



8 weeks practical training course

CERTIFICATE IN TAXATION LAWS (Online)

[Updated Income Tax & Sales Tax Laws]

About CTL

Considering the need and repeated demand of business community, corporate employees, Lawyers, Tax Consultants and others involved directly or indirectly in taxation matters, Softax offering Certificate in Taxation Law (CTL), a course of 8 weeks duration with an aim to equip the participants to handle with confidence their tax matters in a professional way, like; scope of taxation laws, strategic tax planning, manual and 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 issues relevant to income tax, sales tax and corporate matters.

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 enlighten all major aspects of respective tax statutes and develop skills for making strategic tax planning and managing tax risks
- 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, Federal Excise and Corporate Laws
- To give confidence in handling day to day matters involved in Taxation like; manual and 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, employer, clients etc. in a professional way.

Join from your home or office
through Online Classes available
on time & days of your choice.

For details & registration, call:
0321-5596119 or 0331-3338411

Who Cannot Afford To Miss

- People want to establish their own setup as Tax Consultant
- Business Executives
- Personnel dealing with income tax & sales tax matters of an organization.
- Tax Executives
- Internal Auditors
- Taxpayers

Training Outline **Income Tax**

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, Corporate & 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

Training Outline **Sales Tax**

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
10. 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
11. All above with practical examples, case studies and superior courts' judgments including Budget and notifications updates

Training Outline **Corporate Law & Other**

1. Company's Incorporation (e filing)
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 30,000 Corporate Executives through more than 850 workshops and short courses.

COURSE **FACILITATORS**



Mr. Noman Iftikhar Khawaja (Tax & Management Consultant)

Mr. Noman is a renowned facilitator & trainer in the field of taxation with his success track spanning over two decades. Moreover, he also heads "Softax Consulting" a firm dedicated for the past 30 years to joining Tax Advisory & Compliance together with real life practical problems. He is also heading Softax (Pvt) Limited as CEO providing web based Online Taxation Support Services and Corporate Training.



Mr. Abdul Qadir Khan (Advocate, MBA , LLM)

Mr. Abdul Qadir Khan is a director at Softax and associated since 2008 and conducted a number of workshops, seminars and short courses on E-filing of returns and statements under Federal and Provincial Laws including SECP from the platform of Softax (Pvt) Limited. Additionally handling Income and sales tax cases of Softax's clients including e-filing of registration application, annual income tax returns, income tax withholding statements, monthly sales tax returns and sales tax withholding statements.

Complete Course Fee: Rs. 25,000

*Including taxes, course material, certificate
& 8 weeks free membership of
www.softax.com.pk*

Registration Details

Please send the following information of the participant(s) through e-mail at ctl.softax@gmail.com
1. Name 2. City 3. CNIC / NTN # 4. Cell # 5. E-mail