

ACCA Certificate in Taxation (RQF Level 4) FTX MYS

Syllabus and study guide

December 2023 and June 2024

Designed to help with planning study and to provide detailed information on what could be assessed in any examination session

Think Ahead

Contents

1. Intellectual levels	3
2. Learning hours and educational recognition	3
3. Qualification structure.....	3
4. Guide to ACCA examination structure and delivery mode	4
5. Guide to ACCA examination assessment	4
6. Relational diagram linking Foundations in Taxation with other exams	5
7. Approach to examining the syllabus	5
8. Overall aim of the syllabus.....	6
9. Introduction to the syllabus	6
10. Main capabilities	7
11. The syllabus	8
12. Detailed study guide	9
13. Reading list.....	16
14. Summary of changes to FTX MYS.....	17

1. Intellectual levels

ACCA qualifications are designed to progressively broaden and deepen the knowledge and skills demonstrated by the student at a range of levels on their way through each qualification.

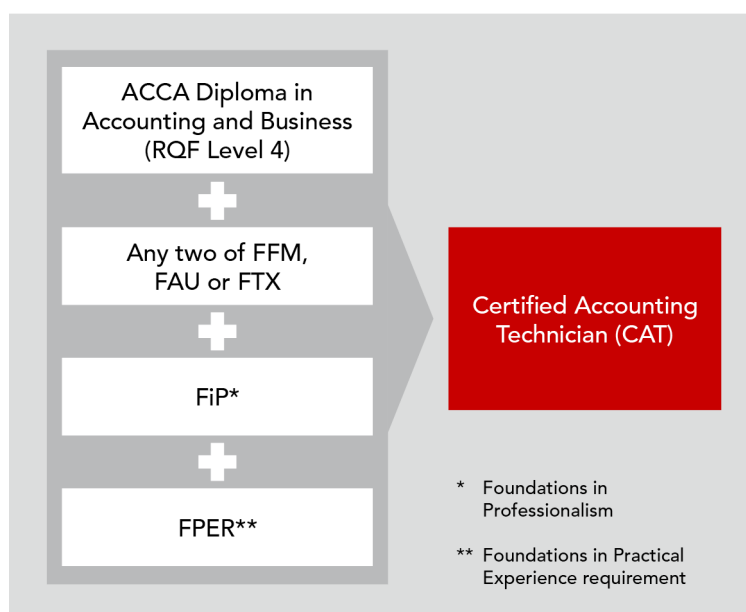
Throughout, the study guides assess both knowledge and skills. Therefore, a clear distinction is drawn, within each subject area, between assessing knowledge and skills and in assessing their application within an accounting or business context. The assessment of knowledge is denoted by a superscript ^K and the assessment of skills is denoted by the superscript ^S.

2. Learning hours and educational recognition

As a member of the International Federation of Accountants, ACCA seeks to enhance the education recognition of its qualification on both national and international education frameworks, and with educational authorities and partners globally. In doing so, ACCA aims to ensure that its qualifications are recognised and valued by governments and regulatory authorities and employers across all sectors. To this end, ACCA qualifications are currently recognised on the educational frameworks in several countries. Please refer to your national education framework regulator for further information about recognition.

3. Qualification structure

The Certified Accounting Technician (CAT) Qualification consists of nine exams which include seven of the FIA examinations, at all three levels, plus two examinations from three of the specialist options. The CAT qualification also requires the completion of the Foundations in Professionalism (FiP) module and 12 months relevant work experience, including the demonstration of 10 work based competence areas. Exemptions can be claimed from a maximum of the first four FIA exams for relevant work experience.



4. Guide to ACCA examination structure and delivery mode

The structure of examinations varies within and between modules and levels.

The FIA examinations contain 100% compulsory questions to encourage candidates to study across the breadth of each syllabus.

All FIA examinations are assessed by two-hour computer based examinations.

The pass mark for all FIA examinations is 50%.

