

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

IMPLEMENTING E-INVOICE IN MALAYSIA AND NAVIGATING THE MYINVOIS PORTAL

COURSE INTRODUCTION

Businesses will be required to issue e-Invoice in accordance with the three (3) key stages of mandatory implementation timeline set by Lembaga Hasil Dalam Negeri Malaysia (**LHDNM**) / Inland Revenue Board Malaysia:

Phase 1	Phase 2	Phase 3
1 August 2024	1 January 2025	1 July 2025
Mandatory implementation for taxpayer with an annual turnover or revenue of over RM100m	Mandatory implementation for taxpayers with an annual turnover or revenue between RM25m to RM100m	Mandatory implementation for all other taxpayers (with over RM150k annual turnover revenue)

IMPLEMENTING E-INVOICE IN MALAYSIA AND NAVIGATING THE MYINVOIS PORTAL

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.

COURSE OBJECTIVES

The speakers from LHDNM 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; and
 - Application Programming Interface (API).
 - List of required data fields for e-Invoice.
 - MyInvois Portal and API workflow.
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;



IMPLEMENTING E-INVOICE IN MALAYSIA AND NAVIGATING THE MYINVOIS PORTAL

COURSE CONTENTS



- Transactions which involve payments in monetary form to agents, dealers or distributors;
 - Cross-border transactions;
 - Profit distribution;
 - Foreign income;
 - Currency exchange rate;
 - API overview; and
 - 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 LHDNM on the implementation of e-Invoice for corporate service providers.
 8. Demo and hands-on training using MyInvois Portal and step by step e-Invoicing on the portal.

LEARNING OUTCOMES

By attending this course, the participants will be able to:



- 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 TRAINERS

The course will be delivered by representatives from Lembaga Hasil Dalam Negeri Malaysia (**LHDNM**). The speakers are experts in their dedicated fields and are involved 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.

IMPLEMENTING E-INVOICE IN MALAYSIA AND NAVIGATING THE MYINVOIS PORTAL

ADMINISTRATIVE DETAILS

Date	4 February 2025 15 April 2025 13 May 2025 19 June 2025
Platform	Virtual platform
Time	9.00 am - 1.00 pm
Training Methodology	Lecture, discussion and hands-on session
Fee	RM 250.00
SSM CPE Points	4 points

HOW TO REGISTER?

STEP 01

Strictly via online registration at www.ssm4u.com.my/ecomtrac

STEP 02

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 03

- 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.

IMPLEMENTING E-INVOICE IN MALAYSIA AND NAVIGATING THE MYINVOIS PORTAL

TERMS & CONDITIONS FOR REGISTRATION OF TRAINING PROGRAMMES UNDER COMTRAC

PROGRAMME FEE

- Fee is payable to SURUHANJAYA SYARIKAT MALAYSIA.
- Admittance to training programme shall be granted only upon registration and full payment is received.

PAYMENT MODE

- Registrations and payment for training programmes MUST be made through online at e-COMTRAC (www.ssm4u.com.my/ecomtrac). Upon submitting the registration application, participants are deemed to have read and accepted the terms and conditions herein.
- Payment by cash and cheque is not acceptable effective from January 2021.

CLASSROOM TRAINING

- For classroom-based training, a confirmation e-mail will be sent to participants at least 1 working day prior to the programme.
- Participants are required to present Malaysia's identification card (MyKAD/NRIC) and foreign participants are required to present passport at the registration counter for verification and admission to training programme.
- Admittance may be denied upon failure to present identification card / passport.

WEBINAR ACCESS LINK

- A notification e-mail with the webinar access link will be sent to participants at least 1 working day prior to the webinar.
- The access link is unique for registered participants and should not be forwarded or shared with others.

CERTIFICATE OF ATTENDANCE

- Upon full attendance of the programme and payment is received, participants will be issued an e-Certificate of Attendance. For this purpose, it is imperative to fill in the email address correctly.
- Participants can download the e-Certificate of Attendance from e-COMTRAC platform in three (3) working days after the programme. Please take note that the certificate is available for download up to 30 days from the conclusion of the programme. An administrative fee of RM30.00 per copy is chargeable for downloading the certificate after the 30th day and 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 participants who failed to attend the programme.
- Replacing registered participant is not allowed.

TRANSFER

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

PERSONAL DATA PROTECTION NOTICE

Your personal data and other information provided in this application and including any additional information you may subsequently provide, may be used and processed by COMTRAC/SSM as a reference in future to communicate with you on our training programmes/events. In line with the Personal Data Protection Act 2010, we wish to obtain your agreement and consent for using your personal data. If you do not consent to the processing and disclosure of your personal data, you should send an e-mail to us at comtrac@ssm.com.my.

HUMAN RESOURCES DEVELOPMENT CORPORATION

SSM 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.

COPYRIGHTS

The materials of the training programme are solely for participants' personal use. No part of these materials may be stored, reproduced or transmitted in any form or by any means, including photocopying, e-mailing and recording, without the written permission of the author or SSM. Information contained in these documents is understood to be correct at the time of writing. The assessments and views expressed in these materials shall be treated/ regarded purely for public information and discussion and it does not constitute formal advice. The views provided are for general information to provide better clarity and understanding of the subject matter. It should not be relied upon as an alternative to specific legal advice from your lawyer or other professional service provider. If you have any specific issues and/ or questions about any legal matter, you should consult your lawyer or other professional service provider. In no event shall the SSM be liable for any damages, whether in an action of contract, negligence or other tort, arising from the contents in these materials.

EXCLUSION OF LIABILITY

The speaker(s) or trainer(s) is independent and shall not represent SSM, act as its agent or otherwise represent that their personal views are endorsed by SSM. The assessments and views expressed during the programme are entirely the speakers'/trainers' own. SSM shall not be liable for whatever circumstances arising from any engagement between the speaker(s) or trainer(s) and the participant(s).

DISCLAIMER

SSM reserves the right to cancel the programme, change date(s), venue(s), speaker(s) or any other changes due to any unforeseen circumstances that may arise without prior notice to participants. SSM also reserves the right to make alternative arrangements without prior notice. SSM accepts no responsibility for death, illness, injury, loss or damage of any property belonging to, or financial loss by any persons attending the programme, whatever the cause. SSM shall not be responsible for any costs, damages or losses incurred by participants due to the changes and / or cancellation. SSM is not responsible for the integrity of participants' computer or device, your internet signal bandwidth, or any other consideration outside of the control of SSM.


SSM shall not be responsible for any problems or technical malfunction, including, without limitation, the acts, omissions, problems or malfunctions of any telephone network or lines, computer online systems, servers, computer equipment, software, failure of e-mail, traffic congestion on the internet or at any web or combination thereof.


All information contained in the brochure is correct and accurate at the time of publication.


COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

Companies Commision of Malaysia

Level 12, Menara SSM@Sentral
No.7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur

 +603 2299 5498 / 4441 / 5308

 +603 2299 4451 / 4452

 comtrac@ssm.com.my