

Subject: **Professional Course on ‘Income Tax Management’.**

DCCI Business Institute (DBI) is offering a **5 (five) week Professional Course on ‘Income Tax Management** (as per New Income, Tax Act, 2023)’, to be started from **August 2023**. Total five daylong classes (each 6 hours) will be held on **Friday** from **10:00 AM – 5:30 PM** at DBI, Dhaka Chamber Building, 11th floor, 65-66 Motijheel C/A, Dhaka-1000.

Objectives: The objective of the course is to familiarize the new features of Income Tax in light of **New Income, Tax Act 2023**. This course is designed to provide enough knowledge on Income Tax based on professional aspects. They can learn from seasoned tax professionals who possess in-depth knowledge of the updated tax laws and their practical applications.

Who Can Attend: Entrepreneurs/ Business Owner, Accounts & Finance Professionals, Suppliers, Manufacturers, Senior/ Mid-level Business Managers/ Executives, Income Tax Practitioner, Income Tax Payers and other interested persons can participate in this course.

Fee: Tk. 15,000/- payable in favour of ‘**Dhaka Chamber of Commerce & Industry**’ by BEFTN/ Pay Order/ Cheque/ Cash. It could also be paid through bKash merchant number **01766018659** (Payment) with bKash charge Tk. 230/-. Fee includes cost of tuition, course materials, exams, certificate, refreshments & lunch and excludes VAT & Tax.

Discount: 10% for (one option applicable): (i) DCCI Members; (ii) DBI Alumni, (iii) Women participants; (iv) Students (pursuing his/her undergraduation & post graduation); (v) Three (3) or more participants; and **15% corporate discount** for 10 (ten) 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/TjeEdvMD6i> for registration. Admission would be confirmed to candidates on payment of course fee.

Admission Deadline: 20th November 2023. Seats are limited. First Come First Served

Certification: On successful completion of the course, a certificate will be awarded to the participants.

Contact: For further information, please contact, Cell # 01837629261 / 01718972656/ 01713745062 & Tel: +88 02 47122986 Ext. 137/124/281; 09 666319653; E-mail: dbi@dhakachamber.com.

We would appreciate if you could kindly participate and/or nominate concerned official(s) from your esteemed organization to this Professional Course.

**Professional Course on
'Income Tax Management'**
(As per New Income Tax Act, 2023)

Course Outline

Day	Time	Session and Topic
Day 1:	10:00 a.m.- 11:30 a.m.	Module # 1: Introduction to Income Tax
		<ul style="list-style-type: none"> • The Concept of Income Tax • Direct Tax Structure in Bangladesh • Sources of Income Tax Legislation in Bangladesh • Basic Terminologies of Income Tax • Tax Rates & Minimum Tax • Return Submission
	11:30 a.m.- 11:40 a.m.	Tea/ Coffee and Networking Break
	11:40 a.m.- 01:00 p.m.	Continue
	01.00 p.m.- 02.00 pm	Prayer and Lunch Break
	02:00 p.m.- 03:30 p.m.	Module # 2: Salient Features of Income Tax Act, 2023
		<ul style="list-style-type: none"> • National Budget at a glance • Changes in tax rates (Individual & Corporate) • Fundamental changes from Income Tax Ordinance, 1984 to Income Tax Act, 2023 • TIN Registration & Cancellation Procedure • New Tax Audit Procedure
03:30 p.m.- 03:40 p.m.	Tea/ Coffee and Networking Break	
03:40 p.m.- 05:15 p.m.	Continue	
Day 2:	10:00 a.m.- 11:30 a.m.	Module # 3: Income from Employment, Rent and Capital Gain
		<ul style="list-style-type: none"> • Calculation of Income from Employment • Salary Income from Share Scheme • Calculation of Income from Rent • Calculation of Income from Capital Gain
	11:30 a.m.- 11:40 a.m.	Tea/ Coffee and Networking Break
	11:40 a.m.- 01:00 p.m.	Continue
01.00 p.m.- 02.00 pm	Prayer and Lunch Break	

	02:00 p.m.- 03:30 p.m.	Module # 4: Income from Agriculture, Business and Financial Asset
		<ul style="list-style-type: none"> • Calculation of Income from Agriculture • Calculation of Income from Business • Calculation of Income from Financial Asset
	03:30 p.m.- 03:40 p.m.	Tea/ Coffee and Networking Break
	03:40 p.m.- 05:15 p.m.	Continue
Day 3:	10:00 a.m.- 11:30 a.m.	Module # 5: Income from Other Sources, Firm Income, Rebates, Tax Calculation
		<ul style="list-style-type: none"> • Income from Other Sources • Deemed Incomes • Calculation of Firm Income • Sectors of Tax Rebate & Calculation • Surcharges • Calculation of Tax
	11:30 a.m.- 11:40 a.m.	Tea/ Coffee and Networking Break
	11:40 a.m.- 01:00 p.m.	Continue
	01.00 p.m.- 02.00 pm	Prayer and Lunch Break
	02:00 p.m.- 03:30 p.m.	Module # 6: Individual Tax Return Preparation
		<ul style="list-style-type: none"> • Return Types • Preparation of Income Tax Return (Practical Demonstration) • FAQ regarding wealth statement
	03:30 p.m.- 03:40 p.m.	Tea/ Coffee and Networking Break
	03:40 p.m.- 05:15 p.m.	Continue
Day 4:	10:00 a.m.- 11:30 a.m.	Module # 7: Tax Deduction at Source (TDS) Management
		<ul style="list-style-type: none"> • Reference Sections and Rules for TDS • Detail discussion on TDS from Contractor or Supplier • Detail discussion on TDS from Payroll tax • Timeframe and procedure for TDS Deposit
	11:30 a.m.- 11:40 a.m.	Tea/ Coffee and Networking Break
	11:40 a.m.- 01:00 p.m.	Continue
	01.00 p.m.- 02.00 pm	Prayer and Lunch Break
	02:00 p.m.- 03:30 p.m.	Module # 8: Tax Collection at Source (TCS), TDS Return Preparation & Planning for Advance Tax
		<ul style="list-style-type: none"> • Rules regarding Tax Collection at Source • Monthly TDS Return Preparation • Consequences of Non-compliance with TDS & TCS regulation

		<ul style="list-style-type: none"> • Audit of Withholding Tax Return • Calculation of Advance Tax Payment • Issues of non-compliance with Advance Tax
	03:30 p.m.- 03:40 p.m.	Tea/ Coffee and Networking Break
	03:40 p.m.- 05:15 p.m.	Continue
Day 5:	10:00 a.m.- 11:30 a.m.	Module # 9: Company Tax Return Preparation & Assessment process
		<ul style="list-style-type: none"> • Universal Self-Assessment • Normal Assessment • Assessment of Concealment of Income • Practical workshop on Company income tax return fill-up
	11:30 a.m.- 11:40 a.m.	Tea/ Coffee and Networking Break
	11:40 a.m.- 01:00 p.m.	Continue
	01.00 p.m.- 02.00 pm	Prayer and Lunch Break
	02:00 p.m.- 03:30 p.m.	Module # 10: Dispute Resolution Procedures, Penalty & Others
		<ul style="list-style-type: none"> • Penalty & Prosecution • Appeal & Tribunal & High Court Revision • Alternative Dispute Resolution (ADR) • Commissioner's Review • Tax Holiday & Gift Tax • Concept of Double Taxation & Transfer Pricing
	03:30 p.m.- 03:40 p.m.	Tea/ Coffee and Networking Break
	03:40 p.m.- 05:15 p.m.	Continue



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