

AA&K CONSULTING SERVICES LTD.
PRESENTS A ONE-DAY EXECUTIVE TRAINING PROGRAMME ON
TAXATION OF EMPLOYMENT INCOME
&
THE LAW AND PRACTICE

HIGHLIGHTS

- **BASIC CONCEPTS**
 - .. EMPLOYER / EMPLOYEE
 - .. RESIDENT / NON-RESIDENT / EXPATRIATES
 - .. SPECIAL CLASS OF EMPLOYEES

- **LEGAL FRAMEWORK**
 - .. EMPLOYMENT INCOME SUBJECT TO TAX—CASH/NON-CASH BENEFITS
 - .. EMPLOYMENT INCOME EXEMPT FROM TAX
 - .. PAYMENTS TO EMPLOYEE NOT REGARDED AS INCOME

- **DISTINCTION BETWEEN EMPLOYEE AND SELF-EMPLOYED PERSON**
 - .. CONTRACT OF SERVICE AND CONTRACT FOR SERVICE
 - .. SOURCE OF THE INCOME
 - .. BENEFICIARY OF THE INCOME
 - .. RELATIONSHIP BETWEEN INCOME AND EMPLOYMENT

- **VALUATION RULES FOR BENEFITS IN KIND**
 - .. ACCOMMODATION AND VEHICLE
 - .. OTHER BENEFITS IN KIND

- **EMPLOYEE TAX COMPUTATION**
 - .. RULES FOR RESIDENT / NON-RESIDENT EMPLOYEES
 - .. CONTRIBUTIONS TO RETIREMENT FUNDS
 - .. ILLUSTRATIONS INCLUDING TAX-FREE REMUNERATION
 - .. TAX POLICY INITIATIVES FOR 2013

- **ADMINISTRATION OF PAYE**
 - .. EMPLOYER/EMPLOYEE RESPONSIBILITIES
 - .. TAX AMNESTY

DATE: THURSDAY, 23RD MAY, 2013

TIME: 9.00 A.M.— 3.00 P.M.

VENUE: ALISA HOTEL, NORTH RIDGE, ACCRA

COURSE FEES: GH¢450 PER PARTICIPANT (VAT/NHIL INCLUSIVE). THE FEES COVER TRAINING MATERIALS, CERTIFICATE OF PARTICIPATION, SNACK, LUNCH AND GROUP PHOTOGRAPH.

COURSE BACKGROUND

Taxation of Employment Income in Ghana has posed challenges to both employers and employees. One area of great concern is the case of expatriates who come to Ghana and exercise employment which lasts for few days or months. In some cases, their employers are uncertain whether the incomes of such expatriates should be subjected to Ghana tax. Even in situations where the employers decide to impose tax, they are faced with the challenge of the correct rate of tax to be employed, that is, whether to use the resident or non-resident rate. Related to this is the issue of non-resident public entertainers such as artists, musicians, boxers who perform services in Ghana.

Another issue of concern is the taxation of perquisites whether in cash or in kind. In some establishments, many of the perquisites go untaxed and thus posing tax audit challenges to them. Additionally, there are certain situations where there is difficulty in determining whether an activity being carried out by a person constitutes employment or not. In such situations, care needs to be exercised.

The Seminar therefore seeks to shed light on the taxation of employment income. It shall focus on the key indicators of employment, taxation of perquisites, taxation of expatriates exercising temporary employment in Ghana, taxation of non-resident entertainers performing services in Ghana as well as employer/employee responsibilities.

The Proposed Tax Policy Measures as contained in 2013 Budget will also be treated.

METHODOLOGY

The Seminar methodology will be lectures and plenary discussions of issues related to the taxation of employment income.

OBJECTIVES OF THE SEMINAR

The course is intended to address tax compliance challenges in relation to employment income. Participants will be taken through the basic legal framework of employment assessment, taxation of expatriates exercising temporary employment in Ghana, tax computations as well as employer / employee responsibilities.

BENEFITS

The Seminar seeks to make participants

- Have better knowledge and understanding of the Domestic Tax Laws relating to Employment.
- To correctly compute the assessments of both Resident / Non-Resident Employees.
- To minimize compliance cost
- Updating participants about the proposed Tax Policy measures and the

2013 Budget.

WHO SHOULD ATTEND?

