



PROPOSAL FOR GST SERVICES

GST-IT ADVISORY

System Enhancement Towards GST Compliant

PREPARED BY:



SUBMITTED TO:

**SWINBURNE UNIVERSITY OF
TECHNOLOGY SARAWAK**



Table of Contents

1.0	Executive Summary	3
2.0	About Us	4
3.0	The Proposal	12
4.0	Contact Us	29



1.0 Executive Summary

Technology has always played an important role in ensuring tax compliance. An effective way of ensuring end to end GST transformation would be to deploy right tax technology and infrastructure which takes into account multiple GST requirements catering to varied geographies and businesses.

An effective GST function must be able to identify and control all the relevant data needed for accurate reporting throughout the end-to-end process, from basic information about suppliers, customers and transactions through to completion of the GST return.

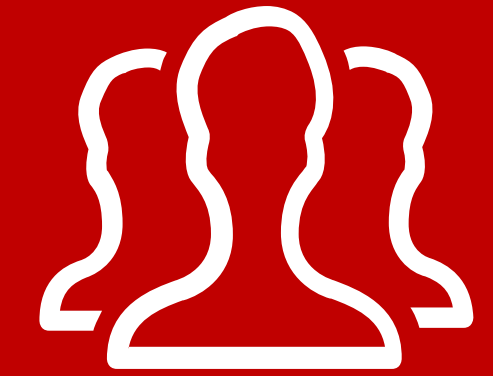
SALIHIN, therefore, is pleased to submit a proposal to serve as **GST-IT Consultant** to **Swinburne University of Sarawak (Swinburne)**. We believe we can offer **Swinburne** a quality service with the right team and experience.

This proposal outlines the services scope, expected timeline and proposed fee for the engagement.

1.0 About Us

1.0 About Us

- Key Management Team
- About Us
 - Services
 - Our Diverse Clients



About Us

—
SALIHIN



About Us

Founded in 2002, **SALIHIN** is the brand name of a group of independent and separate legal entities, deploying wide spectrum of capabilities to help clients see and tap opportunities in the areas of transaction and corporate finance, taxation (direct tax and GST), auditing and assurance, shariah auditing and advisory, corporate governance, IT consultancy and business accounting solution.

As one of the fastest growing home-nurtured and bumiputera firms, **SALIHIN** is having close to 200 competent professionals from different background with diverse thoughts, expertise and experience serving in 9 offices nationwide. In addition to relevant licenses/certifications for its capabilities, **SALIHIN** is having MSC Malaysia Status and 1-InnoCERT certification, Licensed Tax Agent and GST Tax Agent, Licensed Capital Market Services as well as *Shariah* Advisory by Securities Commission. **SALIHIN** is also a Registered Public Interest Entities Auditor by Audit Oversight Board (AOB), a Registered Auditor with PPK Accountants in the UK, an approved Cooperative Auditor with Suruhanjaya Koperasi Malaysia (SKM), an Approved Training Provider by Human Resources Development Fund (HRDF). Additionally, **SALIHIN** is a member of i2an, a global network of accountants based in Paris and has won Enterprise 50 (E50) Awards in 2010.

We have a proven track record credited to a sustained quality service delivery to our clients without compromising our professional integrity. **SALIHIN** continues to build on its successes. It became the first in the world to introduce Teaching Accountancy Firm (TAF) to bridge the gap between accountancy theory and practice.

Vision

To become the preferred national accountancy firm of Malaysia.

Mission

SALIHIN is dedicated to creating value by focusing on customer satisfaction and growth, excellent internal business process and superior human capital resource development.



