

IICA CERTIFIED "GST CONSULTANT PROGRAM"

**FOR EXTENDING GST RELATED VALUABLE SERVICES TO
MSMEs & OTHER INDUSTRIES**

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| Indore 14-15 December, 2018 (Non-Residential) | Bangalore 27-28 November, 2018 (Non-Residential) | New Delhi 18-19 January, 2019 (Non-Residential) |
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ABOUT INDIAN INSTITUTE OF CORPORATE AFFAIRS

Indian Institute of Corporate Affairs (Website: www.iica.in) is a 21st century unique world class institution established by the **Ministry of Corporate Affairs, Government of India**. Its aim is to provide holistic treatment of all issues that impact corporate functioning to help today's business and shape tomorrow's. **The Hon'ble Minister of State for Finance & Corporate Affairs is the President of IICA. Secretary, Ministry of Corporate Affairs is the Chairperson of the Board of Governors**, which has many eminent personalities. The state-of-the-art campus of IICA is located at Manesar, Dist. Gurgaon, Haryana.

The **Centre for MSME**, an integral part of Indian Institute of Corporate Affairs (IICA), has been established to foster understanding of the regulatory framework, encourage innovative responses to business environments and focus on all other relevant issues affecting the MSMEs. It enables capacity building through training and interactions such as seminars and workshops, engages in documentation and research on MSMEs practices, encourages cluster development initiatives and uses its pivotal crosscutting position to create synergy among various facets of the MSME sector.

About the Program

The Goods and Service Tax (GST) regime has completed a year on July, 01, 2018 and things have started settling now. The most important achievement of the GST was the abolition of multiple taxes and bringing in a uniform indirect tax law across India, under a 'one nation, one tax regime'. Several taxes and multiple cess were merged into GST, placing India at par with global regimes. Central taxes such as Excise duty, and state taxes including value added tax (VAT), Octroi and purchase tax - all became part of GST.

Everyone appreciates that it is not a mean achievement to successfully introduce unified GST in a large country like India. Even more challenging is to introduce a paperless digital compliance and tracking system through e>Returns and e-way bills successfully.

It has affected virtually all business transactions. GST did not just mean a difference in the tax rate but changes in the entire ecosystem of the IT setup, supply chain, procurements, billing patterns and exports.

Increasing opportunities for Self-employment, working professionals and Tomorrow's Entrepreneurs

Compliance to GST, overall digitization initiatives along with a strong push for tax collection are all driving people to become more compliant with the country tax laws, hence driving demand for GST Consultants.

- i. The new tax framework applies uniformly to the whole of India, which means companies having global presence and looking forward to investing in India can now find it more convenient and administratively less costly to set up a business.
- ii. 66 lakh enterprises were registered since independence till introduction of GST. With 48 lakh additional enterprises added in one year with GST, Invoices worth around 350 crore processed, Returns over 11 crore filed and E-way bills over 10 crore generated all along with GST.

We therefore, realize at IICA that armed with correct skills, knowledge and education, India's youth and ever growing freelancers, self-employed and working professionals will become the economy's biggest strength and advantage in the coming years.

Keeping these imperatives in mind, we at Indian Institute of Corporate Affairs have introduced industry centric Four (4) Months - IICA's Certified GST Consultant Program, conceived for creation of the pool of IICA Certified GST Consultants with unique capabilities to deal with issues faced by MSMEs and other industries to create a competition in market to ensure better services at lower cost to customers for a low-cost solution as it is timely **need of the dynamic economic environment of today**

Post GST Compliance challenges, troubles and costs

GST, which subsumed multiple Central & State taxes such as value added tax, octroi, purchase tax, excise duty, service tax, countervailing duty, was rolled out from 1st July, 2017. The businessmen wanted to save their time and energy in filing returns etc., **however there are some difficulties which are practical difficulties that is now resulting for businessmen spending more time than the time they used to spend in filing returns earlier for seventeen different taxes.**

1) SMEs major post teething troubles

SMEs (Small and medium businesses), want simpler filing processes and their compliance costs have, gone up with rise in accounting expenses and more managerial time spent on filing and refunds. Small businesses that are moving away from cash transactions are facing working capital constraints as they have to pay GST well before they actually get paid for goods.

