

# e-INVOICE IMPLEMENTATION IN MALAYSIA AND NAVIGATING THE MYINVOIS PORTAL



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## COURSE INTRODUCTION

All businesses will be required to issue e-Invoice in accordance with the phased mandatory implementation timeline set by Lembaga Hasil Dalam Negeri Malaysia (LHDNM) / Inland Revenue Board Malaysia commencing on 1 August 2024.

To facilitate transition to e-Invoice, taxpayers can select the most suitable mechanism to transmit e-Invoices to LHDNM, based on their business requirements and specific situation. The two (2) options for the e-Invoice transmission mechanisms are MyInvois Portal and Application Programming Interface (API).

To assist you in gaining a clearer understanding on the compliance requirements of e-Invoice and MyInvois Portal, Suruhanjaya Syarikat Malaysia (SSM) / Companies Commission of Malaysia is please to collaborate with LHDNM in designing this training for business owners and corporate advisors.

Sign up this training programme to find out more about e-Invoice and MyInvois Portal!

## COURSE OBJECTIVES

The speakers from IRBM will:

- Present the simplified e-Invoice concepts for easy understanding and implementation.
- Engage in in-depth discussion on the e-Invoice regulatory landscape.
- Provide step-by-step guidance on key aspects of e-Invoice, including implementation, compliance and record keeping and to ensure taxpayers can follow a structured approach in meeting their obligations.
- Demonstrate how e-Invoice requirements can be applied in different business contexts.
- Demonstrate on using MyInvois Portal and guide on practical hands-on knowledge.
- Explore the key features and function of MyInvois Portal.

## COURSE CONTENTS

1. Overview of e-Invoice in Malaysia
  - Why and what is e-Invoicing?
  - Who must comply with e-Invoice?
  - Benefits of e-Invoice.
  - Preparing for the implementation of e-Invoice.
  - Offences and penalties.
  - Latest updates on the implementation of e-Invoice.
2. e-Invoice Model
  - Two (2) e-Invoice transmission mechanisms:
    - Through the MyInvois Portal provided by LHDNM.
    - Application Programming Interface (API).
  - List of required data fields for e-Invoice.
  - MyInvois Portal and API workflow.



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## 3. 13 focus areas in the e-Invoice Specific Guidelines:

- Transaction with buyers.
- Statement / bills on a periodic basis.
- Disbursement and reimbursement.
- Employment prerequisites and benefits.
- Certain expenses incurred by employee on behalf of the employer.
- Treatment for self-billed e-Invoice.
- Transactions which involve payments in monetary form to agents, dealers or distributors.
- Cross-border transactions.
- Profit distribution.
- Foreign income.
- Currency exchange rate.
- API overview.
- Cybersecurity.

## 4. e-Invoice Software Development Kit (SDK).

## 5. The usage of Tax Identification Number (TIN) to facilitate the issuance of an e-Invoice.

## 6. Tax incentives / grants in relation to implementation of e-Invoice as announced in Budget 2024.

## 7. Walkthrough Q&A published by IRBM on the implementation of e-Invoice for specific industry.

## 8. Demo and hands-on training using MyInvois Portal and step by step e-Invoicing on the portal.

## LEARNING OUTCOMES

By attending this course, participants will be able:

- Have an overview of the e-Invoice.
- Get started with the Malaysia's e-invoicing system.
- Understand specific guidelines on the issuance of e-Invoice.
- Identify practical issues relating to e-Invoice.
- Prepare business for the transitional period.
- Optimize the use of the MyInvois Portal in issuing e-Invoices.

## WHO SHOULD ATTEND

Company directors, accountants, auditors, tax agents, company secretaries, business owners, sole-proprietors, start-ups to small medium enterprises, corporate advisor and anyone who is keen to learn about e-Invoice and MyInvois Portal.



## ABOUT THE TRAINER

The course will be delivered by representatives from Lembaga Hasil Dalam Negeri Malaysia (LHDNM). The speakers are experts in their dedicated fields and are involve in policy making and operational undertakings. The speakers have extensive experience in providing awareness and knowledge sharing in e-Invoice to business community and public at large.



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## ADMINISTRATIVE DETAILS

Date	19 September 2024 14 November 2024
Venue	Virtual platform
Time	9.00AM – 1.00PM
Training Methodology	Lecture, discussion and hands-on session
Fee	RM250.00
SSM CPE Points	4 points

## HOW TO REGISTER?

### STEP 1

Strictly via online registration at <https://e-comtrac.ssm.com.my>

### STEP 2

#### NEW USER (First Time Login)

- Click on **SIGN UP**
- Key in **REGISTRATION INFORMATION**
- Click on **REGISTER**
- Key in **USERNAME** and **PASSWORD**

#### EXISTING USER

- Key in **USERNAME** and **PASSWORD**
- Click on **SIGN IN**

### STEP 3

- Select training
- Check on Available Seat
- Click on Add Participant
- Key in participant's information
- Click on Submit
- Check participant's details
- Click on Submit Payment

Note: Please submit your application within 15 minutes. Otherwise the system will automatically cancel your transaction and you will lose your seat(s). Please re-apply if you wish to proceed. Full payment shall be made at the point of registration.



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## TERMS & CONDITIONS FOR REGISTRATION OF TRAINING PROGRAMMES UNDER COMTRAC

### Payment Mode

- All training programmes registrations MUST be applied through e-COMTRAC. Upon submitting the registration application, participant is deemed to have read and accepted the terms and conditions herein.
- Payment by cash and cheque is not acceptable effective from January 2021.

### Webinar Access Link

- A notification e-mail with the webinar access link will be sent at least 24 hours before the commencement of the webinar.
- The access link is unique for registered participants and should not be forwarded or shared with others.

### Certificate of Attendance

- Participant can download the Certificate of Attendance from e-COMTRAC platform upon full attendance of the programme and payment is received. The certificate will be available for download in three (3) working days after the programme. Please take note that the certificate is available for download up to 30 days only. An administrative fee may be charged for download after the 30th day.
- SSM will charge an administrative fee of RM30.00 per copy for any replacement of certificate due to errors in name or identification card number wrongly filled by participant / representative during registration or loss of certificate, etc.

### Cancellation / Absent

- No refund will be given to participant who failed to attend the programme.
- Replacing registered participant is not allowed.

### Transfer

- Transfer of registration fee to another training programme is not allowed.

### Human Resources Development Corporation

Suruhanjaya Syarikat Malaysia is registered as a training provider with HRD Corp under GOV1000117857. All trainings are claimable under SBL Scheme subject to HRD Corp approval. Participant's employer needs to apply for grant at least one day before the commencement of training.

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## COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

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