5. Guide to ACCA examination assessment

ACCA reserves the right to examine anything contained within the study guide at any examination session. This includes knowledge, techniques, principles, theories, and concepts as specified. For the tax exams, ACCA will publish *examinable documents*, or tax rates and allowances tables, once a year to indicate exactly what legislation could potentially be assessed within identified examination sessions. These should be read in conjunction with the information below.

For the **MYS** variant, tax examinations falling within the period 1 December to 30 September will be based on legislation passed before the previous 31 March. Therefore, exams falling in the period 1 December 2023 to 30 September 2024 will be based on legislation passed before the previous 31 March 2023.

For the avoidance of doubt, examinations falling in the period 1 December 2023 to 30 September 2024 will be based on Finance Act 2021 (Act 833), gazetted on 31 December 2021, plus relevant supplementary legislation (PU Orders) gazetted by 31 March 2023. Since the 2023 Finance Bill was not passed by 31 March 2023, it will **not** be examined. Please refer to the examinable documents for further information.

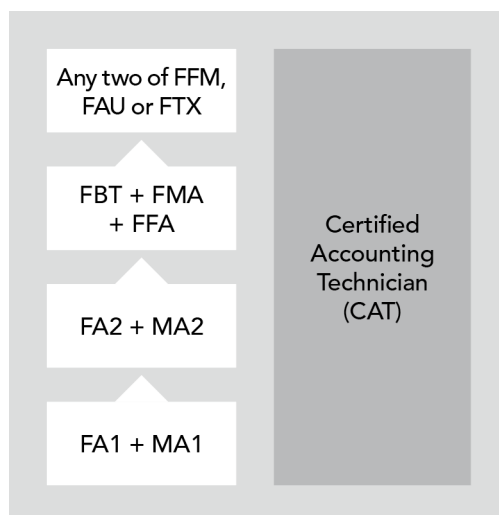
Tax rates and allowances tables will be provided in the examination .

Calculations should be made to the nearest month and the nearest RM.

Knowledge of section numbers will not be needed to understand questions in this exam, nor will students be expected to use them in their answers. If students wish to refer to section numbers in their answers, they may do so and will not be penalised if old, or even incorrect section numbers, are used.

6. Relational diagram linking Foundations in Taxation with other exams

The CAT syllabus is designed at three discrete levels. To be awarded the CAT qualification students must either pass or be exempted from all nine examinations including two specialist options exams. Exemptions based on relevant work experience can be claimed from up to the first four FIA exams.



7. Approach to examining the syllabus

The syllabus is assessed by a two hour computer-based examination. Questions will assess all parts of the syllabus.

The examination will consist of two sections structured as follows:

	Marks
Section A – 15 compulsory multiple choice questions worth 2 marks each	30
Section B – Eight compulsory questions	
Q1 + Q2 (15 marks each)	30
Q3 + Q4 (10 marks each)	20
Q5 to Q8 (5 marks each)	<u>20</u>
	<u>100</u>

Question 1 will focus on income tax for individuals and question 2 will focus on income tax for companies. The remaining questions will examine topics from any area of the syllabus.

8. Overall aim of the syllabus

To develop the ability to prepare computations of tax liability for both individuals and companies resident in Malaysia for the purposes of income tax, real property gains tax and sales and service taxes. In addition, to develop knowledge and understanding of the manner in which dealings must be conducted with the Inland Revenue Board and Royal Customs and Excise Department, including knowledge of the statutory timescales for the submission of claims and returns and the due dates for the payment of tax liabilities.

9. Introduction to the syllabus

The syllabus for the Foundations in Taxation FTX (MYS) exam introduces candidates to the subject of taxation and provides the core knowledge of the underlying principles and the major technical areas of taxation, as they affect the activities of individuals and businesses, at a level appropriate for someone working at technician level.

