

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 28 – GST / VAT Incurred Overseas

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



Work to be done

1. List all expenses whereby GST/VAT is incurred overseas.
2. Develop policy for expenses incurred overseas that the GST/VAT cannot be claimed as input tax credit.
3. Determine if management would claim refunds for foreign GST/VAT and develop process to claim GST/VAT overseas from overseas tax authority, where relevant.
4. Determine the changes to processes and systems to account accurately the GST incurred overseas.
5. Implement changes to processes and systems.
6. Educate staff on the updated processes and systems changes.