

### **Certified Tax Advisor – Course Outline (30 Sessions)**

Module	Sessions	Topics Covered
Module 1: Overview of Taxation and IRIS	1–2	<ul style="list-style-type: none"><li>• Introduction to taxation: types and terminology</li><li>• IRIS system walkthrough: recovery, business updates, representatives, income sources, employer details</li></ul>
Module 2: Income Tax	3–20	<ul style="list-style-type: none"><li>• Session 3: Tax statute interpretation, IT Ordinance overview, Non-residents, Exemptions</li><li>• Sessions 4–5: Taxable income computation – Salary</li><li>• Sessions 6–7: Taxable income computation – Business</li><li>• Sessions 8–9: Taxable income computation – Property, Capital Gains, Other Sources</li><li>• Sessions 10–12: Advance tax, unexplained investments, exemptions, audits, penalties</li><li>• Sessions 13–14: Withholding tax laws, rates, duties, returns</li><li>• Sessions 15–18: Department notices, audits, assessments, appeals (with practical drafting)</li><li>• Sessions 19–20: Practice on FBR portal</li></ul>
Module 3: Sales Tax	21–23	<ul style="list-style-type: none"><li>• VAT basics, tax types (input/output, zero-rated, exempt)</li><li>• Input adjustments, notes, refunds, registrations</li><li>• Sales tax withholding &amp; practical portal overview</li></ul>
Module 4: Corporate Incorporations and Filings	24–28	<ul style="list-style-type: none"><li>• Sessions 24–25: Sole proprietorship, partnership formation, LLP basics</li><li>• Session 26: SECP account creation, name reservation, company basics</li><li>• Sessions 27–28: Company incorporation, filings (Form A, 1, 28, 29, 45), user appointments, share transfer, winding up</li></ul>
Guest Sessions & Wrap-up	29–30	<ul style="list-style-type: none"><li>• Guest speakers</li><li>• Course feedback</li></ul>

### **Additional Features throughout the Course:**

- Practical examples and case studies
- Superior court judgments
- Interactive sessions & discussions
- Regular quizzes and assignments
- Guest lectures from professionals and FBR officials