Candidates are introduced to the rationale behind – and the functions of – the tax system. The syllabus then considers the separate taxes that a technician accountant would need to have knowledge of, such as income tax from employment, businesses and investments and other sources of income, the income tax liability of individual companies, the sales and services tax liability of businesses and companies, and the chargeable gains arising on disposals of real property by both individuals and companies. In addition an understanding of the administration aspects of these taxes should be gained, such as knowledge of the statutory timescales for the submission of claims and returns and the due dates for payment of tax liabilities.

Having covered the core areas of the basic taxes, candidates should be able to compute tax liabilities, explain the basis of their calculations, complete the tax returns and identify the compliance issues for each major tax through a variety of business and personal scenarios and situations.

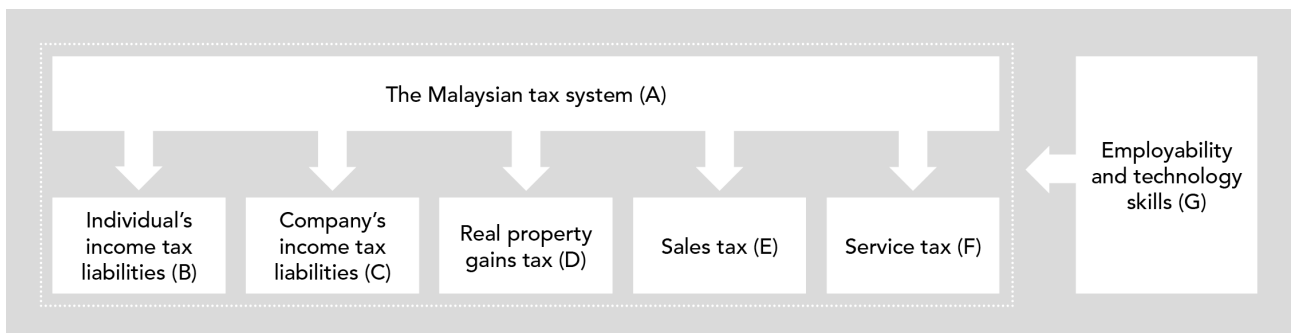
Section G of the syllabus contains outcomes relating to the demonstration of appropriate digital and employability skills in preparing for and taking the examination. This includes being able to access and open exhibits, requirements and response options from different sources and being able to use the relevant functionality and technology to prepare and present response options in a professional manner. These skills are specifically developed by practicing and preparing for the exam, using the learning support content for computer-based exams available via the practice platform and the ACCA website and will need to be demonstrated during the live exam.

10. Main capabilities

On successful completion of this exam candidates should be able to:

- A Explain the basic operation of the Malaysian tax system
- B Compute an individual's income tax liability from employment and business sources
- C Compute the chargeable income and tax payable by a company
- D Explain and compute real property gains tax
- E Explain and compute sales tax
- F Explain and compute service tax
- G Demonstrate employability and technology skills

RELATIONAL DIAGRAM OF MAIN CAPABILITIES



11. The syllabus

A Introduction to the Malaysian tax system

1. Sources of revenue law and practice
2. Scope of different types of income
3. Classification of income
4. Tax residence
5. Basis of assessment
6. Rates of tax

B Individual's income tax liabilities

1. Income from employment
2. Exemptions
3. Allowable expenses
4. Personal reliefs and tax rebates
5. Income from self-employment
6. Other sources of income
7. Computation of chargeable income and tax payable
8. Prepare relevant pages of a tax return
9. Administration and obligations

C Company's income tax liabilities

1. Income chargeable to income tax
2. Business expenses
3. The comprehensive computation of income tax liability
4. Complete the company tax return
5. Administration and obligations

D Real property gains tax

1. Scope
2. Basic principles of computation
3. Gains and losses on disposal of real property
4. Exemptions and reliefs
5. Administration and obligations

