



Legal Modules For ACCA Membership Pathway Examination

Syllabus Contents

Learning Objectives:

Upon completion of Legal module, candidate will be able to:

- Understand the objective of levy of income tax and sales tax and its concept
- Comprehend the requirements of E-filing as per tax laws and rules and consequences for non compliances
- Get comprehensive knowledge of the statutes through hands-on training, practical examples and case studies
- Get confidence in handling day to day matters involved in taxation like; manual and electronic preparation and submission of returns/statements and calculation of taxable figure in complicated cases
- Develop reasonable practical skills for maintenance of records in accordance with the provisions of Income Tax, Sales Tax and, Federal Excise.
- Interpret Public Procurement Authority Laws and its practical guidelines used for tendering, bidding and awarding of contracts.
- Understand registration and incorporation of companies with SECP through offline and online procedures
- Perform duties of Company Secretary with regard to convene different types of corporate meetings.
- Get acquainted with Eservices for registration and procedures for e-filing of Statutory Returns and Forms.

Syllabus Grid

PART	SYLLABUS CONTENT AREA	WEIGHTAGE
A	Practical Aspects of Taxation 1. Taxation 2. Computation of Tax Liabilities 3. Filing of Tax Returns and Statements	50%
B	Practical Aspects of Business Laws 4. Corporate Laws 5. Social Security 6. Employees Old Age Benefits (EOBI) 7. PPRA Rules 8. Human Resource (HR) Policies, Procedure and Rules	50%
TOTAL		100%

DETAILED CONTENTS

Part A- Practical Aspects of Taxation

1. Taxation

- Registration with Tax Authorities
- Maintaining of Tax Records
- Type of taxes and duties including local supplies & services and import & export

2. Computation of Tax Liabilities

- Computation of Tax Liabilities for Individuals, AOPs and Business Organizations

3. Filing of Tax Returns and Statements

- Income Tax
- Sales Tax
- Withholding Tax
- Federal Excise
- Provincial Sales Tax
- Assessment Procedures

Part B- Practical Aspects of Business Laws

4. Corporate Laws

a) Company's Registration

- Requirements for the incorporation of a Company under Companies Act, 2017
- Modes of Company's name Reservation Process
- Modes of Company's Registration Process
- Procedure for obtaining Digital Signatures for new and existing Companies
- Procedure of issuance of authorized and paid up share capital

b) Maintaining of Statutory Records

- Types of statutory books required to be maintained
- Preparing Meeting Agendas and Issuing Notices
- Conducting and Managing Board Meetings, Annual General Meetings, Extra Ordinary
- General Meeting
- Preparing minutes and resolutions

c) Filing of Statutory Returns and Forms

- Procedures for filing returns and forms to Security Exchange Commission of Pakistan (SECP)
- Filing of Form A, Form 29, Form 21 and other mandatory forms required to be submitted to SECP

5. Social Security

- Registration with authorities
- Maintaining of Statutory Records
- Calculations
- Filing of Statutory Statements

6. Employees Old Age Benefits (EOBI)

- Registration with authorities
- Maintaining of Records
- Calculations
- Filing of Statutory Statements

7. PPRA Rules

- PPRA Rules and Procedures-
- Calling of EOI/ Tenders-
- Technical & Financial Evaluations-
- Award of Contracts

8. Human Resource (HR) Policies, Procedure and Rules

- Organization Setup and Structure
- Organization Service Rules
- HR Policies, Procedures and Manuals
- Appointment of Chief Executive, Directors and Company Secretary etc