

# Understanding GST Concepts

By Andre Lim



Decide with Confidence

## INTRODUCTION

This workshop is designed to equip participants with the necessary skills and knowledge to effectively understand and apply GST concepts into your area of work. Lack and inadequacy of knowledge on GST Taxation has cost many businesses unnecessary penalties when they run foul of taxation laws. Do not be the next one!

With notes specially designed for easy learning, to broaden and reinforce understanding of proper GST treatment, you will possess the knowledge and know-how to compute and file your GST returns accurately at the end of this workshop.

## COURSE OUTLINE

- 1) Overview of GST
- 2) Basic Concepts of GST
- 3) Types of Supply
- 4) Output Tax vs Input Tax
- 5) Time of Supply, 14 Days Rule & New Time of Supply Rule
- 6) Tax Invoice, Simplified Tax Invoice & Receipt
- 7) Credit Notes & Debit Notes
- 8) Claiming of Input Tax
- 9) Pre-registration Input Tax Claims
- 10) Bad Debt Relief
- 11) Fringe Benefits
- 12) Disallowed Claims
- 13) Imports
- 14) Correcting Mistakes in Import Declaration
- 15) Major Exporter Scheme
- 16) Exports
- 17) International Services
- 18) Miscellaneous/Frequently Asked Questions
- 19) Reimbursements/Disbursements
- 20) Record Keeping
- 21) Completing the GST F5 correctly

## FOR WHOM

Directors, Finance Managers, Financial Controllers, Accountants, Auditors, Account & Finance Executives who are handling GST on behalf of their companies.

## ABOUT THE TRAINER – MR ANDRE LIM

Andre is currently the Director of a training company that conducts Tax & Finance related workshops. Formerly and Inland Revenue Authority of Singapore (IRAS) Senior Tax Officer, Andre has gathered more than 6 years of valuable experience from IRAS that includes dealing with general and complex GST issues. He has conducted more than 100 GST training workshops and seminars during his tenure with IRAS with many prestigious organisations that include Accounting & Corporate Regulatory (ACRA), Singapore National Employers' Federation (SNEF), Singapore Business Federation (SBF), Singapore Manufacturers' Federation (SMA) and Singapore Chinese Chamber Of Commerce & Industry (SCCCI).

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**Date:** 29 May 2012, 9am – 5pm

**Venue:** TBA

**Fee:** [ ] S\$530 (before GST) for D&B Subscriber [ ] S\$640 (before GST) for Non-subscriber  
(Includes materials, refreshments and lunch)

**EARLY BIRD – Fax in your registration before 29 April to receive a 10% off regular fee**  
**Or, GROUP SAVINGS – Send 2 or more participants to enjoy a 10% off regular fee**

**Fax the completed registration form to 6778 3853**

## Participant(s) Information

**Name 1:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_  
**Name 2:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_  
**Name 3:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_

## Company's Information

**Name of Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **(Postal Code)** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Liaison Officer:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_

## Payment Information

[ ] D&B subscription units (Account no: \_\_\_\_\_)  
[ ] \* Cheque. *Please made payable to: Dun & Bradstreet (Singapore) Pte Ltd*  
[ ] \* VISA [ ] Mastercard [ ] Amex  
**Card no:** \_\_\_\_\_ **Expiry date:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ *(\*GST applies for cheque & credit card payment)*

## Cancellation Policies

1. A seat will be reserved upon receipt of completed registration form, and confirmation of seat upon payment received.
2. A substitute participant is welcome at no charge should you not be able to attend. Please provide the necessary details. Only cancellation made 7 working days before commencement is entitled to full refund of seminar charges (only applicable to cheque or credit card payment). No refund thereafter including no show during day of commencement. A complete set of materials will however be sent to you.
3. For D&B subscribers opting to pay through D&B subscription units, deductions would be made upon receipt of completed registration form. In the event of any postponement/cancellation of seminar by D&B; or withdrawal from seminar by participant(s), units deducted would not be credited. However, a replacement of seminar (of same value) would be given and to be utilized within 6 months.
4. D&B reserves the right to postpone or cancel the seminar for reasons whatsoever. In such a case, D&B will provide a full refund to registrants who have made cheque/credit payment towards the event and such registrants shall have no claims against the company.
5. D&B reserves the right to change venue due to unforeseen circumstances.

