

8 Weeks Practical Training Course



CERTIFICATE IN TAXATION LAWS

Updated Income Tax & Sales Tax Laws



About CTL

Since 1997

Considering the need of business community, corporate employees, Lawyers, Tax Consultants and others involved directly or indirectly in taxation matters, Softax started a course of 8 weeks duration "Certificate in Taxation Laws (CTL)" in 1997, with an aim to equip the participants to handle with confidence their tax matters in a professional way, like, understanding of important provisions of the laws with practical examples, electronic preparation and submission of returns/statements, e-filing procedures, maintenance of records, computation of taxable amounts, handling notices, audit, assessment, appeals and other day to day practical issues relevant to Income tax, Federal & Provincial Sales Tax Laws.

What does CTL aims at?

- To provide in-depth knowledge of updated Income Tax & Federal / Provincial Sales Tax Laws;
- To provide requisite knowledge of the Companies Act, 2017 for handling day to day matters of a company;
- To provide requisite knowledge of Partnership, Trade mark and copyright;
- To enlighten all major aspects of respective tax statutes;
- To deliver comprehensive knowledge of the statutes through hands-on-training, practical examples and case studies;
- To develop reasonable practical skills for maintenance of records in accordance with the provisions of Income Tax, Federal / Provincial Sales Tax and Corporate Laws;
- To give confidence in handling day to day matters involved in Taxation like; electronic preparation and submission of returns/statements, calculation of taxable values, handling notices, audit, assessment and appeals;
- To enable the participants to handle day to day tax matters of their own business, their employer, their tax clients etc. in a professional way.

900+

WORKSHOPS & COURSES

32,000+

PARTICIPANTS



Karachi

Thursday & Friday – 6 PM to 9 PM
Batch 229 starting from **18th April 2024**
at Gulshan-e-Iqbal Block 8

Call: 0331-3338411



Lahore

Monday & Tuesday – 6 PM to 9 PM
Batch 230 starting from **22nd April 2024**
at Lawrance Road

Call: 0300-0090835



Live Online

Join live through webinar on
Monday & Tuesday – 6 PM to 9 PM
starting from **22nd April 2024**

Call: 0300-0090835



Online Recorded

Join from your home or office
through Recorded Lectures
available on time & days of your choice

Call: 0331-3338411

INCOME TAX

[4 weeks – 2 days a week, 3 hours a day]

1. How to read a tax statute?
2. An overview of the Income Tax Ordinance, 2001 along with prescribed rules.
3. Registration of an individual, Association of Persons, company, Non-profit organizations etc.
4. Computation of taxable income under the heads:
 - a. Salary
 - b. Business
 - c. Property
 - d. Capital gain
 - e. Other sources, and
 - f. Presumptive tax regime
5. Understanding of other important provisions of the law including but not limited to:
 - a. Advance tax u/s 147
 - b. Unexplained investment u/s 111
 - c. Minimum & Alternate Corporate Tax u/s 113 & 113C
 - d. Tax credits, exemptions and rebates
 - e. Default surcharge penalties & prosecution
 - f. Few other important provisions.
6. Withholding tax matters
 - a. Section wise understanding
 - b. Transaction wise rates, exemption and clarification
 - c. Section wise principles for adjustment of tax
 - d. Right & duties of withholding agent
7. Income Tax return & withholding statements
 - a. Preparation & submission of income tax return
 - b. Preparation & submission of withholding statements
8. Handling departmental notices and proceedings including but not limited to:
 - a. Preparation of reply
 - b. Submission of records
 - c. Representation before Officer
 - d. Discussion with the Officer
 - e. Handling Order sheet
9. Techniques to handle departmental audit (withholding & other)
10. Assessment
 - a. Original assessment u/s 120
 - b. Best judgment assessment u/s 121
 - c. Amendment of assessment u/s 122
11. Practical procedure involve in claiming refunds
12. Appeal procedure:
 - a. Form of appeal – Filing
 - b. Facts of the case – Drafting
 - c. Grounds of appeal – Drafting
 - d. Stay application – Drafting
 - e. Representation before the court – Practical procedure
13. All above with practical examples, case studies and superior courts' judgments

