

# اپنے ٹیکس کے معاملات خود حل کریں

(کیونکہ آپ ہی اپنے بہترین مشیر ہیں)

انکم ٹیکس اور سیلز ٹیکس کی مکمل عملی تربیت ماہرین کے زیر نگرانی۔

## 74th Batch

# Softax Certification **CTL** CERTIFICATE IN TAXATION LAWS

### About Softax

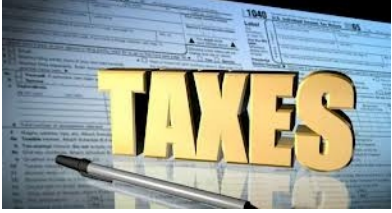
Softax (Pvt) Limited formerly "NIU Center for Business Learning" has been established in 1997 with an objective to part with affordable quality training in the fields of Taxation, Corporate Laws, Internal Audit, Information Technology, HRM, Accounting, Finance etc. by using a unique training concept of "learning for solutions". Today Softax is proud to have trained over 17,000 Corporate and Non-corporate Executives and arranged more than 650 workshops and short courses throughout Pakistan.

### Softax's Mission

At "Softax" we strive to create value for our students/participants through delivery of Quality education and training based on practical solutions by dedicated professionals and staff. We optimally utilize our resources in order to achieve the highest level of stakeholders' satisfaction; while maximizing professional education advancement and generating a competitive economic return.

### 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, after successful completion of more than 68 batches now offering Certificate in Taxation Law (CTL) in Sargodha, a course of two months duration with an aim to equip the participants to handle with confidence their tax matters in a professional way, like; withholding tax, computation of taxable income, maintenance of records, handling notices, audit, assessment & appeals, filing different statements and returns 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 & Sales Tax Laws

- To provide requisite knowledge of the Companies Ordinance, 1984 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,
- To deliver comprehensive knowledge of the statues through hands-on-training, practical examples and case studies,
- To enable the participants to handle day to day tax matters of their own business, employer, clients etc. in a professional way.



### Who cannot afford to miss?

- People want to establish their own setup as Tax Consultant
- Personnel dealing with income tax, sales tax and corporate matters of an organization.
- Tax Executives
- Internal Auditors
- Importers, Exporters, Manufacturers, Wholesalers etc.
- Dealers and Distributors
- Business Executives
- Other Taxpayers



### Course Contents

#### Income Tax

1. Introduction to Income Tax Law
2. Computation of taxable Income under different heads of income like: Salary, Business, Property, Capital Gain and Other Sources
3. In-depth understanding of Withholding Tax matters
4. Income Tax Return & Withholding Statements
5. Income Tax Refund
6. Introduction to Deferred Taxation
7. Transaction between associates
8. Handling Audit (Withholding & Other)
9. Assessment & Appeals
10. Penalties and Prosecution
11. Strategic Tax Planning

#### Sales Tax

1. Scope and Payment of sales tax
2. Determination of Sales Tax liability
3. Registration and De-Registration
4. Suspension and Blacklisting
5. Book Keeping, Recording and invoicing
6. Returns and e-filing procedure
7. Carry forward and Refund
8. Offences and penalties
9. Handling sales tax audit
10. Adjudication & Appeals

#### Corporate & Other

1. Registration of a company(Manual & E-Filing)
2. Maintenance of records
3. Preparation and submission of documents
4. Handling with other day to day matters
5. Preparation of Partnership Deed
6. Registration & De-registration of Partnership
7. Trademark & Copyright registration
8. Registration with Chamber of Commerce

### Course Duration

8 weeks (Every Friday, 04:00 pm to 08:00pm)

### Programme Detail

Venue: LOGIX Building, 80-Jail Road, Sargodha.

Starting from: **3rd May 2013**

### Fee Structure

Course Fee: Rs. 12,000/- (Including course material & 2 months free membership of [www.softax.com.pk](http://www.softax.com.pk))

### Trainer

#### Mr. Noman Iftikhar Khawaja

Mr. Noman is a renowned facilitator & Trainer in the field of Taxation with his success track spanning over two decades. More over, 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." a web based Online



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