

**Class Schedule of the Training on**

**Rules & Procedures of VAT & Income Tax**

Date	Time	Session and Topic	Resource Person
15.07.16 Friday	10:00 a.m. – 11:30 a.m.	Main Features of Income Tax: Universal Self-Assessment System and Submission of Income Tax Return, Methods of Calculation of Different Head of Income, Salary Assessment, Deduction of Tax at Source, Tax and Rebate for CSR activities, Company Tax Assessment, Legal exemption of Tax, use of Fiscal Incentives	Mr. Md. Jasim Uddin Ahmed Second Secretary Income Tax Policy BCS, Taxation National Board of Revenue 17 years working experience
	11:30 a.m. – 11:40 a.m.	<b>Tea &amp; Networking Break</b>	
	11:40 a.m. – 01:10 p.m.	Continuation	Do
	01:10 p.m. – 02:00 p.m.	<b>Lunch &amp; Prayer Break</b>	
	02:00 p.m. – 03:30 p.m.	Continuation	Do
	03:30 p.m. – 03:45 p.m.	<b>Tea &amp; Networking Break</b>	
	03:45 p.m. – 05:30 p.m.	Continuation	Do
16.07.16 Saturday	10:00 a.m. – 11:30 a.m.	Introduction to the Value Added Tax (VAT) systems in Bangladesh: Registration and Record Keeping Procedures of VAT, Calculation of VAT (Valuation), Credit Mechanism of VAT System, Return Submission, Demand, Fine & Penalty;	Mr. Md. Lutfur Rahman Director General Intelligence, Audit & Inspection Directorate, Value Added Tax (VAT), Dhaka 20 years working experience
	11:30 a.m. – 11:40 a.m.	<b>Tea &amp; Networking Break</b>	
	11:40 a.m. – 01:10 p.m.	Continuation	Do
	01:10 p.m. – 02:00 p.m.	<b>Lunch &amp; Prayer Break</b>	
	02:00 p.m. – 03:30 p.m.	Continuation	Do
	03:30 p.m. – 03:45 p.m.	<b>Tea &amp; Networking Break</b>	
	03:45 p.m. – 05:30 p.m.	Continuation	Do
	05:30 p.m.	Certificate Awarding Ceremony	

N. B. : Resource Person(s) may be changed due to unavoidable circumstances.

**Tamanna Sultana**  
Course Coordinator

**Kazi Md. Shafiqur Rahman**  
Acting Executive Director, DBI

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