A Member of



A Certified Company of



RECOGNISED
EMPLOYER
PARTNER

Private & Confidential



About Us

Key Management Team



Salihin Abang
Founder/Managing Partner/CEO



Ahmad Aljafree Razalli
Audit Partner



Kuzaimi Abdullah
Audit Partner



Siri Sanyut
Audit Partner



Shafiana Mohamed Salleh
Finance Director



Mohd Faried Jamil
Tax Director



Faizul Nizan Zulkefli
Audit Director



Ahmad Izwan Adnan
Corporate Finance Director



Abd Aziz Abu Bakar
Tax Advisor



Dato' Mohd Radzi Abd Latiff
Advisor



Assoc. Prof. Dr. Ahcene L.
Shariah Advisor



Abdussalam Shokhawi
GST Advisor



Lee King Loon
Executive Director
Corporate Finance



Mohamed Hanif Abd. H.
Non-executive Director
Corporate Finance



Johari bin Mohd Akhir
Non-executive Director
Corporate Finance



Ahmad Zainul Abidin
Executive Director
Shariah Consultancy



About Us

Services

SALIHIN offers wide spectrum value for money services:

AUDIT & ASSURANCE

Statutory Financial Statement Audit
Review Engagements
Compilation Engagement
MPERS / MFRS Training
Agreed Upon Procedures

GST & BUSINESS ACCOUNTING SOLUTION

Preparation & Submission: GST-03
GST Accounting and Review for users of SPS
Preparation of Full Sets Accounts
Preparation of Management Account or Reports
Forensic Accounting

GST ADVISORY

GST Strategic Planning
Cash Flow Planning & Pricing Strategy
GST Bad Debt Management
GST Record Keeping and Internal Control
GST Special Transaction
GST-IT Advisory
Transfer of Going Concern
GST Audit and Investigation
Advice on GST Ruling & Appeal
GST-03 Monthly Submission Review
Monitoring TAP System
GST Annual Adjustment
GST Training & Education Services
GST Accounting Software

DIRECT TAXATION

Mergers and Acquisition Tax Advisory
Corporate Tax Compliance and Planning
Transfer Pricing Advisory
Transfer Pricing Documentation

Tax Audit, Investigation & Appeal
International Tax Consulting
Real Property Gain Tax
Tax Accounting
Tax Risk Management



About Us

Services (Cont.)

SALIHIN offers wide spectrum value for money services:

IT CONSULTANCY

- IT Audit & Due Diligence
- IT Governance and Planning
- IT Project Management
- IT Risk Management
- IT Strategy and Assessment
- Business Intelligence
- IT Sourcing/Outsourcing
- Enterprise Resource Planning (ERP)
- Software Development and Customisation

SHARIAH AUDIT & ADVISORY

- Islamic Banking Product Structuring
- Islamic Securities: Sukuk Issuance & Structure
- Islamic Wealth Management Advisory
- Islamic Private Equity Advisory
- Establishment of Islamic Bank
- Zakat & Waqf Accounting Software (SPS)
- Shariah Compliance Training Program
- Shariah Training & Education, Research & Development
- Shariah Internal & External Audit, Review & Screening
- Shariah Risk Management
- Shariah Legal Advisory
- Shariah Governance & Supervision

TRANSACTION & CORPORATE FINANCE

- Internal & Forensic Auditing
- Enterprise Risk Management
- Due Diligence & Business Valuation
- Financial Statement Analysis
- Raising Seed/Start-Up Capital
- Agreed Upon Procedures

- Management Buy-In(MBI) / Buy-Out (MBO)
- Project and Infrastructure Finance
- Pre and Post IPO Advisory
- Raising and Restructuring of Debt
- Governance and Compliance Advisory
- Merges, Acquisition and Demergers



About Us

Services (Cont.)

SALIHIN PREMIER SOLUTIONS (SPS)

GOODS & SERVICES TAX (GST)

21 days rules
GST-03 online submission
Simplified tax invoice
Self billed tax invoice



ZAKAT & WAQF

Monthly waqf contribution
User friendly setup
Customizable waqf calculation
Zakat calculation enhancement



FINANCIAL

Regulate user access
Audit trail enhancement
Dynamic graph propagation
Easy to use



INVENTORY CONTROL

Location transfer
Item count and adjust
Inventory planning report
Inventory transaction report



Profit
& Loss



Responsive



Bilingual



Financial
Report

*With SPS LITE,
whatever your
business is,
we'll make sure
you look professional.*

Intelligently Designed for SMEs
"By Accountants For Accountants"

SPS
SALIHIN PREMIER SOLUTIONS
INTELLIGENT ACCOUNTING SOFTWARE
SALIHIN PREMIER SOLUTIONS (SPS)

We are proud to present...
another intelligent product of SPS...

