministry of Finance. Companies with a revenue exceeding RM100 million are required to adhere to this mandate by 01 August 2024, while all other companies must comply by 2025.

## Who Should Attend:

- HODs/ Managers
- Financial Controllers
- Accountants
- Senior Accounts Personnel
- All professionals who are interested/involved in "e-Invoicing."

**HRD Corp Claimable Course\***

## Learning Outcomes:

Upon completion of program, participants will be able to:

- ✓ Understand overview and mechanism of the e-Invoice Model; and
- ✓ Understand e-Invoice implementation timeline.

## Methodology:

This practical workshop will have a combination of slide presentations, case studies, and group discussion.

## **Program Outline**

### **Day 1:**

9.00am	Registration Welcome to the program
9.10am	Module 1: Overview of the e-Invoice Model <ul style="list-style-type: none"> <li>▪ Introduction to e-Invoicing</li> <li>▪ Benefits of e-Invoice</li> <li>▪ Overview of the e-Invoice model</li> </ul>
10.30am	Morning coffee break
10.45am	Module 2: e-Invoice Implementation <ul style="list-style-type: none"> <li>▪ e-Invoice implementation timeline</li> <li>▪ e-Invoice guideline and catalogue</li> </ul>
12.30pm	Lunch
1.30pm	Module 3: Discussion on e-Invoicing <ul style="list-style-type: none"> <li>▪ Is e-Invoice applicable to transactions in Malaysia only?</li> <li>▪ What are the thresholds for e-Invoice implementation to be applicable to taxpayers?</li> <li>▪ Are all industries included in the e-Invoice implementation? Are there any industries exempted?</li> <li>▪ Will all businesses be required to issue e-Invoice?</li> </ul>

*\*Please note that this is a **Public** program. According to HRD Corp Guidelines, for **Public** program, up until **maximum of nine (9) registered participants** per employer are allowable for training grant claim under HRD Corp Claimable Courses.*

**Closing date for registration:  
03 May 2024**

**flexiEdge Training PLT**  
Suite 034, Ground Floor,  
Kompleks Eureka, USM,  
Jalan Sungai Dua,  
11800 Gelugor, Penang.  
Tel/ Fax: 604-656 7488

	<ul style="list-style-type: none"> <li>▪ Is there any adjustment window allowed to the supplier to cancel an invoice submitted to LHDN?</li> <li>▪ How do taxpayers issue an e-Invoice to a non-TIN holder such as foreign (non-Malaysian) buyers?</li> <li>▪ What is the time frame to issue e-Invoice adjustments (i.e., Debit Note and Credit Note) after the 72-Hours validation period?</li> <li>▪ Prior to full implementation, there may be suppliers who do not issue e-Invoice as they have not reached the mandatory implementation phase / date. In this situation, will LHDN accept normal invoices issued by these suppliers?</li> <li>▪ Does the MyInvois portal allow for e-Invoice to be created and stored in draft form prior to finalization and Issuance?</li> <li>▪ What does LHDN validate in the e-Invoice?</li> <li>▪ Will the supplier's invoice number remain in the invoice document or will a different invoice number be assigned by LHDN upon the return of the validated e-Invoice to the supplier?</li> <li>▪ In relation to acquisition of goods from foreign suppliers, when will the Malaysian buyers be required to issue a Self-Billed e-Invoice?</li> </ul>
3.30pm	Afternoon coffee break
3.45pm	<p>Module 4: Choosing the Right Integration Model for Your e-Invoice Flow</p> <ul style="list-style-type: none"> <li>▪ Anticipated changes for the Accounts Receivable (AR) function</li> <li>▪ Anticipated changes for the Accounts Payable (AP) function</li> <li>▪ Test drive Checklist</li> <li>▪ Key e-invoice solution features for considerations</li> </ul>
5.00pm	<p>Training Evaluation</p> <p>Program ends for Day 1</p>

#### Course Leader

**Dr. Steven Liew Woon Choy** is a fellow member of the Chartered Institute of Management Accountants, UK and is a Chartered Accountant by profession. He has an Asia Pacific Executive MBA (for senior executives) from the National University of Singapore and a PhD in International Finance with Rushmore University of USA.

Dr. Liew had worked in private sector companies, ranging from family-run businesses to professionally managing multi-national corporations in South Asia and the ASEAN region. He has accumulated more than 30 years working experience in senior financial & operational management positions spearheading the profitability and growth of companies. He has worked for the MBF Finance & its related group of companies over the 10 years period. He is a registered Trainer with the Government Human Resources Development Berhad (Pembangunan Sumber Manusia Berhad). And he is a GST Tax Consultant and has successfully completed the Customs examination.

