

Yang Di-Pertua:
Datuk Abd Hamid Bin Abu Bakar

Pendafatar:
R. Mahaletchumi



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CIRCULAR 7/2014

**To : ALL REGISTERED VALUERS/APPRAISERS/ESTATE AGENTS/
PROBATIONARY VALUERS/PROBATIONARY ESTATE AGENTS**

Date : 20 August 2014

Dear Sir/Madam

TALK ON REGISTRATION FOR GST

Please be informed that the Customs Department will be organizing a half day talk on registration for GST for Registrants. At this talk they will also guide you to register on the spot for the same. In this connection, you are required to bring along your laptop, broadband and other relevant documents for immediate registration. Enclosed herewith is the list of documents required.

The talk on GST registration will be held at Customs Academy in Kelana Jaya and is opened to all Registrants. The details of the talk are as follows:

Date : WEDNESDAY, 27 AUGUST 2014

Time : 10.30 A.M.

**Venue : AUDITORIUM KASTAM, ARAS 1, BLOK B, KOMPEKS
KASTAM, WILAYAH PERSEKUTUAN KUALA LUMPUR,
NO. 22, JALAN SS 6/3, KELANA JAYA, SELANGOR**

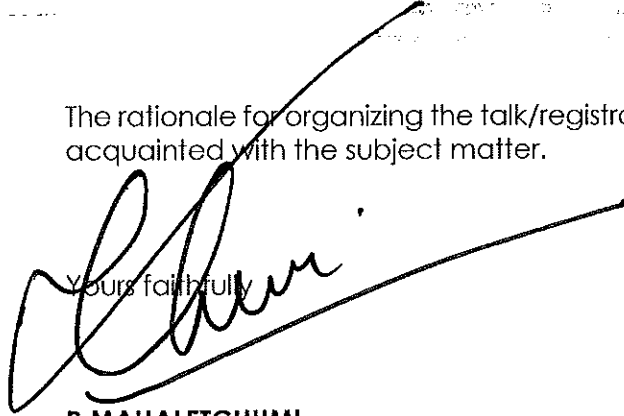
As there is only 300 seats available therefore it would be on a first come basis. As time is of essence, kindly confirm your attendance by completing the attached slip and either fax or e-mail to the Board **by 26 August 2014.**

..2/-

Talk on GST Registration
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The rationale for organizing the talk/registration exercise is to ensure members are well acquainted with the subject matter.

Yours faithfully

A large, stylized handwritten signature in black ink, appearing to read 'R. Mahalechumi', is written over the 'Yours faithfully' text and extends across the page.

R.MAHALETCHUMI
Registrar
LEMBAGA PENILAI PENTAKSIR DAN EJEN
HARTATANAH MALAYSIA

Enc.
RM/ad

REGISTRATION FORM

*I/We wish to attend the Talk on Registration for GST on **Wednesday, 27 August 2014** at **10.30 a.m.** at the **AUDITORIUM KASTAM, ARAS 1, BLOK B, KOMPEKS KASTAM, WILAYAH PERSEKUTUAN KUALA LUMPUR, NO. 22, JALAN SS 6/3, KELANA JAYA, SELANGOR** and *my/our particulars are as follows:-

Name :

Name of Firm :

Address :

.....

.....

.....

Telephone Nos. :

Fax Nos. :

For further enquiries, please contact:-

Board of Valuers, Appraisers and Estate Agents Malaysia

A-27-15, Level 27, Tower A

Menara UOA Bangsar, No. 5, Jalan Bangsar Utama 1

59000 KUALA LUMPUR

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REGISTER FOR GST: What You Need?

- **Authorization Letter To Register On Behalf Of Company's Director
(If Company's Director Is Represented By Individual Other Than Director)**

Please prepare the following information for GST Registration purpose

Business Information (NO HARD COPIES REQUIRED)

1. Business Reg. No.(BRN)(ROB/ROC No.)
2. Business Name
3. Business Address
4. Correspondence Address(If Different)
5. Telephone Number
6. Fax Number
7. Valid Email Address(VERY IMPORTANT)
8. Financial and Accounting Details
9. Industry Codes :
 - 9.1 Can be accessed via<http://msic.stats.gov.my/>;
 - 9.2 Can be obtained through Form C declared to LHDN

Designated Persons Information (NO HARD COPIES REQUIRED)

1. Name
2. Designation
3. Appointed Date
4. Email Address
5. Telephone Number
6. Residential Address
7. IC No./Passport No.

You may bring a copy of Form 9 and 49 - Companies Act 1965, Section 141(6) for your easy reference

→ You may bring a copy of Director's I.C. for your easy reference or details should be enough.

Bank Information (NO HARD COPIES REQUIRED)

1. Bank Name
2. Bank Account Type
3. Bank Account No.
4. Bank Address

VERY IMPORTANT: Please Bring A Copy Of Latest Bank Statement (Softcopy/Scanned Versions)- PDF, Word, Excel or JPEG Format (FIRST PAGE ONLY)

TO BE UPLOADED FOR ONLINE GST REGISTRATION