

# THE A-Z OF SUBMISSION OF TAXATION RETURN 2010 **NEW**

## COURSE OBJECTIVES

The Income Tax Act and the procedures required of taxpayers are amended almost every year and the technical features that arise often lead to uncertainties as to how the relevant Return Forms must be completed. In addition, Taxpayers would want to know how these amendments would affect their tax liability.

This seminar will first offer an examination of the changes that were introduced in 2010 followed by a glimpse into Budget 2011. Participants will be guided through the many facets of their submission responsibilities as individuals, company representatives, and as employers.

## LEARNING OUTCOME

By attending this course, participants will be able to:

- Complete Return Form BE and B.
- Explain tax responsibilities of individual, company and employers.
- Identify the various tax angles to consider in receiving employment-related payments.
- Describe ways to minimize tax exposure.

## COURSE CONTENTS

- **Estimates and Payment of Tax: A Reminder.**
- **Choice of Submission Mode – Hard-copy or E-Filing?**
- **Completion of Return Form BE and B**
  - i. Personal particulars.
  - ii. Income details.
  - iii. Claims and reliefs.
  - iv. Computation of liability.
  - v. Details of accounts.
  - vi. Affirmation of declaration.
  - vii. Deadlines for submission.
  - viii. Payment of taxes due/claim for excess taxes paid.
  - ix. Offences and Penalties.
- **Supporting Documents**
  - i. Maintenance of records.
  - ii. Period of retention of records.
- **Companies:**
  - i. Who are responsible?
  - ii. Estimates and payment of installments.
  - iii. Impact of Section 75A and Section 104.

- **Employers**
  - i. Remuneration categories.
  - ii. Exempt income and benefits.
  - iii. What is the new Scheduling Tax Deductions System?
  - iv. Completion of Form E and EA.
  - v. Deadlines for submission and rendering.
- **Highlights of Budget 2011**
- **General: A Quick Look at:**
  - i. Transfer pricing.
  - ii. Tax audits and investigations.

### Trainer

Vincent Josef.

### Target participants

Taxpayer, tax managers, tax executives, tax advisors, accountants, company directors and anyone who has to submit Form BE and B Returns.

### ADMINISTRATIVE DETAILS

Date	Event Code
24 Feb 2011	TAX/KL/11/021
04 Apr 2011	TAX/KL/11/044
Time	9am - 5pm
Venue	Menara SSM @ Sentral, Kuala Lumpur
Fee	RM300
SSM CPE Points	8
PSMB Scheme	SBL

*Fee inclusive of certificate of attendance, compact disc pre-loaded with seminar materials, refreshment and lunch.*