The major challenges for MSMEs are lack of skilled manpower, lack of awareness about latest technologies, methods and up-dated knowledge.

2) Refund mechanism still a Pain Point for Exporters

Three sets of issues - i) Getting refunds against letter of undertakings, ii) Delays in reverse-charge mechanism for job workers and iii) A mismatch in GST rates on inputs and final products, are some of the challenges exporters are struggling. Earlier banks used to advance some part of loans against the expected GST refund, but that has stopped now.

3) Tax authorities to keep their close eyes on companies

With more tax cuts coming, it is expected that tax authorities will be keeping tab on companies and products including ecommerce companies to check that companies pass on tax rate cuts to consumers.

- 4) Goods & Services Tax (GST) Returns, income tax filings and transfer pricing submissions will be analyzed and synchronized raising the prospects of even greater scrutiny that has not been possible before. Now that these would be tallied would mean tax demand could emerge from anywhere, either GST, income tax or even transfer pricing.
- 5) **Compliance**
- Govt. expects better compliance with simpler filing.
 - Businesses can expect more pressure from tax authorities if compliance does not improve.

Keeping these imperatives in mind, Indian Institute of Corporate Affairs (IICA) is launching all India series of IICA Certified "GST Consultant Training Program" to prepare tomorrow's entrepreneurs as GST Consultants to enable them to extend valuable services in various areas of GST to MSMEs and large Corporate Houses.

In this regard, it is our pleasure to offer you a Four (4) - Month Course - IICA's Certified GST Consultant Program, has been conceived in the backdrop of the integrated emphasis of the 'Skill India' ethos with the "Make in India" and "Mission 2022: 100M jobs" syndrome.

This Four (4) - Month Course - IICA's Certified GST Consultant Program that focuses on the practical application of the GST and provides an opportunity for you to discuss their practical situations and learn how they can effectively manage them under GST.

Learning Objectives

The objective, inter-alia covers:

- Training for job-seekers and youth (including women) for Development of a 'Skill-Pool' of young in diverse micro/small industrial services activities.
- Create Potential for employability enhancement and entrepreneurship development.
- Open a gateway for advances in the career making in the MSE (micro & small Enterprises) entrepreneurial and related endeavors.
- Develop a cadre of trained human resource so that they in turn create enterprises as GST Consultant.
- Enable India's youth and ever growing freelancers, self-employed and working professionals to become job creators and making India the land of entrepreneurs.
- Develop skills and competencies for setting up a new business in the area of GST Consultancy.
- Develop professionals in the areas of GST Consultancy.
- Facilitation of a vibrant and inherently - skilled and visible youth - Power with training (for India's youth) and transfer of skills to growth formation approach.
- Participate & Support "Mission 2022 : 100 M Jobs
- Providing specialized & updated knowledge in the areas of GST in a systematic manner.
- Understanding professional opportunities under GST and to practice in the field of GST.
- Understanding of GST for impact on Client's business & consequent impact on MSMEs.
- GST analysis with reference to leasing transactions - finance lease & operating lease, sale of securities & stock broking services, mutual funds & insurance services
- GST analysis with reference to securitization & sale of repossessed assets
- Understanding analysis of GST impact on costing & pricing of services
- Helping participants translate their learning into action.
- Analysis of amendments / changes introduced since implementation followed by valuation rules / procedures under GST & **Latest Changes in GST: Returns, Refunds, Assessment, Appeals, Audit and Advance Rulings.**

GST Program overview:

The GST Program designed by IICA, is an industry centric programme which incorporates Class room Training and online learning for the technical modules and Mentored Practical Experience. On one hand, it combines formal study and practical exposure to develop overall technical and professional skills for IICA certified GST Consultants and thereby provides them competitive edge to deal with GST related queries and concerns and on the other hand it allows MSME sector & Corporate entities to raise queries with IICA institute and get resolutions from our experts.

