

# CORPORATE TAXATION RESPONSIBILITY – WHAT DIRECTORS NEED TO KNOW?

## COURSE OBJECTIVES

The introduction of Self Assessment has placed greater responsibilities on taxpayers, be they individuals or corporations. With this in mind, the course has been designed to meet the following objectives:

- Giving company directors and principal officers an understanding of basic tax principles and procedures.
- Highlighting the duties that need to be done in respect of both payment of tax and submission of returns.
- Explaining how these duties should be performed and how the relevant forms need to be completed and submitted.
- Pointing out the areas where errors could arise and the penalties that the inland Revenue Board may impose.

## LEARNING OUTCOME

By attending this course, participants will be able to:

- Be aware of what the law demands and the requirements set by the Inland Revenue Board and understanding the measures that should be taken to properly comply with their tax obligations.
- Effectively supervise subordinates who are tasked with fulfilling the company's tax duties and responsibilities.
- Offer assistance and advice to subordinates in respects of tax matters relating to both employees and the company itself.
- Avoid errors and failures that could result in penalties and other action being taken by the tax authorities.
- Know how to respond should the company come under tax audit or investigation attention from the Inland Revenue Board.

## COURSE CONTENTS

- Introduction to the Inland Revenue Board.
- Taxation of Companies and SMEs.
- Responsibilities in respect of Tax Payments.
- Responsibilities regarding Submission of Returns.
- Duties in respect of Commencement and Cessation of Employees.
- Schedular Tax Deductions.
- Justifying Transfer Pricing Policies.
- Maintenance of Documents, Records and Accounts.
- Preparing for and Responding to Audit or Investigation.
- Additional Taxes, Offences and Penalties.
- Making an Effective Appeal.

## Trainer

Vincent Josef.

## Target participants

Tax managers, tax executives, tax advisors, accountants, company directors and anyone who wish to be updated on the tax audit and investigation.

### ADMINISTRATIVE DETAILS

Date	Event Code
26 Apr 2011	TAX/KL/11/062
05 Oct 2011	TAX/KL/11/136
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.*