

## **Value Added Tax (VAT) – Day 1**

### **1. Basic Feature**

- Structure of NBR
- Structure of VAT Commissionerate and Field Offices
- Discussion on Indirect Tax and Direct Tax
- Discussion on 1st, 2nd & 3rd Schedule

### **2. VAT registration process, amendment & cancellation (live through VAT online system)**

- VAT Registration process – Sign-up to submission
- Amendment the existing VAT registration – e.g., authorization change, bank account change, type of ownership, major area of economic activity & etc.
- Central VAT Registration & Procedure
- Cancellation process of VAT registration

### **3. Books of Accounts & Registers**

- Discussion on required books of accounts, registers, invoices, declaration & etc. – industry wise

### **4. VAT Deduction at Source (VDS)**

- List of required services
- Rate of VAT deduction at source
- Deducting Authority and their responsibility
- Procedure of deduction, deposit & record keeping

### **5. VAT Return (live through VAT online system)**

- Fill-up process of Output Tax & Input Tax
- Increasing & Decreasing Adjustment
- Net Tax calculation & payment
- Full process of online VAT return submission
- Process of correction of VAT Return.

## **Income Tax – Day 2**

### **1. Basic Feature**

- Income Tax Authorities
- Difference between direct tax and indirect tax, income year and assessment year
- Heads of income

### **2. Tax Rates**

- Tax rates of individual including surcharge and company tax rates
- List of reduced tax rates as per SRO

### **3. Advance Income Tax & TDS**

- Deduction/Collection of tax at source
- Procedure of deduction, deposit & record keeping
- Process of Advance payment of Tax

### **4. Compliance Tracker**

- Detail discussion on company tax compliance

#### 5. Individual Tax Calculation

- Salary tax calculation
- Calculation of investment tax rebate
- Calculation of house property income

#### 6. Individual Tax Return

- Individual income tax return fill-up
- Calculation of wealth statement and life style statement

#### Trainer Profile

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Prior to that, he worked as Head of Taxation at Kansai Nerolac Paints (Bangladesh) Ltd. Before that, he worked for Coats Bangladesh Limited, Coca-Cola Bangladesh Beverages Limited & Dabur Bangladesh & he is a Member of Dhaka Taxes Bar Association (DTBA)