CeDR
CORPORATE CONSULTING
198501004328 (136767-V)

APPLICATION OF E-INVOICE IN DAILY ACCOUNTING AND BUSINESS OPERATION

DATE: *3 November 2025*
FEE: *RM700 + 8% SST*

DURATION: *1 Day*
HRD CORP SCHEME:
HRD Corp Claimable Courses

INTRODUCTION

The application of E-invoice in billings of commercial activities and the capturing of cost in accounting as announced by LHDN to be implemented in phases from Aug, 2024 onwards.

The need to know when to issue an E-Invoice to customers to capture the revenue, when to issue self-bill invoice to capture the cost, when suppliers are not required to issue E-invoice, etc. are all essential knowledge that all staffs in the organization's accounting and other departments, such as sales, purchasing, human resources, etc. will need to know.

It is therefore essential that all the Accounting and other Operational function staffs, get equip with the E-Invoice mechanism in our daily Accounting and Business operation.

LEARNING OUTCOMES

Upon completion of this program, participants will be able to:

- Understand the mechanism of E-Invoice mechanism
- Prepare and get ready for E-Invoice implementation
- Gain guidance on actions to be taken to capture revenue and cost for your business operation.

METHODOLOGY

- Course notes
- Participative and active, group discussions, and
- Questions & Answers

WHO SHOULD ATTEND

- Entrepreneurs, SME Business owners & Directors.
- Accountants, Accounts Executives and all operational Accounting Staffs,
- Company Secretaries and Secretarial Assistance
- Other Functional (Sales, Purchasing, Human Resource, etc.) Managers, Executives and Staffs.
- All other persons who are involved in and/or interested to learn about E-Invoice mechanism

FACILITATOR

Tan Kok Tee

With 40 years of working experience in financial, strategic and general management field, Kok Tee has held a variety of leadership and senior management roles in various organizations, the last being Group Chief Executive Officer. More than half of this time was spent in the Manufacturing, Marketing & Distribution and Services organization, including those with the then Inchcape Timuran Berhad, Metroplex Berhad, Perdana Industries Berhad. He is also a Certified Trainer with PMSB's (HRDF) Train The Trainer Certificate since 2009 and GST Agent registered with MOF. Kok Tee has also been involved in training and facilitation on a part-time basis from 2009-2013, and full time from 2014 to now

CeDR
CORPORATE CONSULTING
198501004328 (136767-V)

PROGRAM OVERVIEW

Module 1:
What is e-Invoice and its Scope of coverage.

Module 2:
What transaction type does E-Invoice cover?

Module 3:
Parties Exempted

Module 4:
E-Invoice mechanism and flowchart under:

- IRB's MyInvois model
- Application Program Integration (API) model
- Key pointers and past program Q and A.

Module 5:
E-Invoice treatment for:

- Reimbursement and Disbursements
- Penalties
- Employment Perquisites and Benefits
- Importation of goods and services
- Rental or Expenditure incurred from parties exempted from e-Invoice
- Commission payments to Agents, Dealers, Distributors (ADD)
- Interest received from Financial Institutions
- Others – Open discussions of individual own organization requirements.

Module 6:
Understanding the guides issued by IRB:

- E-Invoice General Guide
- E-Invoice Specific Guide
- Other FAQ from IRB
- Information to be shown in the E-Invoice**:**

✓ Compulsory information
✓ Non-compulsory information

Module 7:
Actions to be taken to get ready for the implementation.

PROGRAM SCHEDULE

Day 1

9:00am	- 10:30am	:	Module 1,2 & 3
10:30am	- 10:45am	:	Coffee Break
10:45am	- 1:00pm	:	Module 4
1:00pm	- 2:00pm	:	Lunch
2:00pm	- 3:30pm	:	Module 5
3:30pm	- 3:45pm	:	Coffee Break
3:45pm	- 5:30pm	:	Module 6 & 7
			End of the Program