



**ICMA**  
Pakistan

# SYLLABUS LEGAL MODULE

## FOR FELLOW MEMBERS OF ACCA

AFTER SUCCESSFUL COMPLETION OF  
THE MEMBERSHIP PATHWAY EXAMINATION



FOR  
CERTIFICATE  
OF PRACTICE

## 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.



PART	SYLLABUS CONTENT AREA	WEIGHTAGE
A	<b>PRACTICAL ASPECTS OF TAXATION</b> 1. Taxation 2. Computation of Tax Liabilities 3. Filing of Tax Returns and Statements	50%
B	<b>PRACTICAL ASPECTS OF BUSINESS LAWS</b> 4. Corporate Laws 5. Social Security 6. Employees Old Age Benefits (EOBI) 7. PPRA Rules 8. Human Resource (HR) Policies, Procedure and Rules	50%
	<b>TOTAL</b>	<b>100%</b>

## 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
- ◆ Filling 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