

# E-INVOICING IN MALAYSIA

## *(Essentials, Understanding & Implementation)*

*'with latest update as 12 September 2025'*

**Programme No: 10001390980**

22 January 2026, Thursday | 9.00 am – 5.00 pm | Dorsett Grand Subang

HRD Corp  
Claimable  
Courses

### Overview

An e-Invoice is a digital representation of a transaction between a supplier and a buyer. e-Invoice replaces paper or electronic documents such as invoices, credit notes, and debit notes. An e-Invoice contains the same essential information as traditional document, for example, supplier's and buyer's details, item description, quantity, price excluding tax, tax, and total amount, which records transaction data for daily business operations.

LHDN implementation of e-invoice policy from August 2024. Companies with an annual turnover of over RM 100 million will be the first batch to compulsory implement it. The implementation of e-invoice aims to improve the efficiency of business operation and prevent tax leakage. The government will actively study relevant information on the implementation of e-invoice in various countries, in order to ensure an effective rollout.

This course is designed to provide comprehensive knowledge and practical skills necessary for successful e-invoicing implementation in Malaysia. Attendees will leave with a clear understanding of e-invoicing concepts, regulatory requirements, and practical strategies for adoption.

Hence it is the time to start the preparation as there will be less than a year of preparation if the taxpayer starts too late in 2024.

### Course Objective

Upon completion of this program, participants shall gain knowledge on the following:

- Understand the fundamentals, concepts and structure of scope of e-invoicing
- Ability to explain the concept and benefits of e-invoicing
- Understanding of Malaysian regulatory requirements for e-invoicing
- Understand the various type of e-invoices
- Understand e-invoice preparation, processes & implementation
- Comprehend the benefits and challenges of e-invoicing implementation in Malaysia
- Learn practical skills for e-invoicing adoption

### Who Should Attend?

Business owners, entrepreneurs, accountants, tax agents, company secretary, business analyst etc.

### Methodology

PowerPoint presentations, illustration, discussions and exercises

### Course Outline

#### **Topic 1: Introduction to E-Invoicing**

- About e-invoice
- Benefits of adopting e-invoice
- Understanding the latest guideline by IRBM
- 55 Required Date Field (RDF)
- Penalty of Non-Compliance
- Who is required to use e-invoice
- Implementation Timeline
- Exemption from implementation

#### **Topic 2: E-Invoice Work Flow & Tools and Model**

- Understanding E-invoice workflow
- Understanding E-invoice Model via MyInvois Portal
- Understanding E-invoice Model via API
- Data Security & Privacy

#### **Topic 3: Fundamental of E-Invoicing**

- Documents in e-invoice
- 2 parties in e-invoice
- Proof of Income (POI) vs Proof of Expenses (POE)
- Type of IRBM e-invoice
- E-invoice in accounting treatment and other business transaction
- Focus Areas
- Scenarios and types of e-invoices

#### **Topic 4: Assessing Readiness of E-Invoice**

- Personnel, Data source & IT system
- How to Make e-invoicing easy and useful to your organisation
- Do's & Don't on E-invoicing

## Trainer's Profile

### **DR AHMAD FAUZI**

Ahmad, a specialist consultancy that specialises in accounting, financial accounting, management accounting financial modeling, forecasting, valuation, model auditing, management reporting, business, administration and leadership for clients. He has about more than 20 years of working experience in an education, insurance, marketing, construction, consultancy, accounting and finance industry. He has worked with companies such as Malaysia National Insurance (MNI) Berhad, Taylors University College (KLMU), Lim Kok Wing University College (LKW), Kajima Malaysia, Remittance Company and started as freelance trainer/facilitator since 2007. He is skilled in the development and maintenance of analytical tools and financial models for middle-market to large corporate transactions and clients, at all levels of complexity.

Ahmad enhanced his credibility by acquiring a training certification with Pembangunan Sumber Malaysia Berhad (PSMB)/HRDF. He is a certified PSMB/HRDF trainer. He has been involved and managed more than 50 programs. Ahmad has successfully conducted training and guidance to participant of different ages and levels as well as different backgrounds, He has also collaborated with many agencies and professionals consultants to achieve training objectives and get best results. Regularly he is appointed as one of the external assessors /examiners by some private colleges and universities to examine the quality of the course assessments and their marking for undergraduate and postgraduate program for Malaysia Qualification Agency (MQA). He is also frequently invited as a speaker to some private colleges and universities to give talks on related areas. Ahmad is also a UN Volunteer with UNHCR in Malaysia and according to him being a UN Volunteer is an opportunity to make other people's lives better.

The key exceptional difference about him as a trainer is fun, interactive and engaging. His engaging and charismatic delivery earns high score in training feedback from participants. He actively designs and conducts numerous training and consultancy modules in the areas of Accounting, Finance, Management Accounting, Personal and Corporate Grooming etc. His training credentials trademarks courses are Business Accounting, Handling Full Set of Accounts, Understanding and Interpreting Company Accounts, Financial Statement Analysis, Finance for Non Finance Managers, Financial Modeling, Accounting for Non Accounting Staff, Budgeting, Understanding Costing Technique, Fundamental of Costing and Budgeting, Budgeting and Planning and Corporate & Personal Grooming and many others.

As a versatile trainer, he is competent to deliver in Bahasa Malaysia and English, both indoors sessions and outdoor setting. He is a regular speaker at seminars, workshops and in-house training organized by management consulting firms. He is a highly motivated individual, energetic and pleasant disposition. He enjoys outdoors and travels extensively. He keeps himself updated all the time with a liking to read in his free time. Overall, he has the confidence and speaks well. Apart from the theory, the methodology used in the programs are group discussions, written activities, role plays and games. The several management games and experiential learning exercises he designed helped participants learn while having fun.

### **PARTICIPATING FEE (HRD Corp Claimable Course)**

**REGISTER NOW → RM1, 188 per person**

# Fee inclusive of Course notes, Tea-break, lunch Certificate of Participation and 8% SST

#### **For registration:**

1. Please email us a copy of your registration form;
2. **(HRD Corp Registered Employer)** Please apply via HRDCorp e-TRiS for HRD Corp Claimable Course scheme before training date (subject to approval), and
3. **(HRD Corp Registered Employer)** Upon training completion, please fill up form **PSMB/SBL-Khas/JD/14** and return it to us immediately. The delay in returning the form will result in delay of the employer's submission of claims.

### **ORGANISER (MyCoID: 791613A)**

Malaysian Export Academy Sdn Bhd  
No. 47B, Jalan BP 7/2,  
Bandar Bukit Puchong,  
47120 Puchong, Selangor  
Tel: 019-3109496  
Fax: 03 8066 6152  
Contact Person: Faruq  
Email: faruqrazi.mexa@gmail.com

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### REGISTRATION FORM

(Email: faruqrazi.mexa@gmail.com )

Name	Designation	Handphone no.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Company/Organization: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Is your company registered with the Human Resource Development Fund (HRDF)?

Yes  No (please tick)

Is your company a Small and Medium Enterprise (SME)?

Yes  No (please tick)

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### **Payment / Terms & Conditions**

Kindly make bank transfer payment to **Account No: 800 221 0777 of CIMB Bank**, payable to **Malaysian Export Academy Sdn Bhd**. Please email to us the bank transfer slip and registration form as proof of payment.

Any cancellation within one (1) week before the event is not refundable.

The management has the right to change the time / date of the event with notice to be given in advance.