TRAINING ASSESSMENT PROCESS:

Training Assessment process comprises three parts:

1. Level I - Initial Assessment

This is basic program in which 2 days of classroom training session is conducted followed by examination (test of understanding). Successful students become eligible to apply for Intermediate level.

Dedicated two day training program packed with interactive sessions comprising slide shows, study material, group exercises & Quiz (test of understanding) and Training Evaluation.

2. Level II - Continuous ongoing Evaluation through Internship period of 3 (Three) months

This level is an internship period of 3 (Three) months. During this period, IICA with its strong linkages with the MSMEs and large Corporate is uniquely placed to give practical exposure to participants enrolled with the program whereby they serve MSME industry with free online consultancy through IICA to resolve their day to day issues. During the course of internship, participants shall be evaluated and mentored by panel of experts on their problem solving and consultancy skills. All the successful candidates shall be eligible to get enrolled for Expert Level program.

3. Level III - Expert Level - 5 days training program (5 days online training)

The Expert Level training program will be for invitees only based on the Skill sets, assessment and evaluation of the Individual Participant in the initial two Elements (Level I - Initial Assessment & Level II - Continuous ongoing Evaluation through Internship period of 3 (Three) months). The Five days online training will be facilitated through an online platform - Learning Management System (LMS). This level III - Expert Level is an advanced training program whereby participants will undergo training in configuration of accounting systems via 5 days online training. Post training completion students must appear in 2-hour written examination on the 5th day of the training and will consists of multiple-choice type, 60 revolving questions.

Successful candidates shall be awarded with GST Consultant Certificate from IICA.

The weightage of the three scores are given as below:-

| Criteria | Assessment Score |
|--|-------------------------|
| Level I - Initial Assessment - 2 day classroom training | 10 |
| Level II - Continuous ongoing Evaluation through internship period of 3 (three) months | 30 |
| Level III - Expert Level - is an advanced training programme whereby participants will undergo training in configuration of accounting systems via 5 days online training. Post training completion students must appear in 2-hour written examination on the 5th day of the training and will consists of multiple-choice type, 60 revolving questions. | 60 |
| Base | 100 |

MANADATORY REQUIREMENT

- a. To become Qualified for GST Consultant Certification, the participant must qualify in all 3 levels of Assessment Process.
- b. Minimum Passing Marks Are: 60%
- c. The Participants Management (Registrations, Short Listing) Shall Be Done By IICA.

FUNCTIONAL FEATURES:

- a) **Support to Enrolled GST candidates for initiating consulting process** - IICA will create repository of the pool of qualified and IICA certified GST Consultants. Enrolled candidates will also get support by way of mapping of consultants with MSME needs in consultation with MSME, Trade and Industry Associations/Chambers of Commerce and Industry.
- b) **Resolving Present GST issues and challenges** - **This program will** allow MSME sector & Corporate entities to raise queries with IICA institute, **discuss their practical situations, learn how they can effectively manage them under GST** and get resolutions from our experts.

ELIGIBILITY CRITERIA

- India's youth, ever growing freelancers, self-employed and working professionals are eligible with a Bachelor's Degree or Post Graduate degree from a recognized university.
- Micro, small and medium enterprises engaged in Manufacturing, Trading and services sector throughout the country having registration with Ministry of MSME (Udyog Adhar Memorandum), DIC (EM-II) OR with any other agency (Industry Association, Export Promotion Councils, NSIC, GEM- Government e-marketplace and other Govt. agency).
- MSMEs and other Industries can get their accountants / employees trained on IICA's Certified GST Consultant Training program and save heavy fees paid to CAs or other Tax advisors.
- Candidates currently undergoing B.A., B.COM, B.SC., BBA, MBA, M.A, M.COM, M.SC. B.E./ B.TECH.MBE, LLB, LLM, CA, CS, ICWAI, OR PHD Program in any university or college / Institution are eligible for joining this training program and after completion of the program, they have to furnish the copy of the marks -sheet / degree certificate with-in three months of the completion of IICA's Certified GST Consultant Training program. Colleges, Universities, Institutions, Coaching Centres can nominate their students as well as Degree Pass-outs to get trained on IICA's Certified GST Consultant Training program.