E Sales tax

1. Scope
2. Basic principles of computation
3. Administration

F Service tax

1. Scope
2. Basic principles of computation
3. Administration

G Employability and technology skills

1. Use computer technology to efficiently access and manipulate relevant information
2. Work on relevant response options, using available functions and technology, as would be required in the workplace
3. Navigate windows and computer screens to create and amend responses to exam requirements, using the appropriate tools
4. Present data and information effectively, using the appropriate tools

12. Detailed study guide

A Introduction to the Malaysian tax system

1. Sources of revenue law and practice

- a) Identify the sources of revenue law and practices.^[K]
- b) State the scope of charge for various taxpayers, including basis of taxing foreign income.^[K]
- c) Identify and explain the powers of the Director General of Inland Revenue.^[K]
- d) Machinery of assessment
 - i) Identify the types of assessment.
 - ii) Explain the statutory time bar.
 - iii) Be aware of the taxpayer's ability to object to an assessment.^[K]

2. Scope of different types of income

- a) Explain the concept of capital versus revenue.^[K]

3. Classification of income

- a) Outline the classification of income under section 4.^[K]

4. Tax residence

- a) Explain the significance of tax residence status.^[K]
- b) Explain in detail all four rules of tax residence for individuals under section 7. Illustrate worked examples for each rule.^[K]
- c) Briefly explain the residence rules for companies under section 8 - include only place of control and management exercised by the board of directors (case law is not required).^[K]

5. Basis of assessment

- a) Explain the various concepts of basis of assessment: year of assessment, basis year, basis period, financial year and accounting year.^[K]

6. Rates of tax

- a) Relate the structure of tax rates to individuals and companies.^[K]

Excluded topics

- *Case law*
- *Mutual and Illegal transactions*
- *Determination of basis periods for commencement of operations and change of accounting date*
- *Exemption relating to foreign source income for residents*
- *Anti-avoidance legislation*
- *Types of entities:*
 - *Investment holding companies*
 - *Clubs and societies*
 - *Trusts and co-operatives*

B Individual's income tax liabilities

1. Income from employment

- a) Define employment, employer, employee.^[K]
- b) Differentiate between employment and self-employment.^[K]
- c) Explain the different types of employment income under section 13(1)
 - i) Salary emolument, allowances, bonus
 - ii) Benefits in kind; Inland Revenue Board's Guidelines and Public Rulings
 - iii) Living accommodation, illustrate with worked examples.^[K]
- d) Explain the rules for the derivation of employment income under Section 13(2).^[K]
- e) Explain the responsibilities of an employer under the Income Tax Act.^[K]

2. Exemptions

- a) List the exemptions.^[K]

3. Allowable expenses

- a) Identify the allowable expenses.^[K]

4. Personal reliefs and tax rebates

- a) Explain the types of personal reliefs.^[K]
- b) Explain the tax rebates.^[K]

5. Income from self-employment

- a) Define "business".^[K]
- b) Explain the aspects of derivation of business income:
 - i) Accrual concept
 - ii) Business expenses
 - iii) Capital allowances
 - iv) Relief for business losses^[K]
- c) Explain the general rules for deductions under section 33(1) - illustrate each type of deduction with an example.^[K]
- d) Explain the prohibited deductions in section 39.^[K]
- e) Be aware of the list of special deductions in section 34.^[K]
- f) Explain and illustrate the treatment of common expenses
 - i) Interest
 - ii) Rent
 - iii) Repairs and renewals
 - iv) Legal and professional fees
 - v) Bad and doubtful debts
 - vi) Proprietor's remuneration and benefits.^[K]
- g) Capital allowances
 - i) Define plant.^[K]
 - ii) Determine components of qualifying plant expenditure.^[K]
 - iii) Establish when plant expenditure is "incurred".^[K]

