BANGLADESH GARMENTS ACCESSORIES & PACKAGING MANUFACTURERS & EXPORTERS ASSOCIATION [BGAPMEA]
বাংলাদেশ গার্মেন্টস্ এক্সেসরিজ এন্ড প্যাকেজিং ম্যানুফ্যাকচারার্স এন্ড এক্সপোর্টার্স এসোসিয়েশন (বিজিএপিএমইএ)

No. BGAPMEA/BTTI Training/April-2024/2024/33 Date : 09-03-2024

Honorable members of BGAPMEA.

**Subject : Re-schedule of 03 months professional skill development Diploma Training Program on *"Customs, Customs Bond, VAT & Income Tax"* is to be held at BGAPMEA Institute of Packaging & Accessories (BIPA), Dhaka in association with Bangladesh Tax Training Institute (BTTI).**

Dear Sir,

Assalamualikum,

In continuation to our earlier letter No. BGAPMEA/BTTI Training/February-2024/27 dated 24-02-2024, I'm delighted to inform you that the **03 months professional skill development Diploma Training Program of BGAPMEA incooperation with BTTI on *"Customs Bond, VAT & Income Tax"*** is re-scheduled on **27 April – 03 August, 2024** in lieu of **09 March - 22 June, 2024** due to unavoidable circumstances.

**The training conduct period will be from 3:00 pm to 8:00 pm everyday Saturday. However, revised training module is enclosing herewith for your kind perusal & necessary action.**

**Training fees for BGAPMEA's members is BD Tk. 25,000/- per person. After successful completion of the Training Program, Certificate will be distributed among the participants.**

If any query, please contact with **Mr. Md. Abdul Halim (Jahangir),** Joint Office Secretary, BGAPMEA, Cell: 01817564993, E-mail: bgapmea@gmail.com

**Deadline for sending nomination (mentioning name, designation, Cell no. & e-mail) in your Company letter head pad with the Pay Order in favour of 'BGAPMEA' is on or before 25th April, 2024 Thursday.**

You are cordially invited to participate in the training program or send your Executive/s or Commercial Officer/s to participate in the training which are specially tailored to meet their professional needs. Training should be enrolled on first come first serve basis.

**Those who have already submitted their application/nomination with registration fees to participate the training for 24 February -08 June, 2024 & 09 March - 22 June, 2024, need not to apply again.**

Your kind co-operation in this regard would be highly appreciated.

With best regards.

(**Md. Rafiqul Islam**)
Additional Office Secretary
(Incharge of Office Secretary)
BGAPMEA

**Enclosure:**
Training module (07 pages).

**Copy for information:**
01. Deputy Office Secretary, BGAPMEA, Chattogram with a request to circulate this letter among the members of Chattogram Region. E-mail: bgapmeactgregion@gmail.com


Belkuchi House, 273/3, West Manikdi (3rd FL), ECB Chattar-Mirpur DOHS Link Road, Dhaka Cantonment, Dhaka.
Mobile : 01712 988 982, Email : bgapmea@gmail.com, info@bgapmea.org. Web : www.bgapmea.org
Regional Office:Yahya Tower (4th FL), 335 CDA Avenue, MM Ali Road, Lalkhan Bazar, Chattogram. Email:bgapmeactgregion@gmail.com
APF THE ASIAN PACKAGING FEDERATION
World Packaging Organisation

**"Diploma Program on Customs, Bond, VAT & Income Tax in Bangladesh"**
(with special emphasis on practical jobs oriented in Customs, Bond, VAT and Income Tax sectors)

**Organized by Bangladesh Garments Accessories & Packaging Manufacturers & Exporters Association (BGAPMEA) in association with Bangladesh Tax Training Institute (BTTI)**

**Venue** : **BGAPMEA Institute of Packaging & Accessories (BIPA)** Belkuchi House, 273/3, West Manikdi (3rd floor), ECB Chattar-Mirpur DOHS Link Road, Dhaka Cantonment, Dhaka. (nearer at Kalshi Steel Bridge)

**Duration** : **03 Months** (27 April to 03 August, 2024), **Every Saturday from 03:00pm to 5:00 pm & 5:30 pm to 8:00 pm.**

**Class Method** : Physical with practical case study.

**Class materials** : Booklet, necessary lecture sheet and PPT slide will be provided to each trainee.

**Registration Fee** : Tk. 25,000/- (twenty five thousand) per trainee (without VAT & Tax).

**Seat** : 40 (1st come 1st registration)

**Application Process:** Just apply with name, designation, company name, e-mail, cell no. though e-mail to bgapmea@gmail.com & deposit money to BGAPMEA Bank Account **("BGAPMEA", SND Account No. 1201000011598, Jamuna Bank Ltd.,** Kalshi Sub Branch, Mirpur, Dhaka, SWIFT code: JAMUBDDH054) or in Cash to **Mr. Md. Abul Bashar**, Deputy Chief Accounts Officer, BGAPMEA, Cell: 01768676037).