Follow us on social media



SalihinGroup

SalihinPremier

www.salihinpremier.com



SPS LITE
ACCOUNTING
"MEMUDAHKAN PERNIAGAAN ANDA"

"SPS LITE,
recommended
accounting software
by TEKUN Nasional!"





About Us

Our Diverse Clients

SALIHIN serves diverse clients including corporate companies, foundations / non-profit organisations, government bodies, government linked companies and educational institutions. Their diversity spans across different sectors of the economy.





About Us

Our Local & International Networks



MALAYSIA

Batu Caves
Johor Bahru
Kuching
Kuala Terengganu (TAF)

Our Local Branches



SALIHIN is a member firm of i2an, a reputable global network of accountants which have presence in America, Asia and Europe as well as all the international financial centres.





The Proposal

—
GST-IT ADVISORY
SYSTEM ENHANCEMENT
TOWARDS GST
COMPLIANT

2.0 The Proposal

- Introduction
- Objectives
- Scope of Work
- Approach & Methodology
- Time Frame & Deliverables
- Professional Fee
- Engagement Team Leadership
- Why **SALIHIN**?
- Conclusion



The Proposal

Introduction

We understand that **Swinburne** have the intention to re-design and enhance their IT infrastructure towards GST compliant system.

Therefore, **SALIHIN** will offer its GST-IT consulting expertise to **Swinburne** to facilitate in preparing comprehensive solution framework to meet requirements of the GST regime.

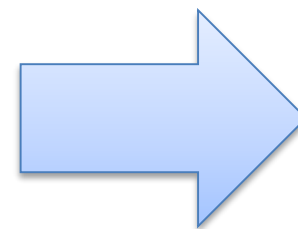
The objectives, the methodology and the services timeline are explained in subsequent sections of this proposal.



The Proposal

Scope of Work

GST-IT ADVISORY



Focus Areas

1. To review and assess the GST function on the accounting system based on the latest GST Accounting Software Guide by RMCD.
2. To advise Swinburne and its software vendor on the GST requirement for GST-Accounting system.
3. To review output of system tests and trial runs to gauge the level of output accuracy.
4. To conduct simulation testing session on the GST compliance.
5. To provide feedback and recommendation on data extraction, complication and integration related to GST matters.



The Proposal

Scope of Work

Key Deliverables

*USER
ACCEPTANCE
TEST (UAT) ON
GST FEATURES*

*FUNCTIONALITY
TEST ON GST
FEATURES*

*GST SOFTWARE
REVIEW
REPORT*



The Proposal

Approach & Methodology

We view this or any services as a *practice*. A *practice approach* focuses on building relationships with our clients and investing in their projects with a focused team and a commitment to quality without compromising our integrity. Distinguished from *practice approach*, a project mentality mirrors the sale of hours without regard to accepting a stake in the outcome. We believe that this mentality does not translate into outstanding client service. Therefore, at **SALIHIN**, we favor the practice approach.

At **SALIHIN**, we will stand by our people and we commit that we will provide **Swinburne** with professionals that are qualified, well trained and well prepared to serve.

