

HANDLING AUDIT, ASSESSMENT & INVESTIGATION

Under Income Tax & Sales Tax Laws

(With special emphasis on preparation & submission of documents & Superior Courts' directions.)



December 16, 2020

9:30 AM to 4:30 PM



SOFTAXGROUP@GMAIL.COM



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Objectives

Currently Federal and Provincial Revenue Authorities are putting their full effort to increase revenue by using old strategy of pressurizing and squeezing existing taxpayers instead of broadening tax base. Resultantly taxpayers are facing problem in handling audit, assessments, adjudications, investigation and different other monitoring proceedings in a professional manner.

This day long workshop aims at to develop specialized skills among the participants to handle the income tax and sales tax audit, assessment, adjudication and other monitoring proceedings of an organization in a professional way. The workshop is divided into three major parts:

- Pre audit techniques
- During the audit techniques
- Post audit techniques

At the end of the workshop, the participants will be able to handle all the pre audit requirements, during the audit verbal & written representations and post audit strategies in a professional manner to avoid undue burden of tax and litigation.

Course Facilitator



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 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.



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Contents

Pre-Audit Preparation

- What is audit
- Difference between audit, assessment and investigation
- Constitutional background
- Important legal provisions relevant to audit and assessment
- Rights and obligations of a taxpayer vs. Powers of the Revenue Authorities
- Audit procedure
- Parameters of a "Valid Reason" for selection of a case for audit by the Commissioner
- Parameters of "Definite Information" for amendment of assessment.
- Preparation of records and documents for submission with Department's auditor

During Audit Representation

- Presentation of records/information
- Submission of records/information during audit with the auditor
- Discussion with auditor
- Handling audit observations

Post Audit Strategies

- Understanding show cause notice (Legal and factual)
- Preparation of the case for assessment proceeding
- Reply to show cause notice on account of legal and factual issues (verbal / written arguments)
- Representation before the Assessing Officer
- Appeal procedure including preparation and representation:
 - Before Commissioner (Appeals), the first appellate authority
 - Before Appellate Tribunal, the second appellate authority
- Handling recovery proceedings
- Superior Courts judgments on account of audit, assessment, investigation and monitoring

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.

Registration details

Please send the following information of the participant(s) through e-mail:

1. Name of Participant
2. Designation
3. Organization
4. Telephone #
5. Cell #
6. E-mail

Note: Participant(s) will only be confirmed on receipt of Cash/PO/Cheque/DD in favor of "Softax (Private) Limited" by or before last date.

Workshop Investment:

Up to last Date: **Rs. 11,995/-**

After last Date: **Rs. 12,995/-**

(Inclusive of Taxes, Course Material, Relevant Case Studies and Certificate of Participation.)

Last date for registration:

December 14, 2020

For more details, contact:

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(Workshop Coordinator)

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