- iv) Explain the conditions for claiming initial allowance and annual allowance.^[K]
 - v) Explain the treatment of small value assets.^[K]
 - vi) State the treatment of unutilised capital allowances carried forward.^[K]
 - vii) Define disposal.^[K]
 - viii) Calculate balancing allowance or balancing charge.^[S]
 - ix) Show calculations for assets acquired under hire purchase.^[S]
 - x) Define and give examples of industrial buildings.^[K]
 - xi) Identify and determine the components of qualifying building expenditure.^[K]
 - xii) Calculate initial and annual allowances on:
 - Constructed buildings
 - Purchased buildings (new and used)
 - Explain the treatment of industrial buildings on disposal.^[S]
- h) Partnerships
 - i) Explain the meaning of "partnership".^[K]
 - ii) Determine divisible income.^[S]
 - iii) Ascertain provisional adjusted income.^[S]
 - iv) Allocate capital allowances to partners.^[S]
 - i) Withholding tax
 - i) Identify the payments subject to withholding tax
 - ii) Explain the requisite conditions
 - iii) State the rates of withholding tax
 - iv) Explain the compliance requirements
 - v) State the penalties and consequences for non-compliance, being able to demonstrate this with worked examples.^[K]

Excluded topics

- *Tax incentives*
- *Controlled sales*
- *Agriculture and forest allowance*
- *Approved agricultural projects*
- *Mining allowance and exploration expenditure*

- *Relief on food production*
- *Anti-avoidance legislation*

6. Other sources of income

- Explain the treatment of interest income including exemptions.^[K]
- Explain the treatment of single-tier dividends.^[K]
- Calculate rental income and premiums - including consideration of whether expenses are allowable.^[S]
- Explain the treatment of royalties including exemptions.^[K]

7. Computation of chargeable income and tax payable

- Adjusted income and statutory Income
 - Compute adjusted income
 - Compute statutory income.^[S]
- Aggregate income and total income
 - Compute aggregate income.^[S]
 - Compute total income
 - Illustrate the treatment of a current year business loss
 - Explain approved donations and the requirements for deduction.^[S]
 - Explain and illustrate combined assessment for husband and wife.^[K]
- Prepare proforma computations to highlight the treatment of capital allowances and business losses and adjusted income, statutory income, aggregate income and total income.^[S]

8. Prepare relevant pages of a tax return

- Complete the self-employed or partnership supplementary pages of the tax return for individuals, with business source income and also for individuals with employment income and other non-business source income, and submit them within the statutory time limits.^[S]

9. Administration and obligations

- Explain the self-assessment system for individuals:
 - Tax instalment payments and payment of any balance of tax due.
 - Submission of tax returns (Form B, Form BE and Form P)
 - Time limits
 - Offences and penalties relating to the above aspects of self-assessment.^[K]
- Explain the responsibilities of individual taxpayers to:
 - Notify chargeability to tax
 - Notify change of address
 - Maintain sufficient records.^[K]

Excluded topics

- *Employee share options*
- *Withdrawal from unapproved funds*
- *Compensation for loss of employment*
- *Gratuities*
- *Deductions and reliefs*
 - *Maintenance and alimony payments*
 - *Double or further deductions*
 - *Interest restriction*
 - *Non-resident relief*
 - *Double tax relief*

C Company's income tax liabilities

1. Income chargeable to income tax

- Explain the treatment of interest income including exemptions.^[K]
- Explain the treatment of single-tier dividends.^[K]
- Calculate rental income and premiums - including consideration of whether expenses are allowable.^[S]
- Explain the treatment of royalties including exemptions.^[K]
- Compute capital allowances (as for income tax liabilities of individuals).^[S]

- f) Compute withholding tax (as for income tax liabilities of individuals).^[S]

2. Business expenses

- a) Explain the general rules for deductions under section 33(1) - illustrate each type of deduction with an example.^[K]
- b) Explain the prohibited deductions in section 39.^[K]
- c) Be aware of the list of special deductions in section 34.^[K]
- d) Explain and illustrate the treatment of common expenses
- i) Interest
 - ii) Rent
 - iii) Repairs and renewals
 - iv) Legal and professional fees
 - v) Bad and doubtful debts.^[K]