Previous initiatives in support of GST implementation by Centre for MSME, Indian Institute of Corporate Affairs (IICA)

With a view to assist the Government in effective implementation of GST Laws and furthering various IICA initiatives to educate the industries at large about the diverse facts and facets of Goods & Services (GST), Indian Institute of Corporate Affairs (IICA) through its Centre for MSME organized series of Special GST hands-on training programs on "Goods & Services Tax (GST) Law (dealing with post GST impact & implementation issues)" during FY 2017-18. These trainings were a sequel to the previous initiatives of the Centre for MSME, IICA in support of GST implementation among MSMEs and Corporate entities, which included Round Tables, sector specific customized training programs for the Organizations in Power Sector and banking / financial services sector, Workshop Hand book on GST comprising of the complete concept of GST with its key features, followed by Valuation Rules, Input credit Mechanism (ICM) Rules and Procedures and its impact on business with various practical aspects. Through these series of Special GST hands-on training programs, Centre for MSME has met learning, development and training needs about Goods & Services Tax (GST) of the entrepreneurs & professionals as well as bankers covering the public & private corporations.

Who Should Attend

- India's youth (women included), freelancers, micro entrepreneurs & working professionals.
- Established & Budding Entrepreneurs, Developing entrepreneurs, MSME sector representatives, Professional from financial institutions and Banks, Financiers and Consultant, Technology, Infrastructure and other service providers, Potential investors and venture capitalists, Product Development, Branding and Sales Agencies, Development Agencies.
- Beneficial to Academia, Corporate professionals in various executive or commercial roles such as finance, accounts, taxation, legal, Governance, Regulatory & Compliance, marketing, sales, business development & Information Technology.
- Potential domestic and international investors, Government, women entrepreneur, Existing & Prospective Entrepreneurs across various verticals viz. manufacturing products as well as IT & IT - Enabled services, Imports & Exports logistics & transportation, shipping lines etc.
- Must attend for people with varying level of experience i.e. Senior Management, Middle, General Managers and Program Managers working in DICs (under Directorate of Industries), NSIC, NSDC, DGT, SIDBI, MSME-DI, Office of DC- MSME, Office of DC-Handicraft and DC-Handloom, State Industrial Development Corporations, States Financial Corporations, EXIM Bank, BRICS Development Bank, IFC, German, US, European & UN development agencies) and other development sector professionals.

Program Highlights

The Four (4) - Month Course - **IICA's Certified "GST Consultant Program"** aims at overcoming the new set of challenges in terms of changes in the entire ecosystem of IT setup, Supply Chain, Sales and Operation planning (S & OP), Procurements, billing patterns, tax positions, tax rates and classification, Accounting and invoicing process, financial processes-accounts receivable, accounts payable and cash management, exports etc. due to implementation of GST - '**One Nation, One Tax Regime**' and by and large, GST affect all the Functions and Departments in a Company and it changes the way business is being done.

The course is divided into 3 levels -

Level I - Initial Assessment

Dedicated two day training program packed with interactive sessions comprising slide shows, study material, group exercises & Quiz (test of understanding) and Training Evaluation.