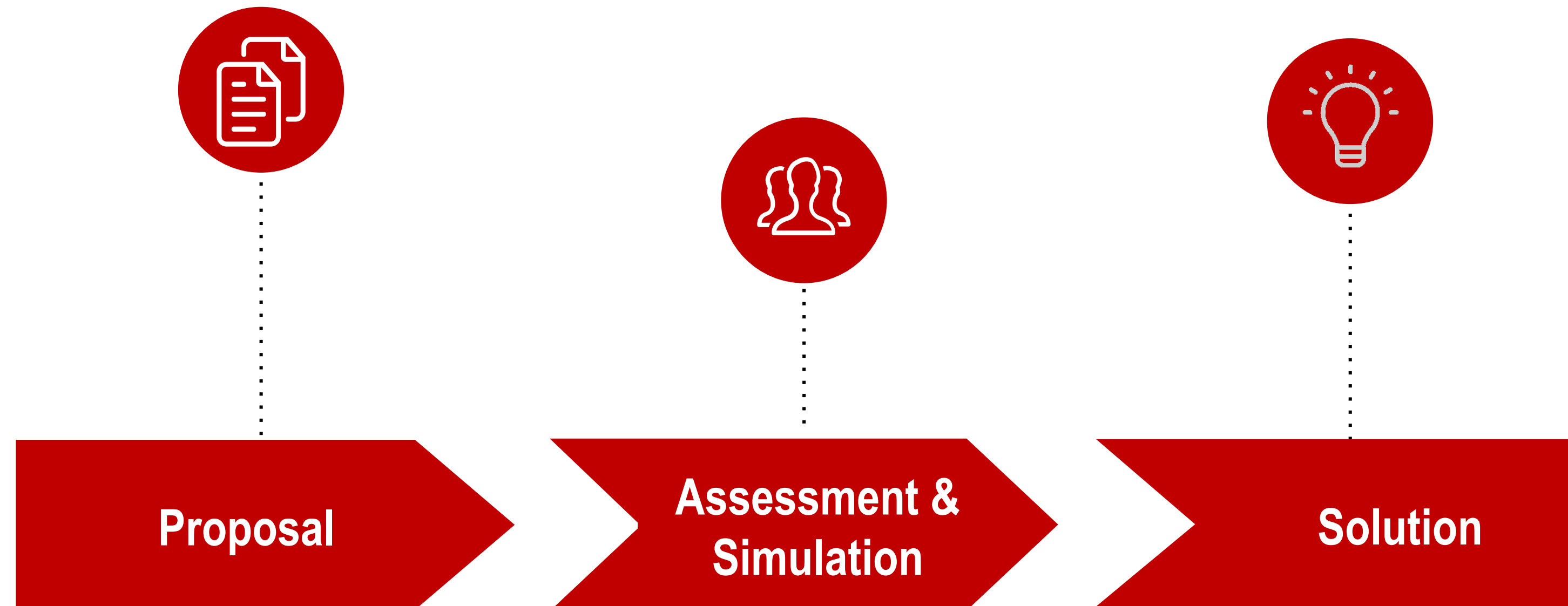
SALIHIN, therefore, is pleased to submit GST-IT Advisory Services proposal for **Swinburne's** considerations.



The Proposal

Time Frame & Deliverables

Special Application under Section 56 GST Act 2014



We make thorough planning a priority and believe that open communication and cooperation will ensure that the engagement will proceed smoothly and that mandated deadlines will be met. This schedule can be mutually modified to meet the needs of **Swinburne**.



The Proposal

Personal Data Protection and Retention of Documents

All personal data and sensitive information obtain through the engagement shall be treated in accordance with the general principles of the Personal Data Protection Act (PDPA) 2010.

All working papers and reports would be retained at our expense for a **minimum of 7 years** unless **SALIHIN** is notified in writing by **Swinburne** of the need to extend the retention period.

SALIHIN respects the privacy of its clients. Consistent with our strict code of ethics, all information regarding **Swinburne** will be held in the strictest of confidence. Violations would compromise our integrity.



The Proposal

Professional Fee

The philosophy of **SALIHIN** is to provide the maximum in client service and individual staff capabilities at the minimum cost, which can be achieved within the highest professional standards and competence levels.

Our fees are based on the complexities of the assignment, the state of books and records kept, the level of staff and experience required and the time committed on the assignment by the partners/advisors and our staff as well as the level of skills and responsibilities involved to complete the work.

GST Advisory Services	Total Fees (RM)
GST-IT Advisory <i>System Enhancement Towards GST Compliant</i>	45,600.00
Goods and Services Tax (6%)	2,736.00
TOTAL	48,336.00



The Proposal

Professional Fee (Cont.)

Term and conditions

1. The fees are subject to 6% GST and out of pocket expenses such as travelling cost, printing and stationery, telecommunication charges and other expenses which will be charged to you at cost.
2. The proposed fee is negotiable and valid within 30 days from the date of proposal submission.
3. Should there be any additional work that would cause our billing to be significantly higher than the above estimate or should you at later stage indicate that you wish to add or change the scope of our agreed work or include other modules which will incur additional time cost on our part, we will be pleased to discuss with you and obtain your prior agreement on the revised amount on the addition/variation of the scope of work. Our fees shall be payable irrespective of the outcome of the transaction.
4. Payment terms:
 - 50% upon commencing of work.
 - 40% upon User Acceptance Test (UAT) testing.
 - 10% upon submission of final GST software review report.
 - Invoiced amounts must be paid within 30 days from the invoice date.



