



The transition to e-Invoicing requires significant accounting and operational optimisation to ensure full compliance. With the continuous rollout of fundamental legislation and the latest updates, businesses must adapt quickly to avoid non-compliance risks and operational disruptions. This course addresses the practical challenges and "pain points" associated with these changes. It provides clarity on accurate data collection, transaction reconciliation, and the broader business implications of e-Invoice data sharing among authorities.

#### OBJECTIVE:

The core objective of this training session is to equip participants with the critical knowledge needed to optimise their billing, expenses and operational workflows for seamless e-Invoice compliance. Participants will learn to issue e-Invoices and consolidated e-Invoices on time, manage self-billed e-Invoices accurately and align internal policies, such as employer staff claims policies and employee handbooks, with the latest regulatory standards.

#### HOW WILL YOU BENEFIT:

At the end of this training session, participants will learn to:

- **Navigate Regulations:** Apply fundamental e-Invoice legislation and the latest regulatory updates directly to current business practices. Protect the business against risks related to strict enforcement.
- **Streamline Billing:** Optimise income and billing processes by managing timing differences, issuing proper credit/debit notes, and successfully adhering to the seven-day rule for consolidated e-Invoices.
- **Handle Complex Transactions:** Manage the correct e-Invoice treatment for refundable and non-refundable deposits, as well as single transactions exceeding RM10,000.
- **Optimise Expenses:** Ensure cost of sales and expense compliance by mastering self-billed e-Invoices for imported goods and services and payments to individuals.
- **Resolve HR Pain Points:** Address staff claims and employment prerequisite challenges by properly handling self-billed e-Invoices for local and overseas expenses.

#### Course Fee:

**Normal Price**

**Early Bird Promo (register before 8<sup>th</sup> May 2026)**

**If you come with a colleague or bring a friend**

**RM 1,288.00/pax**

**RM 1,088.00/ pax**

**RM988.00/pax**

**HRDCorp Claimable Course**

*\*\*Price includes Speaker Notes, Attendance e-Certificate, Tea Breaks and Lunch*



# ACCOUNTS PERSONNELS' FIVE HANDS-ON SKILLS TO KEEP-UP COMPETENCY IN E-INVOICE ERA

## Course Outline

**9.00am – 9.30am**

### **Module 1: Introduction**

- Fundamental e-Invoice legislation
- Latest e-Invoice updates

**9.30am – 11.00am**

### **Module 2: Income and Billing Process Optimisation**

- Timing difference between “Invoice Date” and “e-Invoice Date”. E.g., reconciliation between GL and MyInvois Portal record.
- Practical usage of credit note, debit note and refund note
- Issues to meet the seven-days rules for consolidated e-Invoice. E.g., reconcile cash sales and e-wallet sales
- Process for collecting customer details for e-Invoice. E.g., a single transaction exceeding RM10,000.
- Refundable and non-refundable deposit e-Invoice treatment
- Income that not required to issue e-Invoice

**11.00am – 1.00pm**

### **Module 3: Cost of Sales and Expenses Optimisation**

- Self-billed e-Invoice issues on imported goods and services (imported service tax and withholding tax)
- Incomplete supporting document on payment to the agent. E.g., stamping on the agent agreement
- Payment to individual: Required self-billed e-Invoice or other supporting documents?
- Request e-Invoice for purchases from e-Commerce platform? (local and overseas)

**2.00pm – 3.30pm**

### **Module 4: The “Pain Points” of Staff Claims and Employment Perquisites**

- What are staff claims and employment perquisites?
- The confusion of self-billed e-Invoice for staff claims (local and overseas expenses)
- Why are HR documents, such as the employer’s staff claims policy and employee handbook are important?