| Program Flow | |
|------------------|---|
| Day 1 | |
| Session 1 | Concept, Genesis and Features of GST (Goods and Services Tax) |
| Session 2 | Meaning and scope of supply of goods and services (Time and Place of Supply- Intra State and Inter State Transactions) |
| | Tea break |
| Session 3 | Mechanism of Input tax Credit under GST-eligibility, apportionment and reversal |
| | Lunch break |
| Session 4 | Professional Opportunities under GST |
| Session 5 | <ul style="list-style-type: none"> • Rules for valuation of supplies under GST • Procedure for various registrations & various returns under GST • E-way Bills- Applicability and Mechanism, Generation of E-way bills and other practical aspects |
| | Quiz (test of understanding)and Training Evaluation |
| | Tea break |

| Day 2 | |
|------------------|--|
| Session 1 | Returns under GST- Reconciliation of returns |
| | Tea break |
| Session 2 | Practical analysis of some key issues - For Banking Sector, Financial Services, NBFCs and Insurance Services <ul style="list-style-type: none"> • GST analysis with reference to leasing transactions - finance lease & operating lease, sale of securities & stock broking services, mutual funds & insurance services • GST analysis with reference to securitization & sale of repossessed assets |
| | Lunch break |
| Session 3 | Returns filing under GST and Payments of GST - understanding Electronic Ledgers under GST |
| Session 4 | Hands on Assessments, appeals, audits and Advance Rulings |
| Session 5 | <ul style="list-style-type: none"> • Composition Scheme under GST for small dealers • Import - Export and Refunds under GST • GST Provisions for job work, works contract transactions under GST |
| Session 6 | GST Consultant - Role of a consultant and consulting process - Consulting Skills & Competencies to arrive at earning potential of Rs.1,00,000/- per month |
| | Quiz (test of understanding) and Training Evaluation |
| | Tea break |

Level II - Continuous ongoing Evaluation through Internship period of 3 (Three) months

The 3-month Internship will enable the candidates to understand the practical aspect of the GST training. During the course of internship, participants shall be evaluated and mentored by panel of experts on their problem solving and consultancy skills.

Level III - Expert Level - 5 days training program (5 days online training)

The Five days online training will be facilitated through an online platform - Learning Management System (LMS). This **level III - Expert Level is an advanced training program whereby participants will undergo training in configuration of accounting systems via 5 days online training. Post training completion students must appear in 2-hour written examination on the 5th day of the training and will consists of multiple-choice type, 60 revolving questions.**

REGISTRATION & FEE STRUCTURE

| | | | |
|---|---|---|--|
| Program | IICA Certified GST Consultant Program for Extending GST Related Valuable Services To MSMEs & other industries | | |
| Timings | 10:00 am to 06:00 pm | | |
| Date: 14-15 December, 2018 | Date: 27-28 November, 2018 | Date: 18-19 January, 2018 | |
| Venue: Hotel President, 163, RNT Marg, South Tukoganj, Indore, Madhya Pradesh 452001 | Venue: The Galaxy Club Brigade Gateway, 26/1 Dr. Rajkumar Rd., Malleswaram West, Bangalore - 560 055 | Venue: Russian Centre of Science and Culture 24, Firoz Shah Road, Near Mandi House, New Delhi - 110001 | |
| Non-Residential Fee: Rs.6,490/- (Rs.5,500/- plus GST) | Non-Residential Fee: Rs.6,490/- (Rs.5,500/- plus GST) | Non-Residential Fee: Rs.6,490/- (Rs.5,500/- plus GST) | |

- Limited seats, Registration on the basis of first come, first serve!!!

Total Fee (in INR)

