



DBI/PGD/CVITM/2024/03

March 25, 2024

Subject: **Postgraduate Diploma (PGD) in 'Customs, VAT and Income Tax Management', jointly with American International University-Bangladesh (AIUB).**

DCCI Business Institute (DBI) is offering a 6 month long Online **Postgraduate Diploma (PGD)** in 'Customs, VAT and Income Tax Management', 14th Batch, jointly with **American International University-Bangladesh (AIUB)**, scheduled to be held during **April-September 2024**. Total twenty four (24) online classes will be held on **Friday from 7:00 PM-10:00 PM** in 6 months through zoom online. The course has been offered for the 14th times after commendable success in the last 13th batches.

Objectives: The objective of the course is to familiarize the main features of Customs, VAT and Income Tax in light of the recent changes in National Budget and VAT & SD Act 2012; Legal exemptions of Taxes and use of Fiscal Incentives in business and other important Customs, VAT and Income Tax related issues. This programme is designed to provide the participants enough knowledge on Customs, VAT and Income Tax.

Who Can Attend: Entrepreneurs, Exporters, Importers, Suppliers, Manufacturers, Senior/Mid-level Business Executives of Import, Export and Industrial firms, Accounts/Finance Executives, Manager/Sr. Manager (F & A), Tax and VAT Practitioner/Consultant, VAT and Income Tax Payers and other interested Graduate persons can participate in this course. Candidate(s) must have a Bachelor Degree.

Facilitators: Renowned, highly qualified, reputed and experienced professionals from National Board of Revenue and Leading Professionals, having ample theoretical and practical knowledge from home and abroad about related areas, has been invited to conduct respective sessions.

Fee: Tk. 25,000/- payable in favour of 'Dhaka Chamber of Commerce & Industry' by BEFTN/ Pay Order/ Cheque/ Cash Deposit to Bank. It could also be paid through bKash merchant number **01766018659** (Payment) with bKash charge. Fee includes cost of tuition, course materials, exams, certificate and excludes VAT & Tax.

Discount: 10% for DCCI members, DBI & AIUB Alumni, women participants, participants from Defense Forces, Student and 3 (three) or more participants from one organization (one option applicable). **Corporate Discount 15%** for nomination of 10 or more participants from one organization.

Admission Procedure: The intending candidates may collect Registration Form from DBI Office for submitting to DBI after filling up duly or log on to <https://forms.office.com/r/gN9aBqUXbm> for admission. Admission would be confirmed to candidates on payment of course fee.

Admission Deadline: 17th April 2024. Seats are limited. First Come First Served.

Certification: On successful completion of the PGD, a certificate will be awarded to the participants, signed by the **President, DCCI** and the **Pro-Vice Chancellor, AIUB**.

Contact: For further information, please contact, Cell # 01913745062/ 01718972656 & Tel: 02 47122986 Ext. 124/ 1034; E-mail: dbi@dhakachamber.com.



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**Postgraduate Diploma (PGD) in
"Customs, VAT and Income Tax Management"
Jointly Organized by DBI & AIUB
Session: April-September 2024
Batch: 14th Batch (Online)**

Modules Title and Course Content

The contents of the course cover the all aspect of Custom, VAT and Income Tax related issues. Certainly, the course will bring forth transformation and positive growth among the participants. Module titles and course contents are given below:

Part-1: Customs (Total number of session 12 and total hours 18)

Module-1:	Introduction to Customs
	Content: What is Customs? Its Mission & Role, Stakeholders & Government Agencies, Customs Administration, Basic Function of Customs, Related Agencies & Allied Acts.
Module-2:	Customs Mission, Role and Stakeholders
	Content: What to be done before, during & after import & export, Rules & regulations of import & export, Import & export procedures, Major role of customs for export & import and its modernization.
Module-3:	Export-Import Policy, Procedures and Documentation
	Content: Import and Export policy order; Banned & conditional import & export items, Documents required for L/C opening; Purchase Order (PO); Proforma Invoice (PI), Bill of Exchange, Commercial Invoice, Packing list, Country of Origin (CO), Bill of lading (BL), Incoterms in international trade.
Module-4:	Port Rules and Shipping Operations
	Content: Basic port rules, IGM-EGM, Berthing, Air cargo import & airport declaration, Port & shipping charge calculation, Detention, Demurrage, Off-dock, Volumetric weight, Chargeable weight calculation, Baggage rules, Duty & taxes under baggage rules.
Module-5:	Customs Duties in Export-Import and Valuation of Goods
	Content: Duty rates at export and import stage; Present rate of duties & Duty exemptions, General Rules for Interpretation (GRI); Section, Chapter, Heading, Sub-Heading, H.S. Code, etc. Valuation of Goods, Legal Provisions, WTO Valuation Rules, Bangladesh Customs Valuation Rules, Tariff Value, Minimum Value; Demand, Refund, Duty Drawback.
Module-6:	Role of C&F Agent in Customs Procedures
	Content: Role of C&F Agent in Customs Procedures Content: Role of clearing and forwarding (C&F) agent in import and export; Risk area & its management; rights of the exporter/ importer; Important section of customs act.