The Proposal

Engagement Team Leadership

All team members assigned to **Swinburne** engagement are drawn from our pool of over 200 professionals trained and experienced in conducting the **GST-IT Advisory Services**. Our staff-to-partner/director ratio helps maintain continuity in the Engagement Team. The involvement of partners/directors enables them to continually enhance the skills of the team of professionals specially selected to serve **Swinburne**. Such personal and professional skill building are indispensable in fostering service that becomes more valuable to **Swinburne**.

The team assembled for this engagement includes individuals who have been with **SALIHIN** for a significant number of years. We intend to leave the Engagement Team intact for the term of the engagement, unless **Swinburne** requests a change or there are other extenuating circumstances for which we would obtain prior written permission from **Swinburne**. We understand the **Swinburne** retains the right to approve or reject replacements. Our experience and resources help us provide services to you effectively and efficiently.

The Engagement Team Leadership includes En Salihin Abang as the Engagement Leader, Dato' Abd Aziz Abu Bakar and En Abdussalam Shokhawi as GST Advisors. Completing the engagement service delivery team and primary contact person will be Pn Norzila Othman. Their biographies are as follow (next slide):



The Proposal

Engagement Team Leadership



Salihin Abang
Managing Partner

***“Experienced/specialised
in direct and indirect
taxation services for the
past 15 years”***

- Approved Company Auditor under Ministry of Finance (MoF)
- Approved Tax Agent under Ministry of Finance (MoF)
- Approved Cooperative Auditor under Malaysian Cooperative Commission
- Approved Auditor Labuan Offshore Financial Services Authority
- Chartered Accountant CA (M) with Malaysian Institute of Accountant (MIA)
- Elected Council Member of the MIA
- Member of MIA' s Investigation Committee (Statutory)
- Member of MIA' s Taxation Practice Committee (Technical)
- Member of MIA' s Public Practice Committee
- Member of MIA' s Small & Medium Practice Committee (SMPC)
- Elected President of Malaysia Accounting Firm' s Association (MAFA)
- Fellow Member of Chartered Tax Institute of Malaysia (FCTIM)
- Associate Member of Certified Public Accountant (CPA Australia)
- Member of Malaysian Association of Certified Financial Planner (CFP)
- Certified GST Agent and Trainer
- Executive committee member of Malay Chartered Accountants Firms Malaysia
- Executive committee of Malaysian Association of Tax Accountants
- Bachelor and Master Degree holder in Accounting from International Islamic University Malaysia



The Proposal

Engagement Team Leadership (Cont.)



Dato' Abd Aziz Abu Bakar
Tax Advisor

- Tax Corporate Advisor of Salihin Consulting Group
- President of Malaysian Association of Tax Accountants
- Bachelor of Accounting from Universiti Teknologi MARA
- Certified GST Agent and Trainer



Abdussalam Shokhawi
GST Advisor

- Member of Malaysian Institute of Accountants
- Member of Malaysian Association of Tax Accountants
- Bachelor of Accounting from Universiti Kebangsaan Malaysia
- Certified GST Agent and Trainer



Norzila Othman
GST Manager

- Member of Malaysian Institute of Accountants
- Bachelor of Accounting from Universiti Putra Malaysia
- Certified GST Agent and Trainer



The Proposal

Engagement Team Leadership (Cont.)



Akmaluddin Mustajid
IT Manager

- Bachelor IT (Major Software Engineering) from Universiti Utara Malaysia
- Experience in software developer since 1994



Mohd Aizat Jamil
IT Consultant

- Diploma in Business Management from Polytechnic Sultan Salahuddin Abdul Aziz Shah
- Senior Executive for development of Accounting Software, Salihin Premier Solution (SPS)



The Proposal

WHY SALIHIN ?

The following are key reasons why **SALIHIN** should be your firm's preferred choice:



01.

Experienced Employees

We have the right 'hands-on' team with vast knowledge and relevant experience.



02.

