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PROPOSAL

INCOME TAX AWARENESS PROGRAM

SUBMITTED BY

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SCOPE OF WORK

This letter is an expression of our interest to work with your esteemed company to conduct awareness program on Income Tax related matters to engender shared responsibility to E-filing Income Tax Return among employees. We believe it serve as a betterment of Pakistan and will benefit your employee in dealing law and tax related matters.

Background

It is one of the scariest times of the year, but possibly exciting too. One have done the hard yards earned your keep and now the government wants to put an exact monetary number on your effort. It is scary and can quite literally be a nightmare. Even some very human questions arise:

- Is I am really liable to E-File Income Tax Return?
- How can I E-File my Income Tax Return?
- What to declare and what not?
- How can I get Refund?

This Tax Awareness Program seeks to help the employee of your company answer these questions. Even Tax analyst of KLA Pakistan help guide you through tax time and all its trials.

Sadly, Tax submission rates of Pakistan declining day by day, even the educated beings of Pakistan concealing from it. Recent survey shows Pakistan has lowest 0.9 Tax to GDP ratio in the world. Our core purpose is to arise social and legal responsibility in individuals of Pakistan to E-file their Income Tax Return in the betterment of Pakistan. Further we can assist and help them through all the means in economical rates with highly competent force.

PURPOSE STATEMENT

KLA Pakistan is launching an enormously exciting yet challenging effort through *Tax Awareness Program* initiative. Through this initiative, KLA Pakistan seeks to develop and implement a comprehensive awareness and engagement in employees of your esteemed company to outreach a greater understanding of and support for timely E-Filing of Income Tax Return and Wealth Statement.

PROJECT METHOD

We will arrange an awareness desk at the premises of your company inferring all the information related to Income Tax Return. Beside it we arrange our most Senior Tax Analyst to consultant Tax related queries of employees. A short presentation and one-to-one discussion with employees will also be a part of program.

TASKS

This Program will be undertaken in close facilitation of your esteemed company, and will involve tasks listed:

1. Leveraging benefits of E-Filing Income Tax Return
2. Free advisory regarding Tax related queries
3. Issuance of National Tax Number – NTN (If needed)
4. Assistance in E-filing of Income Tax Return (If needed)
5. Assistance in E-filing of Wealth Statement (If needed)

DELIVERABLES

Program has the following deliverables produced when the project reaches success:

- At the end of an awareness program, employees will hold intensive information about Income Tax Return and Benefits of E-filing Income Tax Return.
- Boast employee's social and legal responsibility to E-file Annual Income Tax Return.
- Minimize deficiency in Tax Defaults through facilitating in timely submission of Income Tax Return of interested employees.
- Acknowledgement and Print (Copy) of Income Tax Return will be provided to each employee avail our assistance.

RECOMMENDED COMPOSITION OF TEAM

An Awareness Program Team consisting of the following members at a minimum shall be established:

- Khalid Akhtar Siddiqui, Senior Income Tax Analyst at KLA Pakistan (authorize I.T.P)
- Mohsin Khalid – Business Development Manager at KLA Pakistan (B.B.A)
- Mohib Ullah Siddiqui – Senior Tax Advisor at KLA Pakistan (M.E.F, ACCA)

The KLA Pakistan may use other required positions if required with the written approval.

SCHEDULE

This awareness program is estimated to commence with no more than 07 days, spread over 09 days.

TIMELINE TO WORK

The following plan provides a guideline for activities over the period.

Date	Time	Action	Who
Day 1 to Day 5	10a.m to 4:00p.m	Counseling / Advisory / Collection of Required Documents and Intake Form / NTN verification	Khalid Akhtar Siddiqui (I.T.P) / Mohib Ullah Siddiqui (M.E.F, ACCA) / Mohsin Siddiqui (B.B.A)
Day 6 & Day 7	10a.m to 4:00p.m	Distribution of Acknowledgement and Print (Copy) of Income Tax Return	Khalid Akhtar Siddiqui (I.T.P) / Mohib Ullah Siddiqui (M.E.F, ACCA) / Mohsin Siddiqui (B.B.A)

Note: Above mentioned schedule and timeline can be redefine with your concerns.

RESOURCE REQUIREMENTS

We recommend to furnish following facilitation necessary to perform the program:

- Sitting Area for; One Standard Table, Two Standedes and Four Chairs
- Electricity Connection (If permissible)
- Internet Access (If permissible)

We wish you great success in the undertaking and look forward to the prospect of working with you.

