We have the pleasure of inviting you to our popular “VAT Back to Basics” workshop.

A good understanding of the key principles of the VAT Act is essential to all businesses and can prevent unnecessary cash outflows due to overpaying of output tax or under-claiming input tax.

On top of this, SARS will regularly scrutinise the VAT compliance of VAT vendors, and non-compliance can lead to costly penalties and interest which could easily have been prevented.

It is therefore fundamental for all staff who provide input in the VAT return process to have the necessary knowledge to make the right VAT decisions and training is one of the simplest and most effective methods to ensure this.

Our VAT Back to basics workshop not only discusses the key VAT principles, but focuses on applying the theory to as many practical examples of day-to-day transactions and decisions that a debtors and creditors clerk may encounter and on the common mistakes made in practice.

The workshop material will include electronic course notes and practical case studies as references to apply to the types of scenarios you encounter when back at the office.

The agenda for the workshop is as follows:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Content</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td><em>Please note that the Cape Town and Port Elizabeth will run from 9:30am to 1:30pm</em></td>
<td>08:00 a.m. – 08:30 a.m.</td>
</tr>
<tr>
<td>Time</td>
<td>Session</td>
<td></td>
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<tr>
<td>08:30 a.m. – 08:40 a.m.</td>
<td>The basics of how VAT works</td>
<td></td>
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<tr>
<td>08:40 a.m. – 10:00 a.m.</td>
<td>Output tax</td>
<td></td>
</tr>
<tr>
<td>10:15 a.m. – 11:30 a.m.</td>
<td>Input Tax</td>
<td></td>
</tr>
<tr>
<td>11:30 a.m. – 11:45 a.m.</td>
<td>Importation of goods and services</td>
<td></td>
</tr>
<tr>
<td>11:45 a.m. – 12:10 p.m.</td>
<td>VAT compliance</td>
<td></td>
</tr>
</tbody>
</table>
Interest and penalties on VAT return (late payment, late submission of VAT return and understatement of VAT liability)

Best practices and tips

Record keeping

The workshop material will include a practical case study on preparing an accurate and complete VAT calculation and a VAT201 return for delegates to have as an example and work through in their own time.

<table>
<thead>
<tr>
<th>Recent amendments</th>
<th>High level overview of the main amendments to the VAT Act per the Taxation Laws Amendment Bill 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:10 p.m.</td>
<td>12:15 p.m.</td>
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</tbody>
</table>

Wrap-up and questions - 15 Minutes

Facilitator(s):

Karen Van Wyk is a chartered accountant. She has a passion for taxation and has lectured at a post-graduate level at the University of Johannesburg and the University of the Witwatersrand. She has also been involved in various initiatives of the South African Institute of Chartered Accountants (SAICA), lecturing on the Thuthuka programme and marking and umpiring the Initial Test of Competence (formerly known as the Qualifying Examination Part 1 for trainee accountants). Karen is also a regular presenter of advanced taxation CPD sessions and webinars.

Dates and Venues:

Johannesburg 12 April 2019
Cape Town 17 April 2019
Port Elizabeth 24 April 2019
Durban 26 April 2019

Cost:
R1 541 (inclusive of VAT), R1 340 (exclusive of VAT)

Payment is due after the seminar date.

Company Discount: 10% for 2 or more participants from the same company and region. The discount applies from participant 2 onwards.

Alumni Discount: 10% for Deloitte alumni. This applies if you are a former employee of Deloitte and have registered as Deloitte alumni. (Click here to register as an alumnus)

You will only qualify for one of the 10% discounts

Cancellation Policy:
Our standard cancellation policy is to invoice 50% of the cost of the workshop for attendance not cancelled at least 2 business days prior to the planned session date. This is to recover the overhead costs incurred relating to your planned attendance and the cost of the course material.
Time:

Cape Town & Port Elizabeth
9:30 a.m. – 13:30 p.m. (Registration from 9:00)

Johannesburg & Durban
8:30 a.m. – 12:30 p.m. (Registration from 8:00)

The course will contribute to 4 hours CPD/CPE

RSVP:
Please complete the attached excel booking document and return it in excel format to dsot@deloitte.co.za

Course Material:
In the interests of the environment, and to move with technology, this will be a paperless course. We will email you the course material within 2 business days of the planned session date. You will then have the option to bring the course material on your laptop/tablet, or should you prefer, to print the material. We will have plug points in the venues for laptops/tablets.

Contact us:
Should you have any administrative questions regarding this workshop, please contact us at dsot@deloitte.co.za

Deloitte School of Tax & Legal Website

Sincerely,

The Deloitte School of Tax & Legal Team