

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 23 – Disposal of Fixed Assets

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



Work to be done

1. Review and document current processes for accounting for disposals.
2. Identify the assets which are disposed by PGT and determine if the current tracking process in place is sufficient for GST purposes (i.e. disposed to third party, disposed as scrap/obsolete or disposed to related parties).
3. Implement policy and process for accounting for GST on disposal and issuance of tax invoice.
4. Implement system changes required to account for GST on disposal and generate tax invoice.
5. Communication to relevant employees on the updated process and system changes.