



**ICMA**INTERNATIONAL  
lead strategically

Karachi Branch Council 2022-24



# Practical Guide to Handle FBR Notices

A 20 hours training to become proficient and confident with hands-on experience of real-life case study with expert Faculty

## Course Objectives:

This comprehensive course aims to equip accountants and tax professionals with the necessary skills and strategies to proficiently handle FBR notices. Through a combination of theoretical knowledge and practical exercises, participants will:

### 1. Attain Proficiency in Handling FBR Notices:

Develop a deep understanding of various types of FBR notices and learn effective techniques for managing them with confidence.

### 2. Master the Art of Drafting Effective Replies:

Learn practical strategies for crafting concise, persuasive, and legally sound replies to FBR notices, enhancing communication with tax authorities.

### 3. Analyze Real-life Case Studies:

Explore real-world scenarios and case studies to gain insights into common challenges and best practices in FBR notice management, enabling informed decision-making. 2 months live training session + become proficient and confident + hands-on experience of real-life case studies + with expert faculty.

### 4. Enhance Confidence in Attending FBR Case Proceedings:

Build the confidence to navigate FBR case proceedings with ease, understanding procedural requirements and effectively representing clients' interests.

### 5. Improve Liaison Work with Tax Counsel and Tax Department:

Develop strong liaison skills to foster productive relationships with tax offices and tax counsel, facilitating smoother communication and collaboration in resolving tax-related issues.

By the end of this course, participants will emerge with enhanced proficiency in handling FBR notices, drafting effective replies, analyzing real-life case studies, attending case proceedings at FBR with confidence, and improving liaison work with tax department and tax counsel.

## Trainer Profile

Junaid Iqbal, ACMA (ICMAP), currently serves as Senior Manager at K&N's, overseeing the Group's income tax affairs. With a decade-long tenure, he possesses extensive experience in liaising with taxpayer counsel and tax departments to ensure seamless compliance and strategic tax planning. Additionally, Junaid holds a key managerial role at Zafar Siddiqui (Pvt) Limited, a prominent management and tax consultancy firm based in Karachi.



## Guest Speakers




**Azeem Hussain Siddiqui, FCMA**  
Member-Elect, National Council 2024-26




**Mazhar Saleem Shah, FCMA**  
Vice Chairman, KBC

## Course Outline:

Chapter	Topic	Sections
1	Course orientation	
2	Demonstration of overall return filing and assessment process as provided under sections(s) 114, 120, 121, 122, 177 and 111	
3	Writing effective replies – three step formula	
4	Step by step proceedings of Best Judgment Assessment	121
5	Step by step proceedings of First amendment in assessment	122(1)
6	Step by step proceedings of Further amendments in assessment	122(4)
7	Amendment on the basis of audit or definite information	122(5)
8	Amendment on the basis of error in assessment order	122(5A)
9	Proceedings on concealed assets / income	111
10	Notice on recovery of advance tax	147
11	Proceedings on monitoring of withholding taxes Rule 44(4)	161
12	Notice to obtain information	176
13	Offshore assets and income investigation	176
14	Benami assets investigation	176
15	Rectification in assessment order	221
16	Notice to impose penalty	182
17	Notice to impose default surcharge	205
18	Notice to complete deficiencies in return	120(3)
19	Notice to file return of income	114(4)
20	Notice to recover demanded tax	137, 138, 140
21	How ChatGPT can help in handling tax matters impressively	ChatGPT
22	Practice session(s) for drafting replies during the course	10+

**DAY & DATE:** Starting from April 20, 2024 (on Campus & Online)   
Saturday 6:30 pm to 8:30 pm & Sunday 2:00 pm to 4:00 pm

**VENUE:** Seminar Hall, ICMA Head Office, Gulshan-e-Iqbal, Karachi 

**Group Joining Link:** [bit.ly/3P45xor](https://bit.ly/3P45xor)

Scan QR Code for Training



## Investment:

Description	Fee (PKR)
Students ICMA	7,000/- Inclusive of Tax
ICMA members	10,000/- Inclusive of Tax
Others	15,000/- Inclusive of Tax

**CPD: 20 HOURS**

With warm regards

**Hakim Ali Jatoi, FCMA**  
Secretary, Treasurer &  
Chairman CPD Committee  
Karachi Branch Council

**Mazhar Saleem Shah, FCMA**  
Vice Chairman  
Karachi Branch Council

**Muhammad Akmal, FCMA**  
Chairman  
Karachi Branch Council

**For further details & registration, please visit the website or contact:**

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