

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 24 – GST on Lost / Destroyed / Stolen / Obsolete Stock

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



Work to be done

1. Identify, review and ensure internal controls over all business assets are in place and sufficient to be GST compliant.
2. Review existing stock control systems and processes and maintain best practices.
3. Record Keeping - Consider keeping hard copies of stock take reports, destruction reports and other relevant records for Customs audit.
4. Educate employees on changes and requirements under GST.