

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 14 – Documentation to Claim Input Tax Credit

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



Work to be done

1. Identify present documents (invoices, statements, etc) received from suppliers for purchases and payments made.

Policies, processes and systems

2. Identify documents required for input tax claim purposes against specific purchases/payments as follows:-

Transactions	Type of documents
Local purchases from GST registered vendors	Valid tax invoice (Full / simplified tax invoice)
Imported goods	Customs import declaration forms (Form K1)
Imported services	- Invoice from foreign supplier - Documents to support payment made to the foreign supplier

3. Develop new policy and guidelines to ensure that valid input tax claim documents are received for all purchases.
4. Ensure procedures and processes are in place to review input tax claim documents received from vendors and suppliers are correct and complete.
5. Implement new procedures and processes to review and verify that input tax credits are only claimed on valid documents received.
6. Put in place policies and systems to ensure that documentation is retained for a minimum of 7 years.
7. Educate employees and vendors on processes and system changes.