



## TAX AND LEGAL TRAINING

# Personal Income Tax and Individual Returns

3 day course

Classroom, online or in-house

## Course overview

Individual tax is where most people meet the revenue authority, and it is administered by employers and advisers who often learned it from the previous person in the chair. This course puts it on a proper basis. Delegates work through residence and source, which determine what is taxable at all, gross income and the exemptions that reduce it, and allowable deductions including the ones most commonly claimed wrongly. Employment income, fringe benefits and allowances are covered in detail. Investment, rental and other income follow, along with capital gains at an individual level. Provisional tax and its estimation penalties are addressed. The course closes on assessments, objections and voluntary disclosure.

## What you will learn

- Apply residence and source rules to determine what is taxable
- Compute gross income and apply available exemptions
- Claim allowable deductions correctly and avoid the common errors
- Value fringe benefits and allowances accurately
- Treat investment, rental and other income appropriately
- Estimate provisional tax and avoid estimation penalties
- Handle assessments, objections and voluntary disclosure

## Who should attend

- Tax practitioners and accountants
- Payroll and human resources staff
- Finance officers supporting individual returns
- Financial advisers and consultants
- Anyone administering employee tax affairs

## Course outline

- 01 Where most people meet the revenue authority
- 02 Residence and source
- 03 Gross income and exemptions
- 04 Allowable deductions and common errors
- 05 Employment income, fringe benefits and allowances
- 06 Investment, rental and other income
- 07 Capital gains for individuals
- 08 Provisional tax, assessments, objections and disclosure

## Upcoming dates

| Dates                 | Venue                   | Format    | Fee per delegate |
|-----------------------|-------------------------|-----------|------------------|
| 9 to 11 December 2026 | Nairobi, Kenya          | Classroom | USD 995          |
| 8 to 10 February 2027 | Online                  | Online    | R6,500           |
| 10 to 12 March 2027   | Dar es Salaam, Tanzania | Classroom | USD 995          |

## Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia,



Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit [www.afrisciencegroup.com](http://www.afrisciencegroup.com), email [info@afriscience.co.za](mailto:info@afriscience.co.za), or WhatsApp us on **+27 63 479 1136**.

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