

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 08 – Record keeping requirements for GST purposes

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



Work to be done

1. Identify current record retention procedures / policy.
2. Develop procedures for retention of GST records (either in soft or hard copies) for the required period.
3. Determine and review current record retention procedures/policy which includes :
 - Determine policy on storage of GST records whether in the forms of :
 - ✓ Hardcopy
 - ✓ Electronically – ensure the records can be reproduced in a readable paper form.
 - Ensure the GST records / documents are written in English or Bahasa Malaysia.
 - Ensure the GST records properly kept and maintained for a period of 7 years and easily accessible.
4. Implement procedures / policy changes.
5. Communicate to the relevant employees on the retention policy and procedures.