**Contact Person** : **Mr. Md. Abdul Halim (Jahangir)**, Joint Office Secretary, BGAPMEA, Dhaka, Cell: 01817564993.

## Course Details

## Module-1:

**(Customs Bond, Export/Import, Baggage rules, total Procedure and Formalities)**

**Date & Time: 27 April 2024, Saturday, Time: 03pm - 05pm**

**Mr. Md. Azizur Rahman, Commissioner, Customs Bond Commissionerate, Dhaka (North), Dhaka.**

BGAPMEA DHAKA Regd No C.T.O.290/02/91

**Session-1:Bonded Warehouse System in Bangladesh.**

**Topics at a glance:**

1. Bonded warehouse system its formalities in Bangladesh
2. Bonded warehouse license rules
   a) Domestic Area
   b) EPZ, Economic Zone, High-tech park
   c) Home Consumption
3. Bond License Rule &Industries Eligible to get Bond License.
4. Necessary document for new bond license application:
5. Bonded Warehouse Automation
7. Ownership Changes, General Bond,.Bond Register and Bonding period
9. UD and its implication and Continuous Bond

**Date & Time: 27 April 2024, Saturday, Time: 05:30pm – 7:00pm**

**Mr. Md. Azizur Rahman, Commissioner, Customs Bond Commissionerate, Dhaka (North), Dhaka.**

**Session-2: Bank, Port, Different Agents and their Role in Import-Export.**

**Topics at a glance:**

1. Deemed Export, Import Entitlement for deemed export
3. UP and input-output Co-efficient
4. Deemed and direct export for a factory at a time
5. Supervised bond
6. Lien Bank addition and subtraction back to back LC and Bank Circular
7. Sub contract, Inter-bond Transfer, Factory transfer, addition of machineries under bond
8. Bonding Period, Bond register, Into-bond, Ex-bond
9. Damage Detroiter and Destroyed good management in Bonded warehouse

**Date & Time: 04 May 2024, Saturday, Time: 03:00pm – 5:00pm**

**Mr. Md. Azizur Rahman, Commissioner, Customs Bond Commissionerate, Dhaka (North), Dhaka.**

**Session -3:** Role of BGMEA, KBMEA, BGAPMEA, LFMEAB and **Adjudication procedure**

**Topics at a glance:**

1. Role of BGMEA, KBMEA, BGAPMEA, LFMEAB
2. Re-export and its formalities
3. Customers Pass book
4. Diplomatic Bond and Duty free shop
5. Capital Machinery import under bond, EPZ, Economic Zone etc

**Date & Time: 04 May 2024, Saturday, Time: 05:30pm – 7:00pm**

**Mr. Md. Azizur Rahman, Commissioner, Customs Bond Commissionerate, Dhaka (North), Dhaka.**

**Session -4: Adjudication procedure, Duty Drawback and Audit**

**Topics at a glance:**

1. Legal section for bond management
2. Customs formalities in EPZ
3. **Duty Drawback, Refund, Arrear Recovery (Demand)**
4. Customs and Bond compliance, Documentation, audit preparation & Practical demonstration of most necessary

**Date & Time: 11 May 2024, Saturday, Time: 03:00pm – 5:00pm**

**Mr. M. Fakhrul Alam, Commissioner,** Customs Intelligence and Investigation Directorate, Dhaka.

BGAPMEA DHAKA Regd No C.T.O.230/91 (20)

**Session -5: Functions, Act & Objectives of Customs, Import- Export Policy**

**Topics at a glance:**

1. Organizational Structure of Customs.
2. Mission, Vision and Functions of Customs & NBR.
3. Important Definitions & Sections of Customs Act.
4. License and Permits Required for Import and Export.
5. Import & Export Policy, IRC, ERC, IP, CP and Incoterms.
6. Import & Export Banned and Conditional Items.

