

Dear Penang Port Vendors,

10 September 2014

GOODS AND SERVICES TAX (GST) NOTICE

As you may be aware, the Malaysian government announced the implementation of the **Goods & Services Tax (GST)** during the tabling of the Budget 2014 on 25th October 2013. The GST, which will replace the existing sales tax and service tax, will be implemented effective 1st April 2015, at a rate of 6%.

2. We wish to remind you that you are required to register for GST should your annual turnover exceed the prescribed threshold of RM500,000.00. Voluntary registration are also allowed for companies with annual turnover less than RM500,000.00.

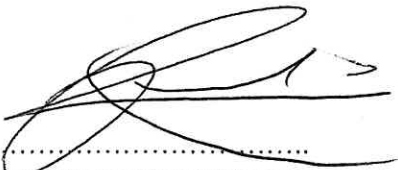
3. It would be appreciated if you could notify us once you have completed your GST registration with the Royal Malaysian Customs Department and forward to us the attached letter together with a copy of the acknowledgment slip/certificate on GST registration issued by Customs on or before **22 October 2014 (Wednesday)**.

4. Please be advised that your existing invoice will need to be enhanced to a fully compliant GST tax invoice as per the Customs requirements. All invoices should be issued as soon as goods are delivered or services performed.

5. A seminar on GST will be conducted to Penang Port's vendors on a date to be advised later.

Should you require any clarifications, please visit the Royal Malaysian Customs Department website at www.gst.customs.gov.my or send us an e-mail at munzir@penangport.com.my

Thank You.



(RADHI BIN MOHAMAD)

Chief Financial Officer
Penang Port Sdn. Bhd.

Head Procurement (Finance Division)
Penang Port Sdn. Bhd.
No. 1, King Edward Place
10300 Georgetown
Penang

Dear Sir,

Re: Goods and Services Tax (GST) Compliance and GST Registration

In line with the implementation of GST in Malaysia which would take effect from 1 April 2015, we hereby confirm:

- 1.0 Our Company is a GST registered company (GST registration No. _____);
and
- i. confirm that our company's tax invoice comply with Customs requirements and it is valid for the purpose for claiming input tax credit;
and
 - ii. To indemnify Penang Port in the event of Customs disallowing the input tax credit claim due to absence of a valid tax invoice.
- 2.0 Our Company is Not GST registered company
(Please specify reason) _____

Thank you.

Yours sincerely,

Signature of Company Representative

Date

Name & Designation

Contact Number

Company Name & Address

E-mail Address

Company Stamp