



Training Program

# TAXATION KNOWLEDGE FOR LEADERS



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Tax is both an expense and a legal compliance for all enterprises and organizations in Vietnam. Any Director or leader of a company must understand how to find ways to save and comply with tax codes and laws. Although navigating through the complex tax system is a responsibility of the Director or CEO, most do not have a trained professional knowledge on tax and accounting. Understanding the need for such critical tax knowledge, PACE Institute of Leadership and Management (PACE) has specifically designed, in collaboration with leading tax experts, a training program on Tax Knowledge for Leaders. In only two weeks, Directors will gain the basic knowledge they need to work through the various and complex tax scenarios that their businesses may face.

PACE's course on Tax Knowledge helps business owners and leaders to understand taxes and accounting as well as the professionals who have spent years studying the subject matter. Without spending several years studying taxes, the course will equip participants with the core knowledge of taxes they need to manage



their businesses in two weeks. Even if leaders might not directly need to work on taxes and accounting, the course will help them gain the competency to direct his/her accounting department to work on taxes and to make a final tax report in order to minimize tax costs and comply with tax laws.

PACE has successfully implemented this program for over 16 years with its training as consulting method. Participants from a wide array of local and foreign companies in Vietnam have greatly benefited from the program.

## PROGRAM OBJECTIVES

### WHO SHOULD ATTEND

- Business leaders - Business owners, Members of the Board, Council Members, Board of General Directors and Board of Directors;
- Middle management level - Managers, Deputy Managers, and Heads of Departments or Divisions of local and foreign enterprises.

### TRAINING OBJECTIVES

The program will provide participants with crucial tax knowledge business leaders must have.

### LEARNING OBJECTIVES

After successfully completing this program, participants will be able to

- Obtain an overview of Vietnam's tax system, understanding tax issues relating to their particular business and know how to apply them to actual business situations (e.g. VAT, income tax and personal income tax)
- Master the basic knowledge of tax and tax reporting system to minimize tax liabilities while ensuring compliance with the law
- Learn about new regulations of the state tax policy
- Explain in a clear, accurate, and legal basis of the difference between accounting profit and taxable income and learn to use them in practice.

### PROGRAM CONTENT

**Part I:** Overview of Vietnam's tax system

**Part II:** Invoices and vouchers related to tax issues and their actual application

**Part III:** Value Added Tax (VAT) and applying it to real business settings

**Part IV:** Income Tax (CIT) and the business reality

**Part V:** Personal Income Tax (PIT) and import and export duties

**Part VI:** Understanding tax issues in common contracts, such as business agreements, labor contracts, and real-life case studies

**Part VII:** The difference between Accounting Profit (according to accounting regulations) and Taxable Income (according to tax law).



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