

PM4 - PRACTICAL ASPECTS OF TAXATION
PCTP - LEVEL-2
OBJECTIVES:

Due to automation of Taxation System of Pakistan, it is mandatory for individual, corporate and non-corporate sectors to make the tax compliances online through FBR Web-Portal. The module will meet the needs of participant by preparing them for manual and electronic submission of returns/statements, e-filing procedures, maintenance of records, computation of taxable amounts and day to day practical issues relevant to Income tax, Federal & Provincial Sales Tax Laws.

LEARNING OUTCOME:

Upon completion of practical module, participants will be able to:

- Understand the objective of levy of income tax and sales tax and its concept

- Comprehend the requirements of E-filing as per tax laws and rules and consequences for non compliances
- Get comprehensive knowledge of the statutes through hands-on training, practical examples and case studies
- Get confidence in handling day to day matters involved in taxation like; manual and electronic preparation and submission of returns/statements and calculation of taxable figure in complicated cases
- Develop reasonable practical skills for maintenance of records in accordance with the provisions of Income Tax, Sales Tax and, Federal Excise.

INDICATIVE GRID

| PART | SYLLABUS CONTENT AREA | WEIGHTAGE |
|--------------|---|-------------|
| A | 1. Taxation | 30% |
| B | 2. Computation of Tax Liabilities | 40% |
| C | 3. Filing of Tax Returns and Statements | 30% |
| TOTAL | | 100% |

DETAILED CONTENTS
PART - A
1. Taxation

- Registration with Tax Authorities
- Maintaining of Tax Records
- Type of taxes and duties including local supplies & services and import & export

PART- B
2. Computation of Tax Liabilities

- Computation of Tax Liabilities for Individuals, AOPs and Business Organizations

PART - C
3. Filing of Tax Returns and Statements

- Income Tax
- Sales Tax
- Withholding Tax
- Federal Excise
- Provincial Sales Tax
- Assessment Procedures

PM5 - PRACTICAL ASPECTS OF BUSINESS LAWS
PCTP - LEVEL-2
OBJECTIVES:

In the light of recent amendments to business/commercial and corporate laws, importance of corporatization and post-incorporation compliance is increasing day by day. The module has been designed to cover practical aspects of business/commercial and corporate laws. Students, Financial and non-financial professionals working in companies and institutions can enhance their understanding regarding legislative matters and statutory requirements to be complied with, in corporate environment and can secure their companies from fines, penalties, litigations and other consequences.

LEARNING OUTCOMES:

Upon completion of module, participants will be able to:

- Understand Registration/Formation of companies.
- Interpret Public Procurement Authority Laws and its practical guidelines used for tendering, bidding and awarding of contracts.
- Registration/incorporation of companies with SECP through offline and online procedure
- Perform duties of Company Secretary with regard to convene different types of corporate meetings.
- Get acquainted with e-services for registration and procedures for e-filing of Statutory Returns and Forms.
- Get acquainted with social security and employees old age benefits laws.
- Understand Human Resource (HR) policies, procedures and rules.

INDICATIVE GRID

| PART | SYLLABUS CONTENT AREA | WEIGHTAGE |
|--------------|--|-------------|
| A | Corporate Laws | |
| | 1. Company's Registration | |
| | 2. Maintaining of Statutory Records | |
| | 3. Filing of Statutory Returns and Forms | 60% |
| B | Other Laws and Procedures | |
| | 4. Social Security | 05% |
| | 5. Employees Old Age Benefits (EOBI) | 05% |
| | 6. PPRA Rules | 20% |
| | 7. Human Resource (HR) Policies, Procedure and Rules | 10% |
| TOTAL | | 100% |

DETAILED CONTENTS
**PART - A
CORPORATE LAWS**
1. Company's Registration

- Requirements for the incorporation of a Company under Companies Act, 2017
- Modes of Company's name Reservation Process
- Modes of Company's Registration Process
- Procedure for obtaining Digital Signatures for new and existing Companies
- Procedure of issuance of authorized and paid-up share capital

2. Maintaining of Statutory Records

- Types of statutory books required to be maintained
- Preparing Meeting Agendas and Issuing Notices
- Conducting and Managing Board Meetings, Annual General Meetings, Extra Ordinary
- General Meeting
- Preparing minutes and resolutions

3. Filing of Statutory Returns and Forms

- Procedures for filing returns and forms to Security Exchange Commission of Pakistan (SECP)
- Filing of Form-A, Form 29, Form 21 and other mandatory forms required to be submitted to SECP

**PART - B
OTHER LAWS AND PROCEDURES**
4. Social Security

- Registration with authorities
- Maintaining of Statutory Records
- Calculations
- Filling of Statutory Statements

5. Employees Old Age Benefits (EOBI)

- Registration with authorities
- Maintaining of Records
- Calculations
- Filling of Statutory Statements

6. Public Procurement Regulatory Authority (PPRA)

- PPRA Rules and Procedures
- Calling of EOI/ Tenders
- Technical & Financial Evaluations
- Award of Contracts

7. Human Resource (HR) Policies, Procedure and Rules

- Organization Setup and Structure
- Organization Service Rules
- HR Policies, Procedures and Manuals
- Appointment of Chief Executive, Directors and Company Secretary etc.