Dr. Steven Liew had conducted various seminars for corporate clientele including Association of Credit Management Malaysia, Chartered Institute of Management Accountants, Malaysia Institute of Management, Malaysia Institute of Accountants, Institute of Bank Bank Malaysia, Nestle, IQPC Worldwide Pte Ltd, Singapore, Lexis Nexis, Proton Edar Malaysia, Brunei Investment Agency, Small Medium Industries Development Corporation, Ministry of Development, Brunei, BICPA Asean Management, Brunei, Risdia Group Of Companies, Sales & Marketing Training Forum, Sri Lanka, Giant Retail Sdn Bhd, Telekom Brunei & Ministry of Foreign Affairs, Malaysia, Sabah Electricity Sdn Bhd, Bank Islam Brunei Darussalam. Continental Tyres, Sime Darby Bhd, Sony Malaysia Sdn Bhd, Perodua Sdn Bhd & Credit Guarantee Corporation (M) Bhd; Fujixerox, UDA Holdings, SPNB, Diners Club, Elk Desa Capital Bhd, Antah Schindler, UCSI & Ministry of Finance; Seccom Sdn Bhd; Bridgestone Chemical Products (M) Sdn Bhd; Dialog Group Bhd; SEDCO, KK; Hosiden Electronics (M) Sdn Bhd; STO Maldives; Indah Water Consortium Sdn Bhd; CPA Australia (M) Sdn Bhd.

He is currently providing management consultancy and training specializing in fast closing monthly, leadership, strategic planning, sales management, budgeting, accounting, finance, cost reduction, credit management, and loan recovery.

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**Investment / Participation Fees**

RM 864.00 (*inclusive 8% SST*) per participant

**REGISTRATION FORM**

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No.	Name of Participant(s)	NRIC No.	*Self-Sponsored? (please tick ✓)	Vegetarian? (please tick ✓)
1				
2				
3				

**Registration Submitted By:**

Company Name:

Company Address:

Contact Person:

Designation:

Tel:

Fax:

Email:

**Registration Process & Payment Method:**

- Please note that this program is registered under **HRD Corp Claimable Course (SBL-Khas)**. **Participation fees will be deducted from employer's HRD Corp account and paid directly to flexiEdge Training PLT.**
- Employer/ Company to fill up and complete the registration form and email to Ms. Felicia Tham/ Mr. Quah Eng Siang of flexiEdge Training PLT at [administrator@flexiedge.com.my](mailto:administrator@flexiedge.com.my)
- flexiEdge Training PLT will email the confirmation notification to Employer/Company.
- Employer/Company needs to submit training grant application to HRD Corp before program date commencement. Once approved by HRD Corp, Employer/Company to email the approved training grant application number to flexiEdge Training PLT, to be included into the JD/14 form (Joint Declaration Form).
- Employer/ Company and flexiEdge Training PLT to chop-sign the JD/14 form and return to flexiEdge Training PLT for claim submission purpose.

**For Self-Sponsored Participants\*:**

Enclosed herewith Cheque/ Bank Draft (No. \_\_\_\_\_) amounting to RM \_\_\_\_\_ for ( ) participant(s), crossed and made payable to "**flexiEdge Training PLT**" OR Bank in / IBG transfer to our CIMB Bank A/C No.: 800 794 3431 and email us the bank in/ transaction slip/ payment advice.

**\*For self-sponsored participant(s), registration will only be confirmed if full payment is received before commencement of program.**

Kindly send your completed registration form through email to Ms. Felicia Tham/ Mr. Quah Eng Siang at [administrator@flexiedge.com.my](mailto:administrator@flexiedge.com.my)

For further enquiry, please contact Ms. Felicia Tham/ Mr. Quah Eng Siang of flexiEdge Training PLT at  
Tel: 04-656 7488/ 012-479 8377/ 013-588 3355

**Terms and Conditions**

1. Registration/ Participation fees are inclusive of hard copy program materials, refreshments, lunch and certificate of attendance.
2. Program confirmation will be given through email before the program date.
3. (a) Cancellation / notice of withdrawal must be given in writing (email) to us before program confirmation, no fee shall be charged.  
(b) No cancellation is allowed once our program confirmation is emailed to you. However, **if registered participant is unable to attend, only replacement from the same company is allowed. Participant(s) who registered but does not turn up on training day(s) shall be fully billed. No refund if participant/ replacement does not turn up on the training day(s).**
4. flexiEdge Training PLT has the right to change the dates, time, venue, course leader or cancel the scheduled training due to unforeseen circumstances beyond its control.

Visit us at [www.flexiedge.com.my](http://www.flexiedge.com.my)