3. The comprehensive computation of income tax liability

- a) Compute chargeable income.^[S]
- b) Explain the treatment of relief for losses (excluding group relief).^[K]
- c) Calculate tax payable.^[K]

4. Complete the company tax return

- a) Complete company tax returns correctly and submit them within statutory time limits.^[S]

5. Administration and obligations

- a) Explain the self-assessment system for companies:
- i) Timely provision of tax estimates and revised estimates
 - ii) Payment of tax instalments and balance of tax payments
 - iii) Timely submission of tax returns (Form C & Form R)
 - iv) Time limits
 - v) Offences and penalties related to the above aspects of self-assessment.^[K]

- b) Explain the responsibilities of companies to:
- i) Notify chargeability to tax
 - ii) Notify change of address
 - iii) Maintain sufficient records.^[K]

Excluded topics

- *Group relief*

D Real property gains tax

1. Scope

- a) Describe the scope of real property gains.^[K]
- b) Explain the situations where the acquirer may be assessed.^[K]

2. Basic principles of computation

- a) Compute real property gains tax.^[S]
- b) Calculate allowable losses.^[S]
- c) Explain how acquisition price and disposal price are calculated.^[K]
- d) List the incidental expenses and costs.^[K]
- e) Recognise the expenditure that is excluded in computing acquisition price and disposal price.^[K]
- f) Explain the meaning of "permitted expenses".^[K]
- g) Explain the tax implications of transfers between husband and wife.^[K]

3. Gains and losses on disposal of real property

- a) Define the terms "real property", "land", "acquire" and "disposal".^[K]
- b) Explain what constitutes acquisition and disposal.^[K]
- c) Determine the date of acquisition and date of disposal.^[K]

- d) Explain the determination of “acquisition price” and “disposal price”.^[K]

4. Exemptions and reliefs

- a) Calculate the exemption on a chargeable gain accruing to individuals.^[S]
- b) Explain the exemption on the disposal of private residences.^[K]
- c) Compute the amount of real property gains tax payable.^[S]
- d) Recognise the tax advantage on disposal of private residences.^[K]
- e) Identify the appropriate timing for the disposal of real property.^[K]

5. Administration and obligations

- a) Explain the responsibilities of both the disposer and the acquirer for:
- Filing returns
 - Payment of tax
 - Offences and penalties relating to the above.^[K]

Excluded topics

- Bodies of persons, partnerships and co-proprietorships.*
- Incapacitated persons.*
- Real property companies.*
- Real property acquired prior to 1 January 1970.*
- Transfers related to death or inheritance.*
- Receipt of a capital sum.*
- Conditional contracts.*
- Leases and options.*
- Contingent liabilities.*
- Dealings for enforcement of security.*
- Disposal of leases and creation of sub-leases.*
- Transfer of assets between companies in the same group.*
- Transfer of assets to controlled companies.*
- Real property companies - gains on the disposal of RPC shares and*

shares issued in exchange for a transfer of property.

- Distribution of assets of a partnerships.*
- Dealings by nominees and certain trustees.*
- Trustees and partners.*

E Sales tax

1. Scope

- a) Describe the scope of sales tax.^[K]
- b) Explain the charge on taxable goods and taxable persons.^[K]
- c) Describe the circumstances in which sales tax is not applicable.^[K]

Excluded topics

- Special provisions dealing with designated areas (Labuan, Langkawi and Tioman)*
- Special provisions dealing with Special Areas*
- Special provisions dealing with petroleum*

2. Basic principles of computation

- a) Explain the basic principles of computation of sales tax.^[K]
- Determination of taxable period
 - Imposition of sales tax and rates of tax
 - Determination of value for sales tax purposes
 - Calculate the amount of sales tax
 - Accounting for sales tax due
 - Exemptions
- b) Understand the basic principles of sales tax as it applies to the import and export of goods.^[K]

