

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 25 – Company Cars

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



Work to be done

1. Identify company cars that are used exclusively for business purposes and eligible for GST input tax claim.
2. Make necessary changes to ensure that PGT comply with the requirements for passenger motor cars that are used exclusively for business purpose.
3. To ensure that any new acquisition of company cars should be in compliant with the requirements mentioned in item 2 above.
4. Update the current policy on the use of company cars to ensure it is GST compliant at all time for GST input tax claim purpose.
5. If company cars are not eligible for input tax claim, to tax code accordingly to ensure that no input tax is claimed on the acquisition of ineligible company car.
6. To also tax code accordingly the supply of goods or services relating to repair, maintenance and refurbishment of the ineligible company car.
7. Make necessary changes to IT system to correctly capture the costs and other operating expenditure incurred on eligible company cars and claim input tax incurred.
8. Implement policy, processes and systems changes.
9. Educate staff on the updated company car policy, processes and systems changes.