



## Day Long Workshop on

# TECHNIQUES TO HANDLE TAX AUDIT

## INCOME TAX & SALES TAX

### INTRODUCTION

Operational mechanism of Income Tax and Sales Tax are based on concept of "Self Assessment", meaning thereby determination and returning the tax liability by the taxpayer. Periodic declared tax liability is evaluated by the department through audit, an examination of relevant records by the auditors. Taxpayer can only handle the tax audit through proper planning and specialized skills.

FBR has identified major risk-based parameters for selection of corporate and non-corporate cases for Income Tax, Sales Tax and Federal Excise Audit under Annual Audit Plan 2012-2013. Audits under this plan are to be finalized during the current financial year, means by the end of June 30, 2013.

FBR has decided to conduct the audit of:

- 20% large taxpaying units falling under Large Taxpayers Unit (LTU),
- 5% companies registered with Regional Tax Offices, and
- 3% non-corporate cases

### About Softax

Softax (Formerly NIU) has been established in 1997 with an objective to part with affordable quality training in the fields of Taxation, Corporate Laws, Internal audit, Information technology, HRM, Accounting and Finance etc. by introducing a unique training concept of "Learning For Solutions". Today Softax is proud to have trained over 17,000 Corporate Executives and arranged more than 600 workshops and short courses.

### Resource Person

#### Noman Iftikhar Khawaja

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 20 years to joining Tax Advisory & Compliance together with real life practical problems. He is also heading "Softax (Pvt.) Ltd. as CEO.



### WHO CANNOT AFFORD TO MISS

- Chief Financial Officers
- Managers Finance /Accounts
- Managers Taxation
- Tax Executives
- Tax Consultants
- Internal Auditors
- Personnel dealing with tax matter of an organization
- Businessmen

### OBJECTIVES

Looking at the need of the time, Softax (Formerly NIU) has developed a unique day-long session for the taxpayers to understand the methods and to develop skills required for handling Income Tax and Sales Tax Audits in a professional manner. The workshop will provide an interactive environment to gain maximum learning.

At the end of the session the participants will be equipped with adequate techniques to handle the auditor's observations and will be able to handle tax audit in a professional way.



### CONTENTS

- What is Tax Audit
- Legal provisions relevant to Income Tax & Sales Tax Audit
- Composite Audit (Income Tax, Sales Tax & Federal Excise) Legal position
- FBR's Selection Criteria
- Liaison with department
- Records and Information to be prepared before audit
- Ways to present records and other information during the audit
- Various techniques / reconciliations performed by the auditors to assess correctness of declared results.
- Techniques to handle audit:
  - o Pre-Audit Techniques
  - o During the Audit Techniques
  - o Post Audit Techniques
- Practical examples and Case Laws

### Karachi

22 September 2012  
Regent Plaza Hotel



### Timing

10:00 am to 05:00 pm  
Last Date for Registration  
19 September 2012

### Fee Structure

Up to last date Rs. 6,995/-  
After last date Rs. 7,495/-

### Registration Details

Please send the following information of the participant(s) through E-mail, Fax or Courier.

1. Name of Participant
2. Designation
3. Organization
4. Tele #.
5. Cell #
6. E-mail
7. Participation will be confirmed on receipt of cash/ PO/Cheque/DD (in favour of **Softax (Pvt) Limited**) before last date.

**For registration and other details please contact:**

#### KARACHI

Mr. Raheel Qayyum  
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#### LAHORE

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0321-4932555

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