



كليات التقنية العليا
مركز التفوق للأبحاث التطبيقية والتدريب
HIGHER COLLEGES OF TECHNOLOGY
Centre of Excellence for Applied Research and Training



Certificate in UAE VAT Implementation & Compliance—Fundamentals

VAT ACADEMY

VAT ACADEMY

Background

The introduction of the Value Added Tax (VAT) and Excise Duty in the UAE are significant tax reforms that require a proactive and agile mindset in organizations. The Federal Law outlines aspects of administration, collection and enforcement by the Federal Tax Authority that all organizations need to implement and comply with. Proper business planning to manage changes in systems and processes and competent staff in key functions of UAE businesses are a priority.

Taxation education is essential to upskill organizational talent in public and private organizations and ensure accurate application of the UAE VAT & Excise Duty laws, procedures and tax-related practices. In the public sector, knowledge and competencies in the area of tax administration, tax-payer relations and compliance become a priority to ensure efficient service to taxpayers.

About CERT

The Center for Excellence in Applied Research and Training (CERT) is the investment, training and applied research arm of the Higher Colleges of Technology (HCT), the largest federal higher education institution in the UAE. Our training & education portfolio includes 100s of courses in more than 12 disciplines, including certifications with City & Guilds, ILM, ICIDL and other international awarding bodies.

About the CERT VAT ACADEMY

Emerging as a response to the introduction of VAT & Excise tax legislation in the UAE in 2018, the VAT Academy has a mission to contribute to taxation capacity building and professionalization of the taxation function. The VAT Academy aims to equip professionals with the knowledge, skills and competencies required to excel in the functional roles associated with indirect tax policy, tax administration, tax-payer relations and tax regulation. Our programs align to global practices for the taxation function and are localized to the UAE legal and business environment.

Level 1: Awareness and Taxation Literacy

Level 2: Industry-specific and function-based programs

Level 3: Certifications and vocational qualifications

Level 4: Special programs for government entities, regulators and tax agents.

The VAT Academy offers taxation programs aligned to a Taxation Competencies Framework[®] that includes 8 clusters of knowledge :



- UAE VAT legal & policy framework
- VAT Accounting & finance
- Complex VAT scenarios
- Tax ethics & professional conduct
- Tax risk management & compliance
- Tax automation & data analysis
- VAT Audit & compliance
- Tax payer communication and reporting.

Our Faculty Team

The VAT Academy Faculty team includes qualified professionals in the area of Accountancy, Law, Auditing and Public Finances, with extensive international and local experience in multiple industries in the private and public sector.

Our expert taxation faculty works with your organization to align our tax-competency-based framework[®] to the specific skills required in key functional roles, to optimize the outcomes of the program and make every participant more effective at work.



**ADVANCING THE PROFESSIONALIZATION OF
THE TAXATION FUNCTION IN THE UAE**

CERTIFICATE IN UAE VAT IMPLEMENTATION & COMPLIANCE (35 hours)

Program Description

The Certificate in UAE VAT Implementation & Compliance is a 35-hr program aimed to enhance the knowledge and skills of professionals in Accounting, Law, Finances and other taxation-related roles in organizations, who require an in-depth understanding of the Federal Law and Executive Regulations for VAT in the UAE and its implications for implementation and compliance.

The Certification program covers a set of tax knowledge areas <http://vat.cert.ae/Home/TaxProfessionalCompetency>, including UAE VAT Legal framework, VAT Accounting, Complex Business Scenarios, Ethics, Audit & Compliance, and Communication and Reporting.

Program Objectives

The aim of the Certificate on UAE VAT Implementation & Compliance is to:

- Develop in-depth understanding of the new VAT system established in the Federal Law and regulations
- Enhance the knowledge and skills in all aspects of the tax function, including administration, calculation, reporting and payment of VAT duty.
- Improve tax-related competencies associated with regulatory compliance across core and non-core functions of an organization
- Develop competencies to identify the impact of the new tax laws on business activities.