- Human Resource Managers
- Payroll Managers
- Other Financial Officers and
- Representative of Organized Labour of Institutions

COURSE FACILITY

The course will be held at the Conference Facility of the Alisa Hotel, North Ridge, Accra. Lecture facilities will include modern and powerful LCD and video projectors. Lecture presentations will be in very simple PowerPoint mode with a lot of verbal explanations to enhance discussions.

COURSE DIRECTOR

Mr. David Adom has unparalleled experience in taxation, accountancy, auditing and management consulting with over thirty-two years experience in both the public and private sectors. From 1996 to 2000 he was a member of the Management Committee of the Commonwealth Association of Tax Administrators (CATA).

Mr. Adom is a former Commissioner and Chief Executive of the Internal Revenue Service. As Commissioner, he initiated strategies and policies that improved tax compliance, efficiency and effectiveness of assessment and collection. Specifically Mr. Adom's achievements include the establishment of Large Taxpayer Offices and the supervision of the drafting and enactment of Internal Revenue Act, 2000 (Act 592) which has simplified, modernized and consolidated direct tax laws of Ghana.

Mr. Adom was very instrumental in seeking technical assistance from the IMF for the drafting of the Internal Revenue Act, 2000 (Act 592) and advocated the inclusion of many innovative provisions, which sought to modernise the tax law, bringing it in line with contemporary business practices. His understanding of tax issues is firsthand and participants stand to benefit from this advantage.

RESOURCE PERSONS

Mr. John Kweku Defortse, currently a Chief Tax Consultant with AA&K Consulting Services Limited was a tax administrator with a multi-dimensional background in Economics, Accounting and Finance acquired through academic and on the job training and experience. Mr. Defortse was the Former Regional Director of the Internal Revenue Service in-charge of Ashanti. Before his appointment as a Regional Director, Mr. Defortse was the Deputy Head of Audit in the Large Taxpayer Unit and was responsible for the conduct and supervision of audits in the Large Taxpayer Unit.

He holds a BA Degree in Economics from the University of Ghana and he is a Member of the Institute of Chartered Accountants.

Mr. Sefah Agyebeng is a seasoned tax man. He worked with the defunct Central Revenue Department for four years and the Internal Revenue Service for twenty two years from where he retired as Assistant Commissioner-in-charge of Training.

He represented the Internal Revenue Service in many Local and International Tax Conferences, Workshops and Seminars.

Mr. Agyebeng was the country's correspondent of the Commonwealth Association of Tax Administrators (CATA) from 2001 to 2003. Between 2004—2006, he held the position of Regional Director for the Southern Africa Region of CATA which comprises of nine African countries including Ghana.

Mr. Agyebeng has lectured in Taxation in many higher Educational Institutions including the Central University College and the Ghana Institute of Management and Public Administration (GIMPA). He is a graduate of the University of Ghana. He is currently a Consultant with AA&K Consulting Services Limited.

THE FIRM A A & K CONSULTING SERVICES LIMITED

A A & K Consulting Services Limited and its associates provide a full range of business advisory services to a worldwide and local clientele.

The range of services include:

- Ø Taxation Services;
- Ø Accountancy and Auditing Services;
- Ø Financial Advisory Services,
- Ø Management of Payroll., and
- Ø Insolvency Services

The Firm's taxation services relate to:-

- a) Corporate and Employee Income Tax Compliance Services,
- b) Tax Advisory Services,
- c) Training and tax education programmes

Our tax advisory services are tailored to meet the specific requests of our clients. The area of coverage include

- * Tax planning,
- * Opinion on the implication of future actions and business transactions,
- * Interpretation of provisions of tax laws,
- * Organisation of tax education seminars and workshops
- * Tax Health Check Services.
- * Research and Advocacy

REGISTRATION FORMS May be obtained from Theresa Awo Ghartey, A A & K Consulting Services Limited, 3rd Floor Pyramid House, Ring Road Central, Accra-North or can be downloaded from www.aakgh.com

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