SALES TAX

[3 weeks – 2 days a week, 3 hours a day]

1. Constitutional validity and Introduction to Federal & Provincial sales tax laws
2. VAT mechanism
3. Scope of tax on goods
 - a. Taxability
 - b. Registration requirements and determination of tax liability for Importer, Manufacturer, Wholesaler, Distributor, Retailer and Exporter etc)
 - c. Concept of Extra Tax, Further Tax & Retail Price items with practical examples
4. Scope of tax on services
 - a. Taxability & Taxable services under all the provincial Laws
 - b. Person liable to pay tax and concept of reverse charge with practical examples
5. Withholding taxes under Federal and Provincial Laws
6. Adjustment of Input tax Federal against Provincial and vice versa
 - a. Which input tax is available to supplier of goods and services?
 - b. Dealing with reduce rate goods and services
 - c. Circumstances where input taxes under Federal & Provincial Sales Tax Laws are not available for adjustment
7. Sales Tax Record
 - a. Understanding of sales tax record
 - b. Specimens of sales tax invoice, purchase/sale/stock registers, debit/credit notes and other record
 - c. Preparation of all records using MS Excel
8. Requirements and Procedure for Sales Tax Registration under Federal and Provincial Laws
9. Audit and assessment
10. Appeal procedure
11. Sales Tax Returns under Federal and Provincial Sales Tax Laws. Manual calculation and online feeding of sales tax returns of Commercial Importer, Manufacturer, Wholesaler, Distributor, Retailer, Exporter and Service Provider
12. All above with practical examples, case studies and superior courts' judgments including Budget and notifications updates

CORPORATE LAW & OTHER

[1 week – 2 days a week, 3 hours a day]

1. Company's Incorporation (e filling)
2. Maintenance of records
3. Preparation & submission of documents
4. Handling with other day to day matters
5. Preparation of a partnership deed
6. Registration & De registration of partnership
7. Registration of Trade mark and copy right

About Softax

Softax (Private) Limited has been established in 1997 with an objective to part with affordable quality training in the field of Taxation & Corporate laws, Internal Audit, Accounting and Finance etc. by introducing a unique teaching concept of "learning for solutions". Today Softax is proud to have trained over 32,000 Corporate Executives and arranged more than 900 workshops and short courses.

Course Facilitators



Noman Iftikhar Khawaja (Tax & Management Consultant)

Mr. Noman is a renowned facilitator & trainer in the field of taxation with his success track spanning over three decades. Moreover, he also heads "Softax Consulting" a firm dedicated for the past three decades to join Tax Advisory & Compliance together with real life practical problems. He is also heading Softax (Private) Limited as CEO providing web based Online Taxation Support Services and Corporate Trainings.



Abdul Qadir Khan (Advocate, MBA , LLM)

Mr. Abdul Qadir Khan is director at Softax associated since 2008 and conducted a number of workshops, seminars and short courses on Income tax, sales tax and corporate matters, he specialized in E-filing of returns and statements under Federal and Provincial Laws including SECP. He is also handling income tax and sales tax cases of Softax's clients from tax planning to adjudication and appellate levels.



Mujtaba Qayyum (Advocate)

Mr. Mujtaba is associated with Softax since 2012. He is heading Softax Karachi Office and mainly involve in counseling with clients on specific tax issues/planning, filing of returns and handling tax matters of the clients. He has conducted number of workshops and courses on Income Tax and Sales Tax Laws including e-filing of returns and statements from the platform of Softax. In addition to that he is also part of the solutions wing of Softax's web portal which is providing Online Taxation Support Services to members.



Tanveer Ahmed Siddiqui (ITP, MBA)

Mr. Tanveer is running his own tax and management consultancy firm having more than 15 years of experience in the field of Accounts, Taxation and Corporate matters. He is providing Accounts, taxation and management consultancy services to the clients from diversified industries.



Fee for complete course: Rs. 25,000
(Inclusive of Sales Tax, Course Material,
Certificate of Participation & 8 weeks free
membership of www.softax.com.pk)

For more details, contact:

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