



# PAYROLL & TAX ADMINISTRATION

ONLINE COURSE

## SYLLABUS

MODULE	TAKEAWAYS	EXERCISES
<b>Module 1</b> Basic Tax Concepts for individuals	Discover how to identify the taxable income, tax deductions and benefits for first-employment of foreign individuals redomiciling in Cyprus	<ul style="list-style-type: none"><li>• Case Studies</li></ul>
<b>Module 2</b> Basic Tax Concepts for businesses	<ul style="list-style-type: none"><li>• Discover how to prepare corporation tax computation;</li><li>• Discover how to identify tax free income and non-taxable expenses;</li><li>• Identify the key tax benefits deriving from IP tax regime, notional interest deduction and other international tax matters.</li></ul>	<ul style="list-style-type: none"><li>• Case Studies</li></ul>
<b>Module 3</b> Payroll principles & legislations	<ul style="list-style-type: none"><li>• Learn the fundamental principles of social insurance;</li><li>• Discover how to submit monthly declarations and record payroll transactions.</li></ul>	<ul style="list-style-type: none"><li>• Case Studies</li></ul>
<b>Module 4</b> Payroll Administration	<ul style="list-style-type: none"><li>• Develop skills in administering social insurance declarations, payment of liabilities to social insurance department;</li><li>• Learn the fundamentals of completing income tax forms TD1 &amp; TD7.</li></ul>	<ul style="list-style-type: none"><li>• Case Studies</li></ul>
<b>Module 5</b> Tax & Payroll Practice	<ul style="list-style-type: none"><li>• Investigate on case studies of Tax &amp; Payroll matters.</li></ul>	<ul style="list-style-type: none"><li>• Case Studies</li></ul>