



TAX AND LEGAL TRAINING

VAT and Indirect Tax Administration

3 day course

Classroom, online or in-house

Course overview

Value added tax is collected by businesses on behalf of the revenue authority, which makes an error an exposure rather than merely a cost, and it remains the single largest source of disputed assessments for African businesses. This course covers operating it correctly from registration through to deregistration. Delegates work through output and input tax mechanics, the classification of supplies as standard rated, zero rated or exempt, and input tax denial and apportionment for mixed supplies. Documentation, the valid tax invoice and electronic fiscal device obligations are covered in detail. Imported services, reverse charge and cross border trade under the AfCFTA and SADC arrangements receive their own treatment, and the course closes on returns, assessments, objections and the conduct of a revenue authority audit.

What you will learn

- Explain the mechanics of output and input tax
- Apply registration thresholds, voluntary registration and deregistration
- Classify supplies as standard rated, zero rated or exempt
- Apply input tax denial rules and apportion for mixed supplies
- Hold the documentation and fiscal device records required to support a claim
- Treat imported services, reverse charge and cross border trade correctly
- Prepare and reconcile returns, and handle assessments, objections and audits

Who should attend

- Accountants, tax practitioners and financial managers
- Accounts payable and receivable staff
- Procurement and supply chain managers handling cross border purchases
- Internal auditors and business owners responsible for compliance
- Public sector finance officers

Course outline

- 01 How value added tax works, and who actually bears it
- 02 Registration, thresholds, voluntary registration and deregistration
- 03 Output tax and the time and value of supply
- 04 Standard rated, zero rated and exempt supplies
- 05 Input tax, denial rules and apportionment
- 06 Documentation, the valid tax invoice and fiscal devices
- 07 Imported services, reverse charge and cross border trade
- 08 Returns, assessments, objections and audits

Upcoming dates

Dates	Venue	Format	Fee per delegate
28 to 30 September 2026	Dar es Salaam, Tanzania	Classroom	USD 995
12 to 14 October 2026	Johannesburg, South Africa	Classroom	R14,950
9 to 11 November 2026	Online	Online	R6,500
27 to 29 January 2027	Addis Ababa, Ethiopia	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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