



How To Setup Company Profile For Malaysia GST

1. Setup/Edit Company Profile

It is important to ensure that the settings here are accurate before starting any transactions

Fig. 1

The screenshot shows a 'Company Profile' window with the following fields and values:

Field	Value
Company Name	Smart Retail
ROC #	123456-x
GST Code	User-GST-Nbr-01
Address	ADDRESS 1 ADDRESS 2 ADDRESS 3 ADDRESS 4
Telephone No	03-56214593
Fax	03-56214594
Email	richard@smart-acc.com
Website	www.smart-acc.com
Picture	

At the bottom of the form, there are instructions: '* Double click to insert image.' and '* Right click to remove image.' and an 'Actual Preview' button. The date 'Thursday, 06 March, 2014' is displayed at the bottom right.

- i. Ensure that the column [GST Code] (Fig. 2) of the user company is keyed in. This is extremely important for reporting and submissions to Kastam.
- ii. Once Company GST Code is keyed in (meaning the company is a GST Tax Registered Person with Kastam), all Customer Invoices issued will automatically be a Tax Invoice, irrespective whether the customer is a GST Registered Tax person or not.

Notes:

DO NOT BACK DATE TRANSACTIONS AS GST REPORTS AND RELEVANT SUBMISSIONS HAD BEEN SEND (SUBMITTED) TO KASTAM.

Disclaimer:

The information in this document is meant to supplement, not replace, proper guidance. The author advise readers to take full responsibility for their actions and know their limits. Before practicing the guides described in this document, be sure that your data is well backup, and do not take risks beyond your level of experience, aptitude and comfort level.