SOFTAX
real time taxation support

WORKSHOP

WITHHOLDING TAXES IN PRACTICE

Compliance under Income Tax, Federal Sales Tax and Provincial Sales Tax Laws

(Identify the Obligation, Deduct Correctly and Report with Confidence)



CITY	
LAHORE	**Date:** December 16, 2026 **Time:** 10:00 AM – 4:30 PM **Venue:** Four Points by Sheraton Hotel, Lahore
KARACHI	**Date:** December 22, 2026 **Time:** 10:00 AM – 4:30 PM **Venue:** Movenpick Hotel, Karachi

OBJECTIVES

By the end of the workshop, participants will be able to:

1. Identify withholding obligations and withholding-agent status under the Income Tax Ordinance, 2001, Sales Tax Act, 1990 and the four provincial sales tax regimes.
2. Classify payments and transactions correctly, distinguishing goods, services, contracts and other payments for withholding purposes.
3. Determine the relevant tax jurisdiction, particularly for services involving suppliers, recipients or operations in different provinces.
4. Select the applicable withholding treatment, base and rate, considering registration, taxpayer status, exemptions, certificates and transaction-specific conditions.
5. Recognise when a payment attracts both income-tax and sales-tax withholding, calculating and accounting for each obligation separately.
6. Comply with deduction, deposit, statement and certificate requirements of FBR, PRA, SRB, BRA and KPRA.
7. Reconcile withholding records with invoices, accounting entries, payments, tax deposits, statements and credits.
8. Identify defaults, take corrective action and respond to notices, supported by appropriate documentation.
9. Implement a multi-jurisdiction withholding compliance system with clear responsibilities, verification procedures and deadline controls.

COURSE CONTENTS

1 Legal Framework and Withholding Responsibilities

- Withholding provisions under the Income Tax Ordinance, 2001.
- Federal sales tax withholding under the Sales Tax Act, 1990 and applicable instruments.
- Provincial sales tax withholding laws, rules and notifications:
  - **Punjab** — Punjab Revenue Authority (PRA)
  - **Sindh** — Sindh Revenue Board (SRB)
  - **Balochistan** — Balochistan Revenue Authority (BRA)
  - **Khyber Pakhtunkhwa** — Khyber Pakhtunkhwa Revenue Authority (KPRA)
- Identifying persons required to deduct or collect tax.
- Registration and responsibilities as a withholding agent.
- Distinguishing statutory requirements from administrative guidance.

2 Income Tax Withholding: Transaction Classification and Treatment

- Payments for goods, services and contracts.
- Salaries, rent and other commonly encountered payments.
- Payments to non-residents and cross-border arrangements.
- Advances, reimbursements, mixed invoices and tax-inclusive payments.
- Determining the withholding event and calculation base.
- Adjustable, minimum and final tax treatment.
- Taxpayer status, applicable rates, exemption and reduced-rate certificates.

3 Federal Sales Tax Withholding

- Persons and transactions covered by federal withholding requirements.
- Supplier registration and active-taxpayer status.
- Determining the applicable withholding amount and calculation base.
- Exclusions, exemptions and special transaction categories.
- Payment, reporting, certificates and supporting records.
- Treatment of withholding by suppliers and reconciliation with sales tax returns.

4 Provincial Sales Tax Withholding — Province-by-Province Review

A separate review of Punjab, Sindh, Balochistan and KP, covering:

- Applicable services and withholding-agent categories.
- Supplier and recipient registration requirements.
- Treatment of registered, unregistered and other relevant supplier categories.
- Withholding rates, bases, exclusions and exemptions.
- Deduction triggers, advances and payment arrangements.
- Deposit, statement, certificate and record-keeping requirements.
- Corrections and treatment of tax withheld in the service provider's compliance records.
- Province-specific defaults and enforcement provisions.

COURSE CONTENTS continued

5 — Jurisdiction and Interprovincial Transactions

- Identifying the relevant jurisdiction for a service transaction.
- Supplier location, recipient location and place-of-provision considerations under the applicable law.
- Services involving branches, projects or operations in multiple provinces.
- Contracts containing both goods and services.
- Handling competing jurisdictional claims and potential double-tax exposure.
- Documentation supporting the jurisdiction adopted.
- Treatment of credits, adjustments or relief only where legally available.

6 — Concurrent Income Tax and Sales Tax Withholding

- Identifying payments subject to more than one withholding obligation.
- Calculating each deduction using its own legal base and treatment.
- Tax-inclusive pricing and grossing-up, where applicable.
- Accounting entries and net payments to suppliers.
- Contract clauses allocating tax responsibilities.
- Common errors: applying one rate to all taxes, using the wrong base or treating one deduction as satisfying another.

7 — Deposit, Reporting and Reconciliation

- Authority-specific compliance calendars.
- Payment references, tax periods and evidence of deposit.
- Preparing and filing withholding statements through the relevant systems.
- Issuing and verifying withholding certificates.
- Reconciling invoices, deductions, ledger balances, deposits and statements.
- Resolving incorrect identifiers, classifications, periods and unmatched credits.
- Correcting omissions and maintaining an audit-ready file.

8 — Defaults, Notices and Corrective Action

- Failure to deduct, short deduction, late deposit and reporting errors.
- Recovery, default surcharge and penalties under each applicable regime.
- Reviewing the legal basis and transaction population in a notice.
- Preparing transaction-wise replies and supporting reconciliations.
- Corrective filings, payment action and available remedies.
- Preventing recurrence through documented controls.

ABOUT SOFTAX

Softax began providing tax advisory services in 1991, offering specialized, tailor-made solutions in taxation, finance, accounts, corporate laws, management consultancy and audit. Our Training Wing was launched in 1997 and focuses on the practical application of learning. More than 35,000 executives have attended over 950 workshops and short courses across Pakistan.

1991	1997	950+	35,000+
Tax advisory begins	Training Wing launched	workshops	executives trained

Our core values: Affordability • Competence • Confidentiality • Integrity • Objectivity

Consulting Wing

Income Tax and Sales Tax matters from the first adjudication stage to the Tribunal and High Court, including audits, withholding tax, recovery, appeals, writ petitions and refunds.

Training Wing

Practical workshops and short courses taught by practitioners, including customized training courses for the organizations according to their needs.

Online Services Wing

www.softax.com.pk offers daily commentaries, updated laws, tax manuals, a tax calculator, treaties and expert answers to members' queries.

TRAINER

Mr. Noman Iftikhar Khawaja

CEO, Softax (Pvt.) Limited

Management Consultant specializing in Income Tax, Sales Tax and Accounting, with 29 years of training and 36 years of consultancy experience.

SUPPORT PERSONS

Lahore: Mr. Abdul Qadir Khan, MBA, LLM, Advocate High Court. Income Tax, Sales Tax and Corporate Matters.

Karachi: Mr. Muhammad Mujtaba Qayyum, Advocate High Court. Income Tax and Sales Tax Laws.

WORKSHOP INVESTMENT

Rs. 24,999/-

(Inclusive of taxes, course material, relevant case studies, lunch, hi-tea and certificate of participation.)

REGISTRATION DETAILS

Please send following information of participant(s) through e-mail:

1. Name
2. Designation
3. Organization
4. City
5. Cell #
6. E-mail
7. CNIC/NTN

LAHORE

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