

Title	Audit certificate certifying the amount of special sales tax refund
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Date	18 March 2015

We are pleased to advise that we will undertake the responsibilities of producing an audit certificate certifying the amount of special sales tax refund in respect of stock on hand at 1 April 2015 ie at the introduction of the Goods and Services Tax (GST).

We set out the proposed scope of work, objectives, key tasks and deliverables for this assignment.

1 OBJECTIVES

- A special refund in respect of sales tax is given for goods on hand or inventories as at 1 April 2015, provided the inventories are held for the purpose of making a taxable supply and that the suppliers of the inventories and sales tax have been paid in full.
- The claim for special refund is made by a GST-registered company not later than 30 September 2015.

2 KEY TASKS

- The GST-registered company is entitled to a claim for special refund equivalent to the amount of sales tax paid, where the inventories have been acquired from a licensed manufacturer in Malaysia or where the inventories have been imported.
The GST-registered company must hold either the suppliers' invoices or the import documents to prove that the GST-registered company is the owner of the goods for which sales tax has been paid.
- The GST-registered company is entitled to a claim for special refund equivalent to 20% of the amount of sales tax paid, where the inventories have been acquired from suppliers other than a licensed manufacturer in Malaysia.

3 DELIVERABLES

We will advise and review on the compilation of the records to substantiate the claim for special refund.

- Where the amount of special refund is RM10,000 or more, an audit certificate signed by an approved company auditor must be produced.
- Records including stock lists to substantiate the quantity of goods held on hand, must be kept for 7 years from the date of claim.
- Records to substantiate the amount of sales tax paid, must also be maintained.
- Records should segregate between inventories for which the suppliers of the inventories and sales tax have been paid in full and inventories for which full payment has not been made to the suppliers.
- Records should segregate between inventories acquired from a licensed manufacturer in Malaysia, inventories acquired from suppliers other than a licensed manufacturer in Malaysia and inventories which have been imported.
- Other supporting documents include either the suppliers' invoices or the import documents for all inventories for which special refund is claimed.

SOURCE :

The Royal Malaysian Customs Department www.gst.customs.gov.my

DISCLAIMER :

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APPENDIX 1

SPECIAL REFUND CERTIFICATION

Name of Claimant: ACME SDN. BHD.

GST Registration Number: 001457841364

Special Refund Claim Type:

- Invoices with Sales Tax
- Invoices without Sales Taxes
- Both invoices with Sales Tax and without

Description of Goods:

Goods on Hand - 1st of January 2014				Value Paid		Sales Tax Paid		Refund Claim
Description	Customs Form Number / Invoice Number	Quantity	Value (RM)	Cheque Number & Payment Voucher (PV)	Amount Paid (RM) Including Sales Tax	Tax Rate	Amount (RM) If Applicable	Amount (RM)
Garments	Customs Form 4432001	70	6,000	Cheque 3433 PV 6745	4,400	10%	400	400
Shoes	Invoice P82834	300	25,000	Cheque 83 PV 890745	25,000	10%	N/A	500
Floor Panels	Invoice 10-67532	1,500	1,470,000	Cheque 1002 PV 999823	1,470,000	5%	70,000	70,000

Total Special Refund Claim: RM70,900

Certification by Approved Company Auditor:

I certify that I have examined the goods held on hand and the related documents in the preparation of the *Description of Goods* table stated above and in my opinion the amount of special refund RM70,900 is determined in accordance with section 190 of the GST Act 2014.

ABakar

OFFICIAL STAMP

Signature of Approved Company Auditor

Name: Abu bin Bakar

NRIC/Passport Number: 570925-03-5139

Firm name: ACME SDN. BHD

CPA / Membership Number: 8744721

Date: 1st Jan 2014