**Date & Time: 11 May 2024, Saturday, Time: 05:30pm – 7:00pm**

**Mr. M. Fakhrul Alam, Commissioner,** Customs Intelligence and Investigation Directorate, Dhaka.

**Session -6: General Rules for the Interpretation of the Harmonized System (GIR)**

**Topics at a glance:**

1. Rules for Classification of Goods & Procedure.
2. Title of Section and Chapters and it's use.
3. Section and Chapters Notes and it's use.
4. Heading and Sub-heading Notesand it's use.
5. Rule of Using Dot (.) and Dash(-).
6. Importance and Necessity of H.S.Classification.

**Date & Time: 18 May 2024, Saturday, Time: 03:00pm – 5:00pm**

**Mr. M. Fakhrul Alam, Commissioner,** Customs Intelligence and Investigation Directorate, Dhaka.

**Session -7: Valuation of Goods, Valuation Agreements and Rules.**

**Topics at a glance:**

1. Article VII of GATT.
2. WTO Valuation Agreement and Methods of Valuation.
3. Valuation Rules of NBR.
4. Tariff Value and Minimum Value of Imported Goods.
5. Ad-Valorem and Specific Tariff.
6. Impact of Value for Calculation of Duties-Taxes.

**Date & Time: 18 May 2024, Saturday, Time: 05:30pm – 7:00pm**

**Mr. M. Fakhrul Alam, Commissioner,** Customs Intelligence and Investigation Directorate, Dhaka.

**Session -8: Customs Assessment & Clearance Procedure for Import-Export.**

**Topics at a glance:**

1. Import-Export General Manifest (IGM)/(EGM)
2. Bill of Entry/Bill of Export and its Journey.
3. Customs Assessment & Clearance Procedure
4. Provisional, Final & Amendment of Assessment.
5. Different Duty Rates on Imported or Export Goods.

**Date & Time: 25 May 2024, Saturday, Time: 2:15pm –3:45pm**

**Session-9: Above subject matter on Customs and Bond, Evaluation test**

BGAPMEA DHAKA Regd № C.T.O.290/02/91

## Module-2:

**Income Tax Act, 2023, Income Tax Foundation, Scope, Calculation, and its complete Management**

**Date & Time: 25 May 2024, Saturday, Time: 4:00pm – 5:30pm**
**Mr. Md. Golam Kabir, Commissioner, Comilla Taxes Zone, Comilla**
Session-10: Sources and structure of Bangladesh Income tax law & Tax administration and Taxes Appellate Tribunal. Power of income tax authority

**Date & Time: 25 May 2024, Saturday, Time: 5:45pm – 7:00pm**
**Mr. Md. Golam Kabir, Commissioner, Comilla Taxes Zone, Comilla**
Session-11: Computation of Individual income tax consider all heads of income

**Date & Time: 01 June 2024, Saturday, Time: 3:00pm – 5:00pm**
**Mr. Md. Golam Kabir, Commissioner, Comilla Taxes Zone, Comilla**
Session-12: Withholding tax, Withholding tax return, compute advance income tax, Carry forward of loss and Determining tax liability comparing gross receipts & minimum tax

**Date & Time: 01 June 2024, Saturday, Time: 5:30pm – 7:00pm**
**Mr. Md. Golam Kabir, Commissioner, Comilla Taxes Zone, Comilla**
Session-13: Understanding treatment of reduce tax rate; Understanding treatment of section 56 & Understanding treatment of limits section 55

**Date & Time: 08 June 2024, Saturday, Time: 3:00pm – 5:00pm**
**Dr. Md. Kawsar Ali, First Secretary (Tax Policy, National Board of Revenue)**
Session-14: Computation of Corporate income tax

**Date & Time: 08 June 2024, Saturday, Time: 5:30pm – 7:00pm**
**Dr. Md. Kawsar Ali, First Secretary (Tax Policy, National Board of Revenue)**
Session-15: Return, Audit & Assessment process

**Date & Time: 22 June 2024, Saturday, Time: 2:30pm – 4:00pm**
**Dr. Md. Kawsar Ali, First Secretary (Tax Policy, National Board of Revenue)**
Session-16: Appeal & Electronic Process,: Offence & Penalty, Refund,10: TP, DTAA, Tax Holiday, GAAR

**Date & Time: 22 June 2024, Saturday, Time: 4:15pm – 5:45pm**
**Dr. Md. Kawsar Ali, First Secretary (Tax Policy, National Board of Revenue)**
Session-17: Depreciation, Amortization, brief about schedules, SROs etc.`