Comprehensive Reports

We would be able to provide complete and comprehensive reports in tandem to your key areas of concern.



03.

Quality Service Delivery

Our Engagement Partner, Board of Advisors and Managers will be involved in closed co-operation for quality service delivery.



04.

Value for Money

We offer 'value for money' without compromising on the quality and timeliness of our services.



05.

Minimal Disruption

We will apply our considerable experience to ensure minimal disruption to clients' daily operations.



The Proposal

WHY SALIHIN ?

Over 15 years, **SALIHIN** has extensively and consistently been involved in **Taxation Services** specialising in **Goods and Services Tax (GST)**.

Some of our major clients include:

- ❖ Alam Maritim Resources Berhad
- ❖ Nationwide Express Courier Services Berhad
- ❖ ICLIF Leadership & Governance
- ❖ Pengurusan Aset Air Berhad
- ❖ TH Properties Sdn Bhd
- ❖ Pelita Holdings Sdn Bhd
- ❖ Yayasan Pembangunan Ekonomi Islam Malaysia
- ❖ Dongwha Malaysia Sdn Bhd
- ❖ Yayasan Sarawak
- ❖ Dewan Bandaraya Kuala Lumpur (DBKL)



The Proposal

WHY SALIHIN ?

The following are key reasons why **SALIHIN** should be your firm's preferred choice:

Commitment

Our mission emphasizes responsive personal attention to help you fulfill your mission and achieve your goals. Our team works with you in an integrated fashion, and we are committed to:

- Performing the work within a timeframe mutually agreed upon between **Swinburne** and **SALIHIN**.
- Timely, prompt and responsive attention. We encourage the entire client service team to act proactively.
- A strategic, organized approach to engagement management.
- A job done efficiently and at a commensurate price - with minimal disruption to your staff and/or office procedures.

Philosophy

We hold ourselves accountable to a very high standard of behavior. We always focus on doing the right thing regardless of how it “sells”. Our accountability philosophy has been the cornerstone of **SALIHIN**, it has guided our growth for over 14 years and will continue to guide future growth and practice.



The Proposal

Conclusion

GST implementation is just the first step in being GST compliant. Most businesses would have started making the necessary changes in order to implement GST. But what happens next?

It is crucial to have insight over what's going on in order to minimise risk and avoid penalties. Given that GST is a multi-stage consumption tax, the accuracy of data management in generating reports for tax filing is critical in order to remain compliant.

From businesses' standpoint, the challenge of keeping updated with the latest GST developments and managing the GST risks within the business remains a significant one.

At **SALIHIN**, we have an established group of professionals whose technical knowledge and experience in all aspects of the GST legislation and practical procedures can assist you to manage your GST needs and requirements. We provide tailored solutions to give you peace of mind that your business stays up to date with the GST rules, is GST-optimised and in a position to be GST compliant.



Contact Us

Primary Contact Person

Name: Norzila Othman

Position: GST Manager

Contact No.: 03 6185 9970

Email: norzila@salihin.com.my

Selangor

Headquarters

555, Jalan Samudra Utara,
Taman Samudra,
68100 Batu Caves,
Selangor Darul Ehsan.

Tel: +603-6185 9970

(Hunting Line)

Fax: +603-6184 2524

Email: info@salihin.com.my

Sarawak

Lot 506, Floor Section 1,
KTLD Jalan Kulas Tengah,
93400 Kuching, Sarawak.

Tel: +6082-240 378

Fax: +6082-240 359

Email:

salihinkuching@salihin.com.my

Johor

No. 17-02, Jalan Kolam Air 1,
Taman Nong Chik Heights,
80100 Johor Bahru,
Johor Darul Takzim.

Tel: +607-207 1728

Fax: +607-207 1729

Email: info@salihin.com.my

Terengganu (TAF)

School of Maritime Business
& Management,
Universiti Malaysia
Terengganu (UMT),
21030 Kuala Terengganu,
Terengganu Darul Iman.

Tel: +609-668 3674

Fax: +609-668 3498

Email:

taf.umt@salihin.com.my

Follow us on social media



Private & Confidential



www.salihin.com.my | www.salihinpremier.com

Careline: 1 300 88 5678