3. Administration

- a) Explain the circumstances in which a person must register for sales tax,

including subcontractors and recognise the applicability of:

- i) Mandatory registration
 - ii) Voluntary registration
 - iii) Exemption from registration
 - iv) De-registration.^[K]
- b) Explain aspects of the administration of sales tax:
- i) Filing of returns
 - ii) Payment of tax
 - iii) Offences and penalties relating to the above.^[K]
- c) List the information that must be given on an invoice for sales tax purposes.^[K]

Excluded topics

- *Transitional provisions*

F Service tax

1. Scope

- a) Describe the scope of service tax.^[K]
- b) List the taxable services and taxable persons and prescribed goods and services.^[K]
- c) Describe the circumstances in which service tax is not applicable.^[K]

Excluded topics

- *Group relief*
- *Business to business (B2B) exemption*
- *'Reverse charge mechanism' for imported services*
- *Digital service tax*
- *Special provisions dealing with designated areas (Labuan, Langkawi and Tioman)*
- *Special provisions dealing with Special Areas*
- *Special provisions dealing with petroleum*

2. Basic principles of computation

- a) Explain the basic principles of computation of service tax.^[K]
 - i) Imposition of service tax and rates of tax
 - ii) Define the terms 'taxable services' and 'taxable period'
 - iii) Determine the charge and value of a taxable service including the taxable service for the sale of goods.
 - iv) Calculate the amount of service tax
 - v) Accounting for service tax due
 - vi) Exemptions

3. Administration

- a) Explain the circumstances in which a person must register for service tax and recognise the applicability of:
 - i) Compulsory registration
 - ii) Voluntary registration
 - iii) Exemption from registration
 - iv) De-registration.^[K]
- b) Explain aspects of the administration of service tax:
 - i) Filing of returns
 - ii) Payment of tax
 - iii) Offences and penalties relating to the above.^[K]
- c) List the information that must be given on an invoice for service tax purposes.^[K]

Excluded topics

- *Transitional provisions*

G Employability and technology skills

1. Use computer technology to efficiently access and manipulate relevant information
2. Work on relevant response options, using available functions and technology, as would be required in the workplace
3. Navigate windows and computer screens to create and amend

**responses to exam requirements,
using the appropriate tools**

- 4. Present data and information
effectively, using the appropriate tools**

13. Reading list

Relevant articles on ACCA global website –

<https://www.accaglobal.com/ca/en/student/exam-support-resources/foundation-level-study-resources/ftx/ftx-technical-articles.html>

ACCA FTX Malaysian Tax Foundation, BPP Learning Media – Study Text (for exams from December 2023 – June 2024)

ACCA FTX Malaysian Tax Foundation, BPP Learning Media – Revision Kit (for exams from December 2023 – June 2024)

The Income Tax Act 1967, Latest edition

The Real Property Gains Tax Act 1976, Latest edition

Sales Tax Act 2018, Latest edition

Service Tax Act 2018, Latest edition

Malaysian Taxation - Principles & Practice, Choong Kwai Fatt, Latest edition, Infoworld

Malaysian Taxation, Alan Yeo Miow Cheng, Latest Edition, YSB Management Sdn Bhd

Malaysian Master Tax Guide, Latest edition, CCH

Relevant Articles in Tax Guardian, CTIM

14. Summary of changes to FTX MYS

ACCA periodically reviews its qualification syllabuses so that they fully meet the needs of stakeholders such as employers, students, regulatory and advisory bodies and learning providers.

There are changes to the syllabus and these are summarised in the table below.

Table 1 – Additions to excluded topics

	Section and subject area	Syllabus content
A4	Tax residence	New excluded topic added: <ul style="list-style-type: none"> <i>Exemption relating to foreign source income for residents</i>