



# DIPLOMA IN TAXATION

in collaboration with

**Pakistan Tax Bar Association**

# LEAD THROUGH TAX EDUCATION!

## KEY FEATURES



### TOP CLASS FACULTY

IBA Faculty, Industry Practitioners,  
Corporate Guests, Tax Practitioners,  
Policy Makers

### MODERN LEARNING TECHNIQUES

Case Studies, Simulations,  
Experiential Learning, Group  
Activities



### WEEKEND CLASSES

Saturday: 2:00pm to 9:00pm  
Sunday: 10:00am to 5:00pm

### ELIGIBILITY CRITERIA



Minimum qualification: Bachelor's degree in  
any discipline with at least second division or  
equivalent from accredited Colleges,  
Universities in Pakistan, Overseas bachelor's  
degree or equivalent recognized by HEC.

Minimum 2 years working Experience

**2 SEMESTERS**

**COURSE FOCUS**

**8 COMPREHENSIVE COURSES**

TEL: 021-38104700-01    EXT: 1812 & 1813    EMAIL: [CEEINFO@IBA.EDU.PK](mailto:CEEINFO@IBA.EDU.PK)

# SEMESTER 1

## **Course 1: Income Tax Fundamentals and Tax Regulatory Environment in Pakistan**

- Tax Regulatory Environment for Business in Pakistan
- Income Tax: Basic Terms and Concepts
- Scope of Income Tax Law in Pakistan
- Income Tax Regimes: Normal, Minimum, Final and Exempt Incomes
- Geographical Source of Income
- Principles of Taxation for Individuals, AOPs and Corporates
- Mechanism of Tax Collection
- Withholding Taxes – Taxpayers' Perspective
- Mechanism of Tax Computation: Overview

## **Course 2: Heads of Income and Their Tax Treatment**

- Income from Salary
- Income from Property
- Business Income
- Capital Gains
- Income from Other Sources
- Income Taxed under Separate Block

## **Course 3: Income Tax Compliance: Registration, Enrollment, Filings and Records**

- Total Income and Allowable Deduction
- Determination of Tax Liability
- Tax Credits and Reductions
- Tax Treatment of Losses
- Registration and E Enrollment and Filings with FBR
- Structure and Contents of Income Tax Return
- E-Filing Process and E-Payments
- Withholding Taxes – Agents' Perspective
- Corporate Income Tax – Detailed Look and Group Taxation
- Tax Accounting and Mandatory Records

## **Course 4: Determinants and Consequences of Non Compliance**

- Ethics & Compliance
- Professional Ethics: Concepts of confidentiality, integrity, competence and professional care
- Tax evasion Vs. avoidance
- Record, Notices, Investigation and Audits - Assessments
- Offences, penalties and default charge
- Appeal Channels and Alternate Dispute Resolution
- Recovery of Tax
- Overview of Online Services by FBR
- FBR Complaints Forums
- Federal Tax Ombudsman

# SEMESTER 2

## Course 1: Sales Tax on Goods

- Introduction to VAT and its Evolution in Pakistan
- Key Terms and Concepts
- Scope of Sales Tax on Goods
- Determination of Sales Tax Liability (Output Tax and Input Tax)
- Exemptions & Zero Rating
- Levy of Sales Tax on Other Than 'Value of Supply
- Refunds
- Registration and Related Issues
- Sales Tax Filings (Monthly, Special and Final Returns)
- Electronic Filing and E- Systems for Sales Tax
- Recordkeeping and Documentation
- Investigations and Inspections and Audit
- Assessment and Recovery, Offences and Penalties
- Blacklisting, Suspension & Active Taxpayers List
- Appeals and Alternate Dispute Resolution
- Sales Tax Withholding
- Selected Special Procedures

## Course 2: Provincial Sales Tax on Services

- Definitions and Scope of Tax
- Overview and Brief History of Services Sales Tax in Pakistan
- Basic concepts in Sales Tax on Services: Taxable Services, Value, Timings and Rates
- Registration and De-Registration
- Determination of Tax Liability
  - Output Tax and Input Tax
- Time Manner and Mode of Payment of Tax Liability
- Returns and Filings
- Investigations and Audits
- Refunds and carry forward adjustments
- Offences and Penalties
- Appeals and Alternative Dispute Resolutions
- Inter-Provincial Differences and Disputes and Other Hot Issues

## Course 3: Federal Excise Duty

- Scope of Federal Excise
- Important Definitions
- FED Mechanism in Value Addition Mode
- Adjustment of Inputs and Determination of FedEx Liability
- Offences & Penalties
- Searches, Arrests & Seizures
- Adjudications, Appeals & Alternative Dispute Resolution
- Selection and Conduct of Audit

## Course 4: Context for Taxation: Constitution, Laws, Accounting and Fiscal Policy

- Constitutional Provisions Related to Federal and Provincial Rights for Taxation
- Relevant Provisions of Other State Laws with respect to taxation
- Legislature and organizational structure of FBR and Other Regulatory/ Administrative Bodies
- Accounting Policies and Tax Implications
- Understanding Deferred Tax
- Understanding Public Accounts, Federal Budget, Economic Survey of Pakistan
- Fiscal Policy of Pakistan, an historical overview
- Elements of Fiscal Policy and Future Outlook



## REGISTRATION PROCEDURE:

**Step 1:** Fill the registration form using the following link:

<https://sdp.iba.edu.pk/diploma-taxation.php>

**Step 2:** Interview and Pre-assessment

**Step 3:** Shortlisted candidates will be sent a confirmation email.

**Step 4:** Confirmed Participants will submit required documents and fee.

## PAYMENT PROCEDURE:

- Registration fee
- All candidates are required to pay Rs 1000 at the time of registration.
- Karachi residents: Please submit a pay order of Rs 1000 in the name of IBA Karachi.
- Outside Karachi residents: You may pay the registration fee through online transaction. Please visit the website below for complete account details: <http://cee.iba.edu.pk/>
- Diploma Fee
- The total Diploma fee is Rs 150,000 to be paid in advance. The diploma fee can only be paid through a pay order in the name of IBA Karachi.