



**BANGLADESH INSTITUTE
OF MANAGEMENT (BIM)**



Established in 1961
4, Sobhanbag, Mirpur Road, Dhaka
www.bim.gov.bd

Ref: 36.097.09.01.01.08.2014

Date: 02-08-2018

Sub: "Practical Income Tax & VAT Management"

Dear Sir/Madam,

We are pleased to inform you that Bangladesh Institute of Management (BIM) is going to conduct a two (2) weeks course as mentioned above from **September 23 to October 04, 2018** at Bangladesh Institute of Management, 4, Sobhanbag, Mirpur Road, Dhaka-1207.

Brief information about the course such as course contents, course fees, course programme including objectives, course outline etc. is enclosed for your kind perusal and necessary action.

We shall appreciate if you send your nomination(s) of suitable candidate by **September 19, 2018**.

Thanking you,

(Md. Manzur Hossain)

Senior Management Counsellor
& Course Co-ordinator.

Bangladesh Institute of Management (BIM)

To _____

Course on

Practical Income Tax & VAT Management

Target Group/ Who Should Attend

The course is suitable for mid and junior level executives from all areas of management as well as income tax practitioners.

Eligibility for the course

Any individual, graduate from any discipline working in private, public and NGO or self employed (fresh graduates).

Background of the course

Knowledge of Tax & VAT is essential for people engaged in any type of organizational activity. Tax & VAT is a cost on activities and tax compliance is the most common area where business and government come into contact. Thus the course will help to develop knowledge about Income Tax & VAT

Objectives

The purposes of this course are designed to develop the structural knowledge and skill of the participants regarding all aspects of Income Tax & VAT. It will enable participants to acquire a thorough understanding of the Income Tax Ordinance 1984 as amended up-to-date & The Value Added Tax 1991 of individuals, firms, companies, NGOs etc.

Course Outline

Income Tax

- A brief history of income tax law in Bangladesh.
- Scope of income tax law.
- Assesses: Classification of income, residential status.
- Income year and assessment year.
- Tax rates and tax return.
- Heads of income.

Computation of Taxable Income from

- Salaries & Provident Funds
- Interest on Security
- House Property
- Agriculture
- Business or Profession
- Capital Gain
- Income from other Sources
- Advance Income Tax (AIT)

- Tax Deducted at Source (TDS).
- Return of income
- Assessment, Appeal, Tribunal and References.
- Computation of tax – Individual, Firm, Company and NGO.

Value Added Tax

- A brief history of VAT law in Bangladesh.
- How does VAT work & value addition
- VAT- able Products & Services
- VAT exemption
- VAT calculation
- Truncated base & VAT Tax Source Form Mushak.

Training Method

Lecture, Exercise, Group Work.

Duration: September 23 to October 04, 2018

Timing: 17:00 – 21:30

Venue: BIM

4, Sobhanbag, Mirpur Road, Dhaka-1207.

Fees: Tk. 9,000/= (Nine thousand) only.

Fees to be paid by **Bank Draft/ Pay Order** in favor of **Director General, BIM**. Dhaka (Excluding VAT & Tax).

Last Date of Submission of Nomination

September 19, 2018

Course Coordinator

Md. Manzur Hossain

Senior Management Counsellor

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E-mail : manzurmmh@gmail.com

Tanvir Hossain

Management Counsellor

Cell: 01726-134400

E-mail: bim.tanvir@gmail.com

Course Secretary

Md. Ator Ali

Assistant Coordination Officer

Cell: 01913-308441

SAMPLE NOMINATION FORM

1. Name (Block Letter) :

2. Mailing Address :

(With Phone No.)

3. Permanent Address :

4. Date of Birth :

5. Nationality :

6. EDUCATION :

Certificate/

Year Institute Degree Div./Class

7. TRAINING : (in order of recency)

8. EXPERIENCE : (in order of recency)

9. Name of the Nominating Organization:

10. Accommodation in BIM Hostel:

YES NO

DHAKA CAMPUS

11. Approval / Signature of the

Nominating Authority : _____



BIM DHAKA OFFICE

4 Sobhanbag, Mirpur Road Dhaka-1207



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BIM CHATTOGRAM SUB-OFFICE

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Post: Chandgaon



67 03 32

BIM KHULNA SUB-OFFICE

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COURSE ON

**Practical Income tax
&
VAT Management**

September 23 to October 04, 2018



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4, SOBHANBAG, MIRPUR ROAD,
DHAKA-127

