

# e-invoicing

"This training is not like others - I mapped out my whole business process to identify all the e-invoicing issues I will face. Mantap!"

11-12 JUNE  
2025

9 am to 5 pm

77-2, Block G, Zenith  
Corporate Park Jalan SS  
7/26, Kelana Jaya, Selangor

sarah@symphonydigest.com  
010-2387 806  
symphonydigest.com; doshu.com.my

**Symphony Digest**



**RM1,750**  
(inc SST)

*Bring  
your  
laptop*

CLAIM YOUR  
**RM50** TNG RELOAD  
PIN AT REGISTRATION  
DESK

# E-INVOICING: HANDS-ON PRACTICAL GUIDE



## Module 1: Getting Ready for E-invoicing

- E-invoicing Framework in Malaysia
- The Onus of Businesses
- Implementation Timeline
- Exemptions from E-invoicing
- Consequences of Non-compliance
- Considerations for Pre-implementation
- 6-month Interim Relaxation Period
- Action Plans for Businesses

## Module 2: Comprehensive Approach to Digitalisation

- E-invoicing treatments for various scenarios
- Consolidated E-invoice
- Self-billed E-invoice
- Cross-Border Transactions
- Currency Exchange Rate
- E-commerce Transaction
- Staff Claim

FAQ for specific industry

## Module 3: Mitigating the Risk of E-invoicing Non-compliance and Final Check on Your First Deadline

- Relevant tax incentives
- Suggestions for post-implementation
- Tax audits through e-invoicing
- Reconciliation your numbers
- Internal defence and risk management

Post-test Quiz

## Module 4 – Step-by-Step Guide on How to Issue Different Types of E-invoices On the Spot

- Types of E-invoices On the Spot
- Issuance of Consolidated E-invoice
- Issuance of Self-billed E-invoice for Payment to Agents

## Module 4 – Step-by-Step Guide on How to Issue Different Types of E-invoices On the Spot

- Issuance of Self-billed E-invoice for Import and Export Transaction
- Issuance of Self-billed E-invoice to Individual who Does Not Conduct Business
- Issuance of Individual E-invoice
- Issuance of Credit Note E-invoice
- Issuance of E-invoicing Checklist and Mini Handbook prepared by Course Instructor

Q&A Sessions

## Module 5: Hands-On Practical Guide on How to Issue Different Kinds of E-invoices via Your Accounting Software

- Issuance of consolidated e-invoice and consolidated self-billed e-invoice
- Final check on your first deadline

## Module 6: Role of Various Departments in Handling E-invoice

- Accounting & Finance Department
- Purchasing Department
- Sales & Marketing Department
- Operations Department
- Human Resource Department

## Module 7: When You Should Self-billed & What Is The Requirement

- Payment to ADD, Import & Export etc
- Common mistakes

## Module 8: Discussion On Common Practical Challenges & Potential Workarounds

# E-INVOICING: HANDS-ON PRACTICAL GUIDE



The Trainer is an accredited HRDC trainer with practical experience in tax, accounting and finance with firms such as Deloitte, BDO Tax Services and YYC Tax Consultants.

As a tax specialist trainer, she has conducted over 50 in-house training on E-Invoicing for listed companies and SMEs. She has also assisted a diverse range of clients across industries such as aviation, hospitality, healthcare, textile, solar energy, investment holding, construction and media in various tax matters, including handling tax audits.

She holds a BSc (Hons) in Accounting and Finance from Sunway-Lancaster University, and is an Associate Member of the Chartered Tax Institute of Malaysia (ACTIM). She is a Certificated Customs Agent approved by the Royal Malaysian Customs Department (RMCD).

## PARTICIPANT DETAILS

Name:
Position:
Department:
Contact Number:
Email:
-----
Name:
Position:
Department:
Contact Number:
Email:

## ADMIN DETAILS

Name:
Position:
Department:
Company:
Contact Number:
Email:
Address:
<b>Payment Method:</b> <input type="checkbox"/> Direct Payment <input type="checkbox"/> Claim HRD

### Notes:

- For cancellation less than 14 days before or non-arrival on the training day, no refund will be given. Substitution is allowed.
- Should the number of participants be too low to make the course a meaningful learning experience, Symphony reserves the right to postpone or cancel the training.
- HRDC grant application shall be applied and approved before the training day. Maximum claim from HRDC is RM1,750 per day. The balance, if any, is to be topped up by client.