**Date & Time: 22 June 2024, Saturday, Time: 6:00pm – 7:00pm**
**Dr. Md. Kawsar Ali, First Secretary (Tax Policy, National Board of Revenue)**
**Session-18: Above subject matter on Income Tax Act, Evaluation test**

BGAPMEA DHAKA Regd No C.T.O.290/02/91

# Module-3:

## Value Added Tax (VAT) System in Bangladesh: An Overview

**Date & Time: 29 June 2024, Saturday, Time: 3:00pm – 5:00pm**

Kazi Mostafizur Rahman, Commissioner, Customs Risk Management & Project Director, VAT Online Project, NBR

Session-19: **Value Added Tax (VAT) System in Bangladesh: An Overview**

**Topics at a glance:**

1. Brief History of Value Added Tax System.
2. Value Addition & Value Added Tax (VAT).
3. VAT & Supplementary Duty (SD) Act-2012 & Rule-2016.
4. Schedules of VAT & SD ACT- 2012.
5. VAT, SD, Turnover Tax (TT) & Advance Tax (AT) Rates.
6. Important Definitions Under VAT & SD Act.
7. Statutory Regulatory Order (SRO)/General Order/Special Order.
8. Excise Duty and Surcharge, Rate, Imposition & Calculation.

**Date & Time: 29 June 2024, Saturday, Time: 5:30pm – 7:00pm**

Kazi Mostafizur Rahman, Commissioner, Customs Risk Management & Project Director, VAT Online Project, NBR

**Session-20: VAT Registration: Eligibility, Procedure and Practical Aspect**

**Topics at a glance:**

1. VAT Registration & Turnover Tax Enlistment (Mushak-2.1).
2. Enlistment Threshold & Registration Threshold.
3. Mandatory, Voluntary & Force Registration.
4. Central VAT Registration, It's Process & Terms Conditions.
5. Unit Registration & Registration Process.
6. Amendment, De-registration & Cancellation of Registration.
7. Special Provision for Registration & Use of VAT Registration.
8. Registration Related SRO, Order, and Explanation.

**Date & Time: 06 July 2024, Saturday, Time: 3:00pm – 5:00pm**

Kazi Mostafizur Rahman, Commissioner, Customs Risk Management & Project Director, VAT Online Project, NBR

**Session-21: Imposition and Calculation of VAT, Zero Rate & VAT Exemption**

**Topics at a glance:**

1. Legal Provisions for Imposition of VAT, SD, AT & TT.
2. Economic Activity, Supply and Time of Supply.
3. Value of Taxable Import, Supply and Trade
4. Adjustment and Net Tax Calculation.
5. VAT on Imported Services (Reverse Charged to Recipient).
6. Zero Rate, Export, Deemed Export and Considered as Export.
7. VAT Liability, Time of Payment & Procedure.
8. Supplementary Duty (SD) Special Scheme.

**Date & Time: 06 July 2024, Saturday, Time: 5:30pm – 7:00pm**

Kazi Mostafizur Rahman, Commissioner, Customs Risk Management & Project Director, VAT Online Project, NBR

**Session-22: VAT Books of Accounts & Input-Output Co-efficient**

BCAPMEA DHAKA Regd No C.T.O.290 (02)

**Topics at a glance:**

1. Accounting and Business Accounting.
2. VAT Accounting and It's Importance.
3. VAT Accounting Related Act-Rule, Records & Documents.
4. Importance of Record-Keeping in VAT System.
5. Credit Note & Debit Note (Musak 6.7 & 6.8).
6. Accounting Related Register (Musak 6.1, 6.2, 6.2.1, 6.6, 6.10).
7. Accounting Related Invoice (Musak 6.3, 6.4, 6.5, 6.6, 6.9).
8. Input-Output Co-Efficient (Musak 4.3)& it's Importance.

**Date & Time: 13 July 2024, Saturday, Time: 3:00pm – 5:00pm**

Kazi Mostafizur Rahman, Commissioner, Customs Risk Management & Project Director, VAT Online Project, NBR

**Session-23: VAT Rebate, AT Adjustment and Refund Procedure.**

**Topics at a glance:**

1. Input and Input-Tax.
2. Input Tax Credit and it's Mechanism.
3. Legal Provisions for Input Tax Credit.
4. Terms and Conditions for Input Tax Credit.
5. Partial Input Tax Credit & Calculation Method.
6. No Cascading Effect When Rebate Allowed.
7. Documents Required for VAT Rebate.
8. Difference Between Rebate, Refund & Drawback.

