

## ABOUT MALAYSIAN TECHNICAL COOPERATION PROGRAMME

The Malaysian Technical Cooperation Programme (MTCP) was initiated at the First Commonwealth Heads of Government Regional Meeting (CHOGRM) for Asia Pacific Region in Sydney in February 1978. It was officially launched on 7 September 1980 at the 2nd CHOGRM in New Delhi, India, to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation among Developing Countries (TCDC).

### Objectives of MTCP:

- To share development experience with other countries;
- To strengthen bilateral relations between Malaysia and other developing countries;
- To promote South-South Cooperation (SSC); and
- To promote technical cooperation among developing countries (TCDC).

The MTCP emphasises the development of human resources through the provision of training in various areas which are essential for a country's development such as public administration, good governance, health services, education, sustainable development, agriculture, trade and investment, ICT and banking. Since its inception in 1980, more than 33,000 participants from 144 recipient countries have benefited from the various programmes offered under the MTCP.

For more information, please visit [www.mtcp.kln.gov.my](http://www.mtcp.kln.gov.my)

## ABOUT MALAYSIAN TAX ACADEMY

The Malaysian Tax Academy (MTA) is the main training centre for Inland Revenue Board of Malaysia (IRBM) since 1995, providing in-house training and international courses annually to local and foreign tax officials.

The MTA is set in over 40 acres of green space, 36 kilometres south of Kuala Lumpur and is equipped with modern training facilities.

## REGULATIONS

- During lectures, male participants are required to dress in long-sleeved shirts with ties and long pants. Female participants should be appropriately dressed in office attire. For formal occasions, lounge suit or national costume are required.
- Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCP participants and abide by the laws, rules and regulations as may be stipulated by the host government in respect of this training course.



## CONTACT DETAILS

For further inquiries, please contact:

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## MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP) 2019

# GTAC

## GENERAL TAX ADMINISTRATION COURSE

**17 – 28 JUNE 2019**  
**KUALA LUMPUR**

Organised by:



MALAYSIA  
Malaysian Tax Academy  
Inland Revenue Board of Malaysia

## INTRODUCTION

Rapid globalization, greater convergence between nations, revolutionary advancement in information technology and the ever increasing expectation from knowledgeable taxpayers had placed greater responsibilities on Tax Administrators throughout the world.

In order to better fulfil their obligation towards the country they represent and concurrently extend better services to its deserving taxpayers, Tax Administrators need to take up the challenge of acquiring new skills and knowledge. The advancement of global information and communication technology had opened up new and innovative methods towards enhanced services in the field of taxation. The broader task remains in providing an equitable tax system, as it is the key to maintaining public confidence.

Tax Administrators are therefore generally required to meet numerous goals and expectations set by various quarters of stakeholders, which include the government and taxpayers. The drive to improve quality on all fronts demands greater skills and resourcefulness on the part of the tax officials within.

General Tax Administration Course (GTAC) is an interactive two-week course sponsored by the Malaysian Government under the auspices of the Malaysian Technical Cooperation Programme (MTCP). It has been hosted by the Malaysian Tax Academy (MTA) since 1995 and for the year 2019, the MTA continues its mission to provide a platform for tax officials from developing countries to meet while exchanging insights and experiences. GTAC is the platform where participants will be able to expand their perspectives on issues of common grounds, providing participants with an opportunity to contemplate fresh ideas and new approaches.

## Objectives

The programme provides an appropriate and comprehensive overview of tax administration with the objectives to:

- Analyse innovative and applicable concepts, ideas and techniques employed in contemporary management;
- Exchange experiences and gain insights through comparative study of practices in different tax administrations; and
- Promote collaboration and networking amongst participants and ultimately their relevant organisations.

## Modules

The modules includes:

- Aspects of modern management;
- Tax Administration (with special emphasis on Income Tax); and
- Current issues and concerns (reform, enforcement, taxpayer service, e-services, computerization etc.).

## Methodologies

The three modules will be taught over a combination of lectures, group discussions, practical exercises, case studies, study visits, participant presentations and panel discussions.

## Duration & Venue

The course is scheduled to be conducted for 12 days from **17 June to 28 June 2019** at the MTA in Bangi, Selangor.

## Country Paper

Successful applicants are required to present Country Papers (5 to 8 pages) on their respective tax systems with special focus on current concerns and issues faced. **Submission of Country Papers is upon confirmation of participation.**

## APPLICATION GUIDELINES

Applications should be made using the prescribed MTCP forms available at:

[https://mtcpcoms.kln.gov.my/mtcpcoms/online/list\\_course](https://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course)

MTCP application forms can also be obtained from the nearest Malaysian Embassy/High Commission in recipient countries.

All application forms must be duly completed and endorsed by the Ministry of Foreign Affairs or National Focal/Aid Coordinator Agency in the respective countries (the relevant ministry or agency responsible for the overall coordination of international technical assistance) and should be submitted ONLY through the diplomatic channel via Malaysian Embassy/High Commission in the respective countries. Submitted application forms must be accompanied by the applicant's:

- ♣ Copy of Passport
- ♣ Passport sized coloured photo (3.5cm x 5cm)
- ♣ Medical Report

### Who Should Apply?

Application is open to officials from MTCP recipient countries who are 26 – 50 years old and had completed tertiary education, with at least five (5) years of work experience in tax administration. Preference will be given to applicants with management responsibilities or exposure to administrative functions within a tax organisation. Applicants are required to have a good command of spoken and written English.

**Only successful applicants will be notified.**

**Application Deadline: 16 May 2019**



## OTHER INFORMATION

### Course Fees and Registration

All course fees are borne by the Malaysian Government.

### Air Fare

A return air ticket from the capital city of the recipient country to Kuala Lumpur on economy class is provided for participants.

### Accommodation, Meals and Allowance

Participants will be accommodated either in the hostel located in the vicinity of the MTA or at the nearby hotels. Participants are strictly not allowed to bring any family members during the course. Participants will be provided with a daily allowance that is sufficient to cover daily meals and laundry. However, if meals are provided by the organizer, some portion of the allowance shall be deducted.

### Medical and Dental Treatment

Medical treatments are provided at government hospitals/clinics only and the expenses will be borne by the Government of Malaysia. In case of an emergency, participants are eligible to be admitted to government hospitals/clinics. Dental treatments are restricted to extraction and filling only.

### Visa with Reference (VDR) and Vaccination

- Course participants must comply with the Visa with Reference (VDR) application procedure to enter Malaysia. They must possess a valid passport or other internationally recognised travel document and visa, if necessary, valid for at least 6 months beyond the period of stay in Malaysia.
- MTA will apply for VDR at the Department of Immigration, Malaysia and a copy of the VDR Approval Letter will be forwarded to the successful participants, subsequently with the copy of the approval letter, the participants must collect the VDR from the nearest Malaysian Embassy/High Commission.
- Participants from some countries are required to take a mandatory vaccination for yellow fever at least 10 days prior to their departure to Malaysia. Yellow Fever certificate is required to be produced upon landing in Malaysia for countries as listed at the link below:

<http://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country.html>

**NOTE:** Successful participants must arrange for their own visa and vaccination prior to travel. All costs including those related to visa, medical check-ups, vaccinations, airport tax/airport user charges, transit insurance, excess luggage, etc. should be BORNE BY PARTICIPANTS.