| Fee | Level I - Initial Assessment | Level II - Continuous ongoing Evaluation through Internship period of 3 (three) months | Level III - Expert Level - 5 days training program (5 days online training) |
|---------------------------|---|--|---|
| Registration Fee | Non-Residential Fee: Rs.6,490/- (Rs.5,500/- plus 18% GST) (including examination fee of Rs.500/-) | Non-Residential Fee: Rs.3,245/- (Rs.2,750/-plus 18% GST) | Non-Residential Fee: Rs.7,965/- (Rs.6,750/-plus 18% GST) (including final examination fee of Rs.750/-) |
| Due Date | Level - I Program fee is to be remitted at-least five (5) days before the commencement of the GST Consultant Training program in respective cities. | Within 30 days of the completion of (Level-I) and at-least five (5) days before the commencement of the Intermediate Level - Continuous ongoing Evaluation through internship (Level-II) | Within 30 days of the completion of (Level- II) and at-least five (5) days before the commencement of the Expert Level - 5 days training program (5 days online training) (Level-III) |
| Three Levels Fee | Fee excludes cost of travel, accommodation and living expenses | | |
| Total Proposed Fee | INR 17,700.00 (INR 15,000.00 plus (+) 18% GST) | | |
| Option1 | Candidates have the option to deposit the total fee of Rs.17,700/- (Rs.15,000/- plus GST) in one go | | |
| Option2 | Candidates have the option to split the total registration fee into three instalments as tabulated above as Level-I, Level-II and Level-III fee | | |

Payment Mechanisms:**A. NEFT Details:-**

| S. No. | Particulars | Details |
|--------|-------------------------------|--|
| 1. | Name of the Beneficiary | Indian Institute of Corporate Affairs |
| 2. | Account Number | 604810210000007 |
| 3. | Type of Account | SB-10 |
| 4. | Name & Address of Bank Branch | Bank of India, Electronic Niketan, CGO Complex, Lodhi Road, New Delhi-110003 |
| 5. | Branch Code | 6048 |
| 6. | MICR Code | 110013052 |
| 7. | NEFT IFSC Code | BKID0006048 |

B. Demand Draft:

The programme fee may also be paid through a demand draft drawn in favour of "Indian Institute of Corporate Affairs" payable at New Delhi.

Program Director & Facilitator



Mr. Rajesh Batra
Head-Centre for MSME
Indian Institute of Corporate Affairs
(Ministry of Corporate Affairs)

Rajesh Batra is currently responsible for several development activities through Capacity Building measures by taking serious initiatives in Entrepreneurship Education, Information, Research and Consultancy, Collaboration for Policy Facilitation, professional endeavors for institutional strengthening, Sector guidelines and advocacy to develop best practices for SMEs.

He has long experience of dealing with promotion, development and financing of Micro, Small and Medium Enterprises as well as Agriculture Rural Industries segments, SME competitiveness enhancement and institutional strengthening. Over the last 25 years, he has worked extensively in the Policy development work, Business Strategy, Project Management, Imports, Program management, Procurement & Logistics / Supply Chain Management (SCM) and Business development. He was appointed Sole Arbitrator under the Arbitration & Conciliation Act 1996 by the Chairman-cum- Managing Director of NSIC Limited for adjudication of disputes and differences between NSIC Ltd. and Private Business units. Besides, as a member of core team, he worked closely to lead / oversee the matters related with large scale implementation of Activity Plan / Programs including govt. grant monitoring and administration under the Centrally Sponsored large Schemes of Govt. of India.

Rajesh has done his masters in commerce and postgraduate management courses in the areas of Foreign Trade and Marketing. Currently, Rajesh is with Indian Institute of Corporate Affairs (IICA) as Head, Centre for MSME since 25th April 2014. He is working very closely with the industry and with different GOI offices at the Ministry level, State bodies, industry associations/chambers of commerce, entrepreneurship development institutes, SMEs, national and international supporting partners and banks/financial institutions to ensure capacity building at both ends: at the government level as well as at the industries. He gets invited to speak and chair sessions by organizations such as Ministry of MSME and its constituent institutions, Industry Associations and other leading Institutions as well as for select interaction meeting.

Before joining IICA – an autonomous institution under the Administrative Control of Ministry of Corporate Affairs, Government of India, he was working as Dy. General Manager with India's apex SME development organization – The National Small Industries Corporation Ltd. (NSIC) – The Premier Mini – Ratna Government of India Enterprise under Ministry of Micro, Small & Medium Enterprises.

Contact us for IICA's Certified GST Consultant Program (4 month course):

Course Director - Mr. Rajesh Batra,
Head-Centre for MSME
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