

GST Work Plan

Purpose and Limitation

This document serves as a framework for an identified work plan detailing action steps to be taken by the project team. This document may draw information from previous deliverables to describe areas of review and sets out the scope in which the project will operate within.

*Penang Global Tourism
Sdn Bhd ("PGT")*

Work Plan:

GST 02 - Budgeting and Resource Requirement for GST Implementation

Work Stream Lead	Michelle
Team Members	<i>[To complete]</i>



Work to be done

1. Identify capital expenditures (i.e. costs for upgrading IT systems, changes to stationary to comply with GST requirements, training of staff or software upgrades) to be made close to GST implementation date.
2. Plan and document a budget to fund the necessary expenditure.
3. Devise a plan outlining the timing of the changes (and expenditure) required.
4. Review and assess the resource requirements for GST to undertake the following:-
 - a. Act as a contact point for Customs enquiries;
 - b. Undertake internal GST audit / reviews of systems and processes to ensure compliance;
 - c. Process and maintain invoices to substantiate input tax claims; and
 - d. Prepare, complete and submit the monthly GST including reviewing, verifying and reconciling all data captured
5. Management to determine the resource needed to ensure your GST requirement is met.
6. Communicate changes to employees.