



FMM EASTERN BRANCH
(7907-X)

EB/07/25
March 17, 2025



FMM WORKSHOP ON E - INVOICE - MARA



APRIL 8, 2025 | FMM TRAINING ROOM | 9.00AM - 5.00PM

IMPORTANT!

First 3 participants who register will receive a free copy of the latest edition of FMM Directory!!!

INTRODUCTION

"E-Invoice: The Sustainable Digital Revolution" empowers businesses to transform billing and compliance through hands-on experience with Malaysia's E-Invoice implementation. Designed specifically for SMEs, this program equips you with the tools to embrace e-invoicing not just as a financial necessity but as a cornerstone of sustainability and digital economy growth. Let's revolutionize your invoicing process to be smarter, greener, and more transparent

LEARNING OUTCOMES

Upon completing this workshop, participants should be able to:

- Understand the Importance of E-Invoicing in Sustainability and ESG Initiatives.
- Integrate E-Invoicing into Existing Business Practices
- Improve internal control through E-Invoice implementation



METHODOLOGIES

The training is delivered in a highly interactive and experiential way. Concepts and background information are presented through group exercises, discussion and activities creating an environment that facilitates accelerated learning and application.

- Interactive workshop facilitation on key concepts.
- Group discussions and brainstorming.
- Individual review of strengths and area for improvement.
- Case scenarios for participants to analyze.



The trainer will facilitate discussion of real issues and challenges that the participants face in their work and private lives. Each activity will be thoroughly de-briefed to link the learning to real life situations.



TRAINER PROFILE

Aqim (CA(M),ACCA) has vast experience in sustainability, ESG, SDG,GHG and climate change boasts an impressive career. She has served in a UN consultative company for years and is part of regional climate change action networks. She has trained PLCs,MNCs, government agencies and SMEs.Her work even gain the attention of Bank Negara, Huawei and INCEIF University where she has been invited to collaborate on various programs empowering sustainability.. She is a dynamic trainer and speaker, driving positive change and transforming people into the green economy.

TARGET PARTICIPANTS

Entrepreneurs, Self Employed

FEES

MEMBER: RM 594.00
NON-MEMBER : RM 756.00
Price above are inclusive of 8% SST)



Call /Email Us For More Information 09-560 6554 or fmmeastern@fmm.org.my

PROGRAM

FMM WORKSHOP ON E - INVOICE - MARA

01

08:45 AM REGISTRATION

- Ice breaker

09:00 AM INTRODUCTION TO E - INVOICE

- Explore the purpose and benefits of e-Invoice
- Role of sustainability and ESG to e-invoice
- Legal aspect to e-Invoice Implementation

02

10:30AM MORNING TEA BREAK

10:45AM E-INVOICE (THEORY)

- Defining e-Invoice
- Unique processes of e-Invoice
- Phases of e-Invoice Implementation
- Self-Invoice -Why?

03

01:00PM LUNCH

02:00PM IMPACT TO ACCOUNTING PRACTICES

- Adoption of new policies
- Change of accounting practices
- Identify potential benefits and potential risk
- Impact to Financial Audit

04

03:30PM

EVENING TEA BREAK

05

03:45PM E-INVOICE MANAGEMENT

- Documents to be kept for audit.
- Storage requirements.
- Responsibilities of Director
- Future implication of e- Invoice to business

04:50PM

- Question and answer session

06

05:00PM

END OF PROGRAMME

FMM WORKSHOP ON E - INVOICE - MARA



FMM



April 8, 2025 (Tuesday)



FMM Training Room



9:00 am - 5:00 pm

FEES

FMM member : RM594.00

Non Member : RM756.00

(Price above are inclusive of 8% SST)

REGISTRATION / PAYMENT

Registration form must be completed and returned to FMM Eastern by **April 1, 2025**. All confirmed participants should make the full fee before the event.

- For HRD Corp - Claimable Courses, an Attendance of 100% is a must, in any case, employers will be billed in full.
- For HRD Corp - Claimable Courses, Grant Approval must be forwarded to FMM Eastern at least 3 DAYS BEFORE the workshop date.

Training Provider: 007907X_EASTERN

Training Number: 10001530694

PAYMENT METHODS

Payee name: FEDERATION OF MALAYSIAN MANUFACTURERS

- Cheque or bank draft crossed Account Payee only.
 - Bank-in payment: to e-mail or fax deposit slip to FMM for issuance of Official Receipt.
- Bank Name: **Maybank Bank Berhad**
Account no : **5-56011-06326-9**
SWIFT Code: **MBBEMYKL**
- Please write the event name on the reverse of the cheque or on the deposit slip.

REPLACEMENT / CANCELLATION / NO-SHOW POLICY

Replacement at no additional cost. FMM reserve the right to cancel or reschedule the programme. All efforts will be taken to inform participants of the changes. Participants who did not turn-up at the events are liable for the full payment. Cancellation must be in writing to FMM. If cancellation is received:

- 7 days before the workshop - no payment charged
- 3- 6 days before the workshop - 50% payment charged
- Less than 3 days - full payment will be charged
- cancellation and refund is not allowed

FMM Eastern Branch - Ms. Wan Hui / Ms. Thivya
Email: wanhui@fmm.org.my / thivya@fmm.org.my

REGISTRATION FORM

Please register the following participants(s):-

No	Name	Designation	I/C Number	Email	H/P No.
1					
2.					
3.					
4.					

Please Tick appropriate box:

We hereby confirm that:

☐

We will be claiming under HRD Corp-Claimable courses (SBL - Khas) but full payment would be made to Federation of Malaysian Manufacturers in the event that no disbursement from HRD CORP under any circumstances.

☐

We are not claiming training grant from HRD Corp. Enclosed cheque / bank draft, No _____ for RM _____ being payment made for _____ participant(s) made in favour of Federation of Malaysian Manufacturers.

Submitted by:

Name : _____ **Designation:** _____

Company: _____ **FMM Membership No. :** _____

Address: _____

Email: _____ **Tel:** _____ **Fax:** _____