Benefits to the Learner

This program provides participants with:

- Applied training, with real-world cases related to the VAT and regulations in the UAE and its impact on the organization's activities.
- Interdisciplinary approach that combines study of the legislation and implications to business functions, delivered by UAE-based tax experts.
- Enhanced competencies to support the organization in the formulation of effective processes that contribute to tax compliance.

Program Matrix

The Program Matrix for the Certificate in UAE VAT Implementation & Compliance– Fundamentals includes six specialized modules with 17 key topics:

CERTIFICATE IN UAE VAT IMPLEMENTATION & COMPLIANCE

MODULE 1	
1	VAT & Excise Duty Framework in the GCC and the UAE
2	VAT Registration
3	Taxable and non-taxable Persons and Supplies
4	Exempt, Zero Rate, Out of scope Goods & Services
MODULE 2	
5	VAT on Foreign Trade and Cross-Border Operations
6	VAT Invoicing and Billing
7	VAT Calculation
MODULE 3	
8	Input Tax Recovery and Apportionment
9	VAT Return Filing & VAT Payment
10	Fines & Penalties
MODULE 4	
11	VAT Schemes
12	Special Refund Schemes
MODULE 5	
13	VAT in Complex Business Scenarios
14	VAT in Key Business Sectors
MODULE 6	
15	Risk of Tax Evasion and Tax Avoidance
16	Tax Audits
17	Tax Agent Role

Learning Outcomes

Upon completion of the Certificate in UAE VAT Implementation & Compliance, participants will be able to:

- Explain the relevant aspects of the UAE Federal Law and Regulations related to VAT .
- Understand the processes associated with registration, calculation, record-keeping, reporting, payment and recovery of VAT .
- Understand the impact of VAT on an organization's activities.
- Identify risks associated with non-compliance, tax evasion and tax avoidance.
- Understand the role of the Tax Agent.

Competencies Targeted

This program learning outcomes map and target the following functional competencies.

Indirect Tax Regulation

Registration
Calculation
Applicability
Reporting rules
Schemes- Basics
Penalties and Fines
Disputes & appeals
Requirements for Tax Agents



Tax Compliance

Tax compliance measures
Awareness about Audits
Risk assessment
Assessment of Penalties
Awareness of administrative processes.
Internal Control

Tax Administration

VAT Registration
VAT Invoicing and Billing
VAT Calculation
VAT Return Filing
VAT Payment Process
VAT Refund process
VAT Record-keeping

Behavioral

Critical Thinking
Decision-making
Attention to Detail
Work organization
Problem solving

Course Assessments

Formative assessments to scaffold the knowledge and skills of the participants through case studies and scenarios, short-answer questions, discussions, numeracy and calculation questions. A portfolio of these activities will count for **70%** of the overall score.

Program Credentials

CERT will award a CERTIFICATE OF COMPLETION to delegates who achieve a score of minimum 65% and meet the attendance requirements as per HCT-CERT policies. CERT will award a CERTIFICATE OF ATTENDANCE to those who only meet the attendance requirements.

Course Duration & Schedule

The course is delivered in classroom mode for 35 hours, including 1 hour for the final assessment. Learners need to plan to allocate at least 10 hours of independent study per week throughout the program, including time for assignments. The schedule will be coordinated with the organization to provide opportunity for independent study reading and assignments between sessions.

Course Registration

Register at vatcert@hct.ac.ae or calling

Tel: +971 2 4048 521 +971 56 222 5903 in UAE.

You may also visit our website <http://vat.cert.ae> for online registration.

CERTIFICATE IN UAE VAT IMPLEMENTATION & COMPLIANCE

MODULE 1

1

VAT & Excise Duty Framework in the GCC and the UAE

- 1.1 GCC VAT Framework- Legislation and interpretation.
- 1.2 Country VAT Laws in implementing member states.
- 1.3 Introduction to value added tax: VAT concept, objectives, processes,
- 1.4 Key comparative features of VAT Decree Laws of other GCC countries vis a vis UAE VAT Decree Law.
- 1.5 Implications for the economy, government entities and tax administration

2

VAT Registration

- 2.1 Who is required to register under VAT laws
- 2.2 Application for registration and approval procedures.
- 2.3 Checking TRN validity
- 2.4 Registration as Groups.
- 2.5 Deregistration procedures.
- 2.6 Amendments or changes in registration details
- 2.7 Amendments blocked for online modification