Module-7	Bonded Warehouse and Bond License Rules
	Content: Bonded warehouse system in BD, General bond & special bond, supervised bonded warehouse, Diplomatic bonded warehouse, home consumption bond, deemed exporter under bond, Bond license rule.
Module-8	Customs Assessment and Clearance System
	Content: Import & Export clearance procedure, ASYCUDA world BoE Process, Journey of Bill of Entry & Export, Duties & Responsibilities of customs officials, Assessment system, Duty-Tax Calculation Method, Export/import manifest declaration, Transshipment and Transit, Customs assessment procedure; Provisional, Final & Re-assessment; Landed cost calculation.
Module-9	Offence, Penalty, Adjudication, Appeal and ADR.
	Content: Untrue statement (Mis-declaration); Fine and penalties; Adjudication & its Procedure, Adjudicating Authority, Summary Adjudication, Power of Adjudication Appeal, Time of Appeal, Appellate Authority, Alternative Dispute Resolution (ADR), Process of ADR.

Part-2: VAT (Total number of session 20 and total hours 30)

Module-10:	Overview of VAT System in Bangladesh & VAT Registration
	Content: Structure of NBR, Structure of VAT Commissionerate, Brief Discussion on Indirect Tax, Different Types of Indirect Tax (CD, RD, SD, VAT, TT, ED, Surcharge etc.), VAT & SD Rate, Important Definitions of VAT Act, How to Read Law & Rule; Why Statutory Regulatory Order (SRO), General Order, Special Order, Explanation issued by NBR; How to get SRO/GO/SO; What is Finance Bill, Finance Act & and SRO and its effective date. VAT registration , Registration threshold, Enlistment threshold, Type of registration, Persons to be registered/enlisted, Registration/enlistment method, Mandatory registration, VAT registration irrespective of Turnover, Central registration, Changes of information, VAT registration cancellation, Use of business identification number, VAT Registration-A practical training through NBR online portal.
Module-11:	Imposition of VAT, Zero Rated VAT & VAT Exemption
	Content: What is Value Added Tax (VAT); Imposition of VAT at different stage, Output VAT Rate, Persons liable to pay VAT, VAT on imported services reverse charged to recipient, VAT at Import, Manufacturing, Service & Trade point, VAT Liability & Payment Procedure, VAT- able Products & Services, VAT Exemption. Schedule of VAT Act & SD ACT- 2012; Zero rated goods/services , Supply of goods for export -zero rated supply, Zero rated service supply, Supply of goods or services against international tender, Exemption as per 1 st Schedule, Exemption as per section 126, Exemption at different stage as per SRO, Exemption at different industries and service sector

Module-12:	Manner of Vat Collection
	Content: VAT collection Procedure, VAT on import, Valuation of import, Export for re-import, Import for re-export, Advance Tax on import and adjustment, Refund of advance tax, Determination of value of taxable supply, Valuation for VAT, SD, RD, AT and AIT at import stage, VAT on Trading Stage; Unused or unusable input disposal, Value determination of non-consideration supply, Wastage or by-products supply or disposal, Time of payment of VAT, Sale of running business, VAT determination in cancelled transaction.
Module-13:	Assessment of Net Payable Tax & Input Credit, SD & Turnover Tax
	Content: Assessment of Tax payable, Net VAT calculation-case study; Different adjustment; post supply procedure in case of adjustment events, post supply adjustment for unrealized consideration ; Adjustment made in case of wealth used for private purposes and other adjustments, Turnover tax imposition and collection; Input Tax Credit, Credit not allowed under Certain Circumstances; Partial Input Tax Credit; Partial Input Tax Credit-Example; Documents required for Input Tax Credit; Input Tax Credit-Penalty for non-compliance; Value for SD, Special Scheme for tobacco and alcoholic goods, collection of supplementary duty on Imports, Adjustment of supplementary duty in export.
Module-14:	Determination of Unit Cost, Input Output Co-Efficient & Fair Market Value
	Content: What is cost accounting, How to derive unit cost, What is allocation and allocation base, Fixed cost & variable Cost, The Input Output Co-Efficient , Importance of Input Output Co-efficient, Preparation of Input Output Co-efficient (Mushk_4.3) for Manufacturing and Commercial Importer, Traders; Practical Aspect of Input Output Co-efficient preparation of different industries and fair market value determination , Definition of Fair market Value, Situation of determining fair market value, Determining of Fair Market Value & Methods to determine fair market value, Fair Market Price Rule 2019.
Module-15:	VAT Deduction at Source (VDS)
	Content: VAT deduction at source (VDS), Product and Services under VAT deduction, Rate of VAT for deduction, Deducting authority, Procedure of deduction, Procurement provider under VDS; VDS in case of payment through local letter of credit against service; VDS Against import of service from outside the geographical area of Bangladesh; Deduction of VAT at source in case of miscellaneous fees, royalty, charge, etc. Deposit of withheld VAT by the VAT registered withholding entity; Depositing code; Content of treasury challan (T.R. form No.-6) for VDS; To do by the Accounts Officer for VDS, Timeline for issuing certificate to the supplier; Decreasing adjustment by the supplier; Interest for non-deduction of VAT at source; Personal penalty for non-deposit of withheld VAT; Penalty for non-issuance of VDS certificate by the withholding entity; Law clause.

