

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 21 – Goods Provided for Free

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



Work to be done

1. Review and assess marketing strategies from different channels to determine whether any cash / cash rebate, free goods, free services, vouchers, or any other kind of incentives provided.
2. Segregate and record free gifts given from own stock and those received from suppliers.
3. Analyse feasibility to track GST gift rule (i.e. RM500 per person per year), taking into account amongst others the following:
 - a. Type of goods given for free (e.g. free goods, free services, non-cash voucher, etc.)
 - b. Value of goods given for free
 - c. Frequency of goods given for free
 - d. Ability to identify recipient of free goods (e.g. to employees, distributors, suppliers, etc.)
4. Awareness of deemed supplies and GST output tax when formulating marketing strategies in the future.
5. Management to make strategic decision on whether goods will continue to be given free, the value of such gifts and whether PGT will attempt to track free goods.
6. Consider alternative marketing structure / packages taking into account the GST implication.
7. Consider proper controls for goods given out for free – map process flow of goods given away free to ensure GST output tax is captured timely.
8. Determine changes required to existing policy, processes and system to ensure GST output tax is accounted for appropriately for the various incentives / gifts provided.
9. Implement changes.
10. Educate and communicate policy to staff on policy on free goods.