



TAX AND LEGAL TRAINING

Tax Audits, Investigations and Dispute Resolution

3 day course

Classroom, online or in-house

Course overview

A tax audit is won or lost on the records available on the day it opens, and by then the decisions that produced them were made years earlier. This course covers both the preparation and the conduct. Delegates work through what triggers a review, the difference between a routine audit and an investigation, and the rights and obligations each side carries. Managing the audit is covered practically: scoping, controlling information flow, answering what was asked and nothing more, and handling an on site visit. Common areas of challenge follow, including deductibility, transfer pricing, withholding taxes and employee versus contractor status. Assessments, objections and the deadlines that cannot be missed are addressed. Settlement and alternative dispute resolution follow. Penalties, interest and relief are covered. The course closes on appeal, on voluntary disclosure and on the record keeping that prevents the next dispute.

What you will learn

- Recognise what triggers a review and how audit differs from investigation
- Apply the rights and obligations of each side
- Manage scope, information flow and an on site visit
- Prepare for challenge on deductibility, withholding and worker status
- Meet assessment and objection deadlines
- Pursue settlement and alternative dispute resolution
- Handle penalties, appeal, voluntary disclosure and future record keeping

Who should attend

- Tax managers and heads of tax
- Finance directors facing active audits
- Tax and legal advisors handling client disputes
- Company secretaries coordinating audit responses
- In house counsel supporting tax litigation

Course outline

- 01 Won or lost on the records already there
- 02 Triggers, audits and investigations
- 03 Rights and obligations of each side
- 04 Managing scope and information flow
- 05 The on site visit
- 06 Common areas of challenge
- 07 Assessments, objections and deadlines
- 08 Settlement, penalties, appeal and disclosure

Upcoming dates

Dates	Venue	Format	Fee per delegate
26 to 28 October 2026	Cape Town, South Africa	Classroom	R14,950
28 to 30 December 2026	Online	Online	R6,500
20 to 22 January 2027	Kampala, Uganda	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, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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