

MAY  
20  
ONLINE

AT-DAY COURSE ON

# Mastering E-Invoicing VERSION 202

## HIGHLIGHTS

- Unit 1: Introduction
- Unit 2: Getting Ready For E-Invoice
- Unit 3: Transaction Scenarios
- Unit 4: Proof Of Income
- Unit 5: Financial Planning



**TrainNode**

ACCELERATING BUSINESS  
PERFORMANCE

with the right learning experience,  
bridging present and future  
organizational needs.



## INTRODUCTION

In the ever-evolving landscape of Malaysian business, the shift to e-invoicing has become a key player in enhancing efficiency and financial transparency. Amidst global economic trends, Malaysia is strategically embracing electronic invoicing, with the Inland Revenue Board of Malaysia (LHDN) issuing updated guidelines on February 9, 2024.

This course aims to outline the significance of e-invoicing in streamlining financial processes for businesses. We'll delve into how it can benefit operations and emphasize the importance of adhering to the latest LHDN guidelines, ensuring businesses stay compliant and operate optimally in this digital era.

## COURSE OBJECTIVES

- **Understanding E-Invoicing Concepts:** Participants will grasp the fundamental concepts and principles of e-invoicing, including its role in streamlining financial processes.
- **Develop Tax Optimization Skills:** Equip participants with the knowledge and strategies needed to minimize tax liabilities while staying compliant with tax regulations, helping them maximize their business profits. Especially on e-invoicing A-Z guidelines
- **Application and Implementation:** Provide practical examples, case studies, and exercises to enable participants to apply learned strategies and methodologies to real business scenarios effectively.

## TRAINER'S PROFILE



### Annie Wong

CFP Professional, CFC, B.Sc (Summa cum Laude).  
International Certified Professional Trainer (IPMA) UK, HRDC Accredited Trainer.

A Highest Distinction Science Background Double Degree holder, Annie turned into a professional trainer, coach, and consultant in 2015. Recently, the International Union of Professional Trainers, UK awarded the Most Promising Professional Trainer of the Year 2022 Award.

With a background as a former Pharmaceutical Regional Manager and current Financial Consultant, she has honed her business acumen. Annie, who doesn't have a finance background herself, understands the challenges of learning finance without prior knowledge. That's why her training approach is enjoyable and uses everyday language instead of complex financial jargon.

Annie's practical understanding of complex financial matters enables her to deliver accessible training on Personal Finance, Accounting, Taxation, and Corporate Financial Wellness programs. She has a remarkable track record, having spoken or trained in over 500+ events, both online and offline. Her expertise has benefited numerous corporate clients, including Novartis, Tan Chong Group, Nissin International Group, Prysmian Group, Poh Huat Resources Holding Berhad, Lattice Semiconductor, TT Vision, OEM University, First City University, and many more.

Annie determined to enhance Malaysians' Financial Intelligence on a grand scale, Annie authored the book "Getting Wealthier than Your Peers in the Next 10 Years" and "Tax 202" Online Learning Platform. Her areas of expertise encompass Personal Finance, Corporate Accounting, and Taxation.

## WHO SHOULD ATTEND

- Business Owners
- Entrepreneur
- Department Head | Future Leaders of the company
- Account Manager | HR Manager

COURSE OUTLINE

- 0900
- Unit 1: INTRODUCTION

  - What is E-Invoicing
  - Benefits of adopting E-invoice
  - Transaction types
  - E-invoice implementation timeline
  - Exemption of implementing e-invoice *New!*

- Unit 2: GETTING READY FOR E-INVOICE
- E-invoice overview workflow
  - E-invoice Model
  - E-invoice Model workflow (via MyInvois Portal)
  - E-invoice Model workflow (via API)
  - What to ready for E-invoicing implementation
  - Comparison between E-invoice models
  - Contingency Plan
  - Offences and Penalty on not compliance

1030

Morning Coffee

- 1045
- Unit 3: TRANSACTION SCENARIOS

  - Transactions with buyers
  - Consolidated invoice
  - Self-Billed Invoice
  - Cross border transaction
  - Disbursement & Reimbursement

1300

Lunch

- 1400
- cont. Unit 3: TRANSACTION SCENARIOS

  - Employment Perquisites & Benefits
  - Employee’s claim
  - Transactions involving agents, dealers, distributors
  - E-Commerce Transactions *New!*

1530

Afternoon Tea

- 1545
- Unit 4: PROOF OF INCOME

  - Foreign income
  - Profit Distribution

- Unit 5: FINANCIAL PLANNING
- Tax avoidance with proper planning
  - SOP setting for smoother operation flow
  - Communication and preparation works for suppliers & customers

1700

End of course

METHODOLOGY

Lecture - Theory, Concept, Models (30%) Interactive - Engaging learning experience (30%) Case Study & Practical Solutions (30%) Reflection (10%)



REGISTRATION FORM

Mastering E-Invoicing Version 202

HRD CORP CLAIMABLE COURSE: TRAINING PROGRAMME NO: 10001398742

COMPANY NAME

COMPANY ADDRESS

NATURE OF BUSINESS

MEMBER OF HRD CORP?

☐ YES

☐ NO

COMPANY SIZE

☐ 1-29

☐ 30-69

☐ 70-99

☐ 100-149

☐ 150-199

☐ 200+

CONTACT PERSON

TEL

MOBILE

EMAIL

APPROVING MANAGER NAME

TEL

MOBILE

EMAIL

DELEGATE 1 FULL NAME

POSITION

TEL

MOBILE

EMAIL

DELEGATE 2 FULL NAME

POSITION

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MOBILE

EMAIL

DELEGATE 3 FULL NAME

POSITION

TEL

MOBILE

EMAIL

DELEGATE 4 FULL NAME

POSITION

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MOBILE

EMAIL

DELEGATE 5 FULL NAME

POSITION

TEL

MOBILE

EMAIL

COURSE FEES

The fee per person is RM700.

The full fee is required with your registration. The fee includes, softcopy of course notes and e-certificate of completion.

TERMS & CONDITIONS

1. Registration & Fees Policy.

Registration is confirmed once registration form is received via email. All Payments /Undertaking Letters / Local Order (LO) / Letter of Approval must be made available and presented prior to the course.

2. Cancellation Policy

Any cancellation must be received in writing within 7 working days prior to the course else full payment will be imposed. Any no-show by registered delegates will be liable for full payment of the course fees.

3. Disclaimer & Program Changes Policy

Trainmode Sdn Bhd reserves the right to amend or cancel the course due to circumstances beyond its control. We reserved the right to modify the advertised topics or course timing whenever necessary.

PAYMENT TRANSFER BANK DETAILS

Account name

TRAINMODE SDN BHD

Account number

14100015214

Bank Name

Hong Leong Bank Berhad

CONTACT US

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OUR LOCATIONS

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14000 Bukit Mertajam, Penang

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