3

Taxable and non-Taxable Persons and Supplies

- 3.1 Taxable persons
- 3.2 Taxable amounts and VAT rates.
- 3.3 Supply definition and classification: domestic taxable, reverse charge, intra-GCC, zero-rated, exempt
- 3.4 Place of supply- Goods & Services
- 3.5 Time of Supply (Tax Point rule)
- 3.6 Determining value of supply
- 3.7 Forward Charge and Reverse Charge Mechanisms
- 3.8 Examples of applicability of VAT on different types of supplies.

4

Exempt, Zero rate, Out of scope Goods & Services

- 4.1 Zero rated supplies
- 4.2 Exempt Supplies
- 4.3 Out of scope supplies.
- 4.4 Difference between zero-rated, exempt and out-of-scope supplies
- 4.5 Examples of VAT Exempt Supplies in UAE

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MODULE 2

5

VAT on Foreign Trade and Cross-Border Operations

- 5.1 Imports and Exports of Goods and Services under the VAT Decree Law.
- 5.2 Place of supply – Goods (with focus on place of supply for cross-border transactions).
- 5.3 Place of supply – Services (with focus on place of supply for cross-border transactions).
- 5.4 VAT Impact on the Cross-Border Transactions of Goods and Services with GCC and non GCC countries.
- 5.5 Applicability of the reverse charge mechanism
- 5.6 Case Study for Assessment- Portfolio evidence.

6

VAT Invoicing and Billing

- 6.1 Tax invoices and simplified tax invoices.
- 6.2 Requirements for when to issue and not to issue tax invoices.
- 6.3 Details and format to be used in Tax invoices.
- 6.4 Currency and exchange rates in foreign trade operations
- 6.5 Tax Credit Notes Definition
- 6.6 Requirements for when to issue and not to issue tax credit notes
- 6.7 Details and format to be used in tax credit notes
- 6.8 Record-keeping requirements for invoices and tax credit notes

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VAT Calculation

- 7.1 Charging output tax on sales and deductions.
- 7.2 VAT calculation when price is inclusive of VAT
- 7.3 VAT calculation in cases of discounts
- 7.4 Reverse charge Mechanism
- 7.5 Provisions for output VAT Adjustments
- 7.6 Determining VAT Payment: Output (-) Input VAT
- 7.7 Accounting for VAT in books of accounts
- 7.8 Case study for Assessment- Portfolio Evidence.



MODULE 3

8

Input Tax Recovery and Apportionment

- 8.1 Input Tax Recovery- conditions to be fulfilled for recovery on purchases.
- 8.2 Process for Input Tax Recovery under VAT Law.
- 8.3 Cases where input tax is blocked by VAT Decree Law.
- 8.4 Input Tax Apportionment.
- 8.5 Advanced concepts of Input Tax Recovery and Apportionment in mixed supplies of Goods & Services.
- 8.6 Refund Claims Process under VAT Law
- 8.7 Case Study for Assessment- Portfolio evidence.

9

VAT Return Filing and VAT Payment

- 9.1 Sections of the VAT return form (VAT 201).
- 9.2 VAT return filing period.
- 9.3 Process for filing VAT returns online.
- 9.4 Errors in VAT return filing
- 9.5 Input VAT adjustments in VAT return
- 9.6 VAT Voluntary Disclosure- Form 211
- 9.7 VAT Payment and Refund Claim process under VAT Law
- 9.8 Accounts and record-keeping requirements.

