

STAMP DUTY ESSENTIALS

PROCEDURES & COMPLIANCE

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About This Course

This programme provides participants with a practical understanding of Malaysia's stamp duty requirements, procedures, and compliance obligations under the Stamp Act 1949. Participants will learn how stamp duty applies to various legal, commercial, and financial instruments, including agreements, loan documents, tenancy agreements, share transfers, and property transactions. The programme covers duty rates, stamping procedures, adjudication processes, exemptions, penalties, and common compliance issues, enabling participants to correctly determine stamp duty liabilities, complete stamping requirements, and maintain valid, audit-ready documentation while minimizing compliance risks.

Who Should Attend?

1. Finance Managers and Finance Executives
2. Accountants and Accounting Personnel
3. Tax Managers and Tax Executives
4. Company Secretaries and Corporate Governance Personnel
5. Legal Officers and Contract Administrators
6. Compliance and Risk Management Personnel
7. Procurement and Commercial Executives
8. Property and Real Estate Professionals
9. Business Owners and Entrepreneurs
10. Any personnel involved in preparing, reviewing, or managing legal and commercial documents subject to stamp duty

Learning Outcomes

By the end of this programme, participants will be able to:

1. Explain the purpose and legal framework of stamp duty under the Stamp Act 1949.
2. Identify instruments and transactions that are subject to stamp duty.
3. Determine applicable stamp duty rates and classifications for various documents.
4. Apply the correct stamping procedures and submission requirements.
5. Distinguish between dutiable and exempt instruments and understand available reliefs.
6. Complete physical and electronic stamping processes accurately.
7. Understand adjudication procedures and respond appropriately to queries from authorities.
8. Recognise penalties, compliance risks, and internal control requirements.
9. Apply knowledge through practical case studies involving agreements, contracts, and share transfers.
10. Ensure documents remain compliant, enforceable, and audit-ready.



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MODULE 1, 2

1. Overview

- What is Stamp Duty
- Stamp Act 1949
- Role of LHDN

2. Chargeable Instruments

- Agreements
- Loan documents
- Tenancy agreements
- Share transfers
- Property sale and purchase agreements



MODULE 3, 4

3. Rates and Classification

- Fixed duty vs Ad Valorem duty
- Schedule 1 rates

4. Timeline and Requirements

- Documents executed inside Malaysia
- Documents executed outside Malaysia
- Late stamping consequences



MODULE 5, 6

5. Procedures (Practical)

- Manual vs electronic stamping
- Stamping workflow
- Proof of stamping

6. Adjudication Process

- What is adjudication
- Submission process
- Responding to queries



MODULE 7, 8

7. Exemptions and Reliefs

- Stamp duty exemptions
- Remissions
- Corporate restructuring relief
- Group relief

8. Penalties and Risk

- Late stamping penalties
- Compliance mistakes
- Internal controls



MODULE 9

9. Case Studies

- Real-life scenarios on agreements
- Contract stamping examples
- Share transfer cases



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