



THE INSTITUTE OF ELECTRICAL AND ELECTRONICS  
ENGINEERS, INC.  
MALAYSIA SECTION

7<sup>th</sup> April 2015

Dear All,

This is to inform all Chapters that IEEE Malaysia Section has registered for GST and will soon register all Chapters for GST as discussed during the recent Leadership Camp.

In registering for GST, we will need the following information from each Chapter :

- i) Name of Chapter
- ii) Contact person (preferably Chair or Treasurer) responsible to ensure GST submission done as and when necessary (once every 3 months to Customs)
- iii) Telephone contact No:
- iv) Chapter address
- v) Chapter banking details
  - a. Bank code
  - b. Bank account type
  - c. Bank account no.
  - d. Bank address (incl. post code)

It is important that all Chapters provide us with the above information so that Chapters can continue to operate autonomously to the greatest extent possible.

In the meantime (until Chapters are registered for GST), please ensure the following are adhered to:

- i) Do not issue any invoice – if need to, then Section will provide tax invoice.
- ii) All invoices from suppliers that are GST registered should be addressed to Section and not Chapters (else we may not be able to claim GST rebate for input tax paid).

Generally, all our income generation supplies/services are to include GST at the standard rate (6%). These include conference fees and charges for seminars, etc. Please ensure all charges/fees advertised/proposed include 6% GST with the description “...fee includes 6% GST”.



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However, when we issue invoices for supply of goods and services, the GST amount should be shown as a separate line item as in examples shown below:

|                |            |                      |          |
|----------------|------------|----------------------|----------|
| Conference fee | RM1,000.00 | Conference fee       | RM943.40 |
| GST (6 %)      | RM60.00    | GST @ 6% of 943.40 = | RM56.60  |
| Total =        | RM1,060.00 | Total =              | RM1,000. |

We shall be providing full details and templates for tax invoice and recording of transactions to facilitate the implementing of GST in Chapters. In the meantime, we would suggest Chapters keep records of transactions in excel file with the following fields for supplies/services from Suppliers (addressed to IEEE Malaysia Section):

- i) Date of invoice
- ii) Invoice no.
- iii) Supplier's name (with GST no. if available)
- iv) Description of transactions
- v) Amount (without GST)
- vi) Amount (GST charged)
- vii) Total invoice amount

Please email the information required or queries, if any, to our Section Treasurer at: [chrischew@ieee.org](mailto:chrischew@ieee.org)

We look forward to your cooperation to have a smooth rollout in implementing GST in our operations.

Thank you.

Zuhaina Zakaria, PhD, SMIEEE, MIET  
2015 IEEE Malaysia Section Chair