Module-16:	Record Keeping and Accounting in VAT Content: Importance of record keeping in VAT, Obligation & Record keeping, Characteristics of VAT as a tax system, Record keeping (mainly), Commercial documents, VAT Accounting and Payment Procedures, VAT Accounting and book keeping -A Practical demonstration as per Rule 40 of VAT & SD Rule 2016, Credit note, Debit note, Transfer of goods, Contract Manufacturing.
Module-17:	VAT Return & VAT Form Fill Up Content: Submission/ filing of return; Supply, Purchase; Increasing adjustment; Decreasing adjustment; Previous Tax period negative balance, Current account Balance of VAT act 1991 adjustment, Model VAT return in excel format, A comprehensive VAT Return (9.1) submission through VAT online portal- A Practical real-life demonstration.
Module-18:	VAT Authority, Audit & Investigation Content: VAT authority, Assistance to VAT Authority, Power to enter & search, seizure of goods and disposal thereof. Imposition of monetary penalty for non-compliance or irregularities; Audit & investigation of a tax payers' economic activities, Power of VAT officer, supervised supply, observation and surveillance, Appointment of auditor for performing special audit,
Module-19:	Carry Forward, VAT Refund & Miscellaneous Content: Carry forward and refund; Refund of negative net amount without carry forward; Application for refunded, Duty Drawback and Procedure of Drawback; Procedure of providing VAT clearance certificate and honor card, The uses of Tax clearance certificate and honor card; VAT agent, VAT Consultant; VAT Software/ EDF.
Module-20:	Recovery, Offence Trail & Punishment, Appeal & Revisions Content: Recovery of arrear Tax, power of VAT officer to recover under code of civil procedure, seizure of goods and disposal, death of insolvency of tax payer, Payment of arrear tax by installment, Offences and penalty under VAT Act, Adjudication, Power of adjudication, Imposition of penalties, Appeal, Adjudication procedure, Trial by Special Judge, Appellate Authority, Appeal procedure, Alternative Dispute Resolution (ADR).

Part-3: Income Tax (Total number of session16 and total hours 24)

Module-21:	Introduction to Income Tax & Heads of Income Content: A brief discussion regarding income tax; Features of New Income Tax Act 2023; Types of Taxpayers; Tax Rates & Surcharge; Discussion regarding tax impact of resident and nonresident individual; Heads of Income.
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Module-22:	Calculation of Income Tax against Different Heads of Income Content: How to calculate income from employment in details; How to calculate income from financial assets in details; How to calculate income from rent in details; How to calculate income from agriculture in details; How to calculate income from capital gain in details; How to calculate income from business in details; How to calculate income from other sources in details; Rebate Calculation; Minimum Tax; Computation of taxable income and tax liability of an individual.
Module-23:	Audit Process, Set off and carry forward of losses, Filling of Return, Tax Audit, Appeal, Tribunal, Revisions & ADR Content: Discussion on New Audit Process; Discussion of set off and carry forward of losses; How to set off and carry forward of losses in the return; Discussion of return and statement (Types of Return); Discussion of advanced payment of tax; How to calculate advanced payment of tax; Discussion of appeal, Tribunal & ADR.
Module-24:	Withholding Tax Management Content: Types of TDS in details; Calculation of TDS (section 86 & 89 in details); Submission of TDS return; Introduction to e-TDS software; Consequences of non-compliances with TDS regulations
Module-25:	Double Taxation, Issues of International Tax, Transfer Pricing, Tax Planning & Corporate Tax Compliance Content: Discussion of Double Taxation Avoidance Agreements; Discussion regarding transfer pricing (TP) and how to prepare TP return; Domestic Transfer Pricing; TDS Audit; Discussion regarding how to prepare company's tax return.
Module-26:	Tax Planning & Compliance Content: Individual Income Tax Return Fill Up; Introduction to e-Return software; Corporate Tax compliance in case of Income Tax; Corporate and individual tax planning; Penalty against noncompliance of section and rules of income tax.

Assessment Criteria

- Two Examinations (Mid-term & Final) will be held;
- 60% class attendance is mandatory for eligibility of Examinations;
- Question type: 100 MCQ for 100 marks could be answered;
- Assessment method: 40% marks from mid-term examination and 60% marks from final examination will count for final assessment;
- Pass Marks 50% and grading will be less than 50 marks = Fail, 50-64 marks = Pass, 65-74 marks = Pass with Merit and 75 and above marks = Pass with Distinction.



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