**Date & Time: 13 July 2024, Saturday, Time: 5:30pm – 7:00pm**

Kazi Mostafizur Rahman, Commissioner, Customs Risk Management & Project Director, VAT Online Project, NBR

**Session-24: VAT Deduction at Source (VDS) and it's Procedure.**

**Topics at a glance:**

1. VAT Deduction at Source (VDS) and It's Importance
2. Legal Provision and Related Rules for VDS.
3. Product & Services Under VAT Deduction.
4. Deducting Authority, Supplier & Their Responsibility
5. Procurement Provider Under VDS.
6. Time of Deduction & Payment Procedure.
7. Adjustment by Deducting Authority & Supplier.
8. Penal Provision for Non-compliance of VDS.

**Date & Time: 20 July 2024, Saturday, Time: 3:00pm – 5:00pm**

Kazi Mostafizur Rahman, Commissioner, Customs Risk Management & Project Director, VAT Online Project, NBR

**Session-25: VAT Audit, VAT Agent, VAT Consultant.**

**Topics at a glance:**

1. Audit and VAT Audit.
2. Importance of VAT Audit Manual for Effective Audit
3. Risk Criteria and Other Issues Considered for VAT Audit.
4. Audit Techniques and Documents Required for Effective Audit.
5. Type of Documents & Keeping Methods for Smooth VAT Audit.
6. VAT Agent, Procedure of Appointing VAT Agent.
7. VAT Consultant, Procedure for Acceditation.
8. Role & Function of a VAT Consultant and VAT Agent.

BGAPMEA DHAKA Regd No C.T.O.290/02/91

**Date & Time: 20 July 2024, Saturday, Time: 5:30pm – 7:00pm**
Kazi Mostafizur Rahman, Commissioner, Customs Risk Management & Project Director, VAT Online Project, NBR

**Session-26: VAT Authority, Irregularities/Non-Compliance, Adjudication & Appeal.**
**Topics at a glance:**

1. VAT Authority, Their Duty and Responsibility.
2. Irregularities & Non-Compliance Under VAT Act.
3. Penalty for Irregularities & Non-Compliance Under VAT Act.
4. Adjudication & Adjudicating Authority.
5. Adjudication Order and Procedure.
6. Appeal, Time and Procedure of Appeal.
7. Appellate Authority and Their Responsibility.
8. Appeal Disposal Procedure.

**Date & Time: 27 July 2024, Saturday, Time: 3:00pm – 5:00pm**
Kazi Mostafizur Rahman, Commissioner, Customs Risk Management & Project Director, VAT Online Project, NBR

**Session-27: Offence and Penalty, Trial, ADR and Arrear Collection.**
**Topics at a glance:**

1. Offences Under VAT Act and Rule.
2. Penalty for Offences Under VAT Act and Rule.
3. Case filing, Investigation and Charge sheet Submission.
4. Trial By Judicial Magistrate for Offences.
5. Alternative Dispute Resolution (ADR).
6. Procedure of Alternative Dispute Resolution.
7. Determination of Arrear under VAT Act and Rule.
8. Arrear Collection Procedure (VAT Demand).

**Date & Time: 27 July 2024, Saturday, Time: 5:30pm – 7:00pm**
Kazi Mostafizur Rahman, Commissioner, Customs Risk Management & Project Director, VAT Online Project, NBR

**Session-28: VAT-TT Return (9.1, 9.2, 9.3, 9.4) Preparation and Submission.**
**Topics at a glance:**

1. Return. VAT & Turnover Tax Return.
2. Fill-up and Submission of VAT-TT Return (Musak 9.1/9.2)
3. Late Submission and Amendment of Return (Musak 9.3/9.4)
4. Supply, Purchase and Their Entry in Return.
5. Adjustment (Increasing and Decreasing) in Return.
6. Different Sub Forms and Their Utilization.
7. Negative Balance and It's Carry Forward.
8. Case Study (VAT/TT Return Preparation)

**Date & Time: 03 August 2024, Saturday, Time: 3:00pm – 4:30pm**
**Session-29: Above subject matter on VAT & SD act, Evaluation test**

**Date & Time: 03 August 2024, Saturday, Time: 5:00pm – 7:00pm**
**Session-30: Above subject matter on VAT & SD act, Evaluation test**

BGAPMEA DHAKA Reg No C.T.O.230 (02) 19

Md. Rafiqul Islam
Additional Office Secretary
In-Charge of Office Secretary
BGAPMEA