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Fines & Penalties

- 10.1 Administrative process for VAT assessments, fines and penalties
- 10.2 Errors in registration, calculation or filing.
- 10.3 Case Studies for Assessment of Fines and Penalties under VAT Law
- 10.4 Federal Tax Authority's powers and procedures for assessment and appeals
- 10.5 Case study for Assessment- Portfolio Evidence

CERTIFICATE IN UAE VAT IMPLEMENTATION & COMPLIANCE

MODULE 4

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VAT Schemes

- 11.1 Overview of used goods margin scheme and VAT calculation
- 11.2 Input Tax credit on Capital goods and Capital Asset scheme and VAT calculation
- 11.3 Profit Margin Scheme and VAT calculation
- 11.4 Gold and diamonds scheme and VAT calculation

12

Special Refund Schemes

- 12.2 Refund scheme for business tourists and non-business tourists
- 12.3 Refund schemes for UAE Nationals for VAT Charged on Residential Accommodation being built for self-use
- 12.4 Refund scheme for foreign government, diplomatic bodies and missions and certain international organizations.
- 12.5 Case study for Assessment- Portfolio Evidence

MODULE 5

13

VAT in Complex Business Scenarios

- 13.1 Deemed supply of goods and services: definition, exceptions, date of supply, value of supply and invoice.
- 13.2 Single-composite supply, multiple supplies in a single transaction. Self-supply of goods and services
- 13.3 Valuation of supply when consideration is not entirely in money
 - 13.4 Tax Point date, advances and special rules (assembly or installation of goods, sale on returnable basis or consignment sale, continuous supplies or progressive billing, supply through vending machine)
- 13.5 Concepts and applications of Bad Debts Relief.
- 13.6 Treatment for multi-party business transactions, transfer of business and de-registration
- 13.7 Transitional Provisions under VAT Decree Law and Executive Regulations
- 13.8 Case Study for Assessment- Portfolio evidence



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VAT in Key Business Sectors

- 14.1 Rules for Financial Services & Banking Sector, Insurance.
- 14.2 Rules for Education, Health Care, Oil & Gas.
- 14.3 Rules for Retail & Trading, Transportation & Logistic & Manufacturing.
- 14.4 Rules for Hospitality, Travel & Tourism
- 14.5 Rules for Real Estate, Construction.
- 14.6 Applicability of VAT on Designated Zones
- 14.7 Rules for Sovereign Functions of the Government Entities in UAE
- 14.8 Rules for charitable, not for profit and international diplomatic organizations
- 14.9 Case Study for Assessment- Portfolio evidence



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MODULE 6

17

Risks of Tax Evasion and Tax Avoidance

- 17.1 Potential areas of Tax evasion and Tax Fraud
- 17.2 Definition of Tax Evasion and intentional fraud
- 17.3 Definition of Tax Avoidance and difference with tax evasion
- 17.4 Violations and Administrative Penalties and potential for prison and fines
- 17.5 Reputational consequences and legal implications
- 17.6 Protecting against fraud: The role of the government
- 17.7 Supplier, customer and red flag indicators
- 17.8 Reporting rules and other policies to deter tax evasion: The OECD guidelines.

18

Tax Audits

- 18.1 Introduction to preparation of an Audit Plan
- 18.2 Preparation of an Audit Program including sampling techniques, time required, important aspects.
- 18.3 Aspects of Audit execution, client management, analysis of information assessed
- 18.4 Sampling technology for selecting transactions to conduct audit
- 18.5 Process for proper filing of audit documents, evidence and report
- 18.6 Preparation of Audit Report based on facts collected and assessed
- 18.7 Methodologies for audit follow up to ensure deficiencies pointed out during audit process are resolved by the Tax Payer

18.8 Case Study for Assessment- Portfolio evidence

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Tax Agent Role

- 19.1 Federal Tax Authority's powers, and procedures for assessments and appeals.
- 19.2 Application process to become a Tax Agent
- 19.3 Tax Agent Registry and Reasons for de-registration
- 19.4 Responsibilities of the Tax Agent
- 19.5 Professional Integrity and ethics



VAT ACADEMY

Our portfolio of Taxation programs includes industry-specific and function-specific courses aligned to a Taxation Competencies Framework



FUNCTION-SPECIFIC PROGRAMS

Bespoke training mapping key taxation competencies by functions:

- Accounting/Finance
- Auditing/Compliance
- Procurement
- IT
- Courts/Legal

Specialized taxation programs for your organization

INDUSTRY-SPECIFIC PROGRAMS

Bespoke Training addressing specific challenges of VAT implementation by sector:

- Education
- Financial Services
- Retailing
- Insurance

Centre of Excellence for Applied Research & Training CERT

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