**3.30pm – 5.00pm**

### **Module 5: Other e-Invoice Impact on Business**

- Potential sharing of e-Invoice information among authorities
- The undeclared income trap by e-Invoice data collection
- Consistent and strict enforcement by authorities leading to full compliance by all businesses
- Q&A session

## ***TRAINERS' PROFILE: Mr DEREK WONG***



**Mr. Wong Yew Fei, Derek** is a Master Trainer of KAC Advisory Services PLT. Derek is an Executive Partner of an accounting and SST advisory firm, and has over 29 years' experience in accounting, tax and finance. He is a public accountant and business advisor to established MNCs, Oil & Gas-related companies, and manufacturing companies. He started his career at a mid-sized audit firm before moving to a Big Four audit firm. Thereafter, he was with SMEs and a public listed company and held a senior financial position at an established large corporation. He has extensive experience in preparing and reviewing management reports, new tax implementation process, budgets, forecasts and cash flow management, fund raising activities, IPOs, back door listing and other corporate exercises.

An Accredited HRDCorp-certified trainer, he is sought-after for his training on SST, transfer pricing, effective debtors management subjects. He has vast practical experience in detecting customers with SST/transfer pricing issues and initiating prevention actions via structured training.

He has vast practical experience in conducting comprehensive new taxation implementation training for GST, SST2.0 and transfer pricing. He is a member of MIA and holds the ACCA and AAT qualifications.

He was a GST agent and had passed customs' GST reviewer examination (MyGCAP), and he has conducted many GST/SST courses and was appointed by GAF Advisory, Persatuan Pegawai Kastam Malaysia and selected Universities' taxation courses facilitator. He is also the regular trainer for Malaysian Institute of Accountants (MIA) for the above subjects.

HRDCorp Registered Company  
(If Yes, please tick)



**Workshop Title:** Accounts Personnels' Five Hands-On Skills to Keep-Up Competency In E-Invoice Era  
**Date & Time:** 12<sup>th</sup> May 2026, Tuesday (9.00am – 5.00pm)  
**Venue:** Armada Hotel, Petaling Jaya, Selangor.

Course Fee	No. of participants	Total Fees
Normal Fee	RM 1,288.00/pax	
Early Bird Rate ( <b>Register before 8<sup>th</sup> May 2026</b> )	RM1,088.00/pax	
If you bring a friend or colleague	RM988.00/pax	
Total	pax	RM

**DETAIL**

Company Name: \_\_\_\_\_ Industry: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Company Tel: \_\_\_\_\_  
Company Mobile: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

\_\_\_\_\_ Vegetarian Meal

1. Full Name: \_\_\_\_\_ Designation \_\_\_\_\_
2. Full Name: \_\_\_\_\_ Designation \_\_\_\_\_
3. Full Name: \_\_\_\_\_ Designation \_\_\_\_\_

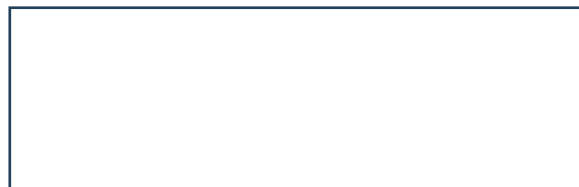
**PAYMENT METHOD**

- I / We hereby enclose  Online Banking Transfer  
 Claim via *HRD Corp Claimable Course Skim Bantuan Latihan Khas Levy*

Cheque should be crossed and made payable to **YOUNG TITANS ENTERPRISE**. Payments can be deposited into our account - **MBB: 512754-555 259**. A copy of the bank-in slip should be scanned and emailed to [seminar.young.titans@gmail.com](mailto:seminar.young.titans@gmail.com).

Cancellation/ transfer policy: Payment is refundable for cancellation if cancellation is in writing received 7 working days before the event. You can substitute an alternative participant, particulars of which should be given to us in writing before the event. If any participant is absent on the event day, full payment is chargeable.

**YOUNG TITANS ENTERPRISE (YTE)** reserves the right to change the venue(s), date(s) speaker(s) or cancel the event due to circumstances beyond its control. **YTE** also reserves the right to alternative arrangements without prior notice to you, should it be necessary to do so. Upon signing the registration form, you are hereby deemed to have read and agreed to the terms and conditions herein.



\_\_\_\_\_  
Signature

and

company stamp

Date:

*Should you have any further enquiries, please do not hesitate to contact us.*

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- Contact: **Mr Teoh**
- Address: Petaling Jaya, Selangor

Contact No: **011- 1057 3088**