

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 27 - Payment to Federal & State Governments, Statutory Bodies and Local Authorities

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



Work to be done

1. Identify and list all payments made to local authorities and statutory bodies.
2. Review and confirm prior to GST implementation whether GST would apply on the relevant payment.
3. Implement and determine the processes and system changes to track and confirm whether GST applies on a payment to local authorities and statutory bodies prior to making payment.
4. Establish a process to ensure PGT do not claim input tax on payments to federal & state governments.
5. Implement processes and systems changes.
6. Educate staff on the processes and systems changes.