



SKILLS HUB INTERNATIONAL LTD

Kimironko-Gasabo-Kigali
KG 11 AVE, TRIUMP HOUSE, 3rd Floor,
P.O. Box: 5024 Kigali-Rwanda,
Email: skillshubinternational@gmail.com
Website: www.skillshubinternational.com ,
Tel: 0780343116/ 0787514131/ 0789969900

CALL FOR APPLICATION ON TAXATION

ABOUT SKILLS HUB INTERNATIONAL (SHI) LTD

SKILLS HUB INTERNATIONAL (SHI) LTD is a subsidiary of ONCG GLOBAL HOLDINGS LTD a multidisciplinary consulting group operating across African continent. SHI Ltd is registered in Rwanda since 2013, to offer a wide range of world-class training services and employment services to both corporate and individual clients.

It also offers cutting edge business and management customized training programs. Our training services include Professional training services, Executive Training, In-house training services and Special Training services for specialized industries like banks, insurers and others. Training services are provided via two schools namely School of Business Professionals and School of Business Executives. Our trainings range from one day-certificate to three-months training for certificate of proficiency. In addition, SHI as a Capacity building specialized supplier, offers Refresher course services to both employees and job seeking community.

COURSE OVERVIEW AND OBJECTIVES

This course focuses on compliance with Rwandan tax law, which has become a top priority in assessing an organization's risk profile. A thorough understanding of tax planning and management measures, as well as awareness of the fine line between legitimate tax management and tax evasion or crimes, is essential. Therefore, personnel involved in tax management must be equipped to effectively minimize organizational risk through proper tax practices. This is the knowledge you will gain at Skills Hub International.



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Objectives:

By the end of this course, participants will be able to:

- Comprehend the principles and significance of various types of taxation, particularly employment income tax, corporate income tax, and VAT.
- Evaluate methods of taxing employment income, including employee benefits, deductions, and credits.
- Identify common challenges in employment tax compliance and reporting.
- Assess the components of corporate income tax, including how to calculate taxable income and determine allowable deductions.
- Understand the implications of different corporate structures on tax liabilities and explore strategies for tax reduction.
- Recognize the importance of withholding taxes and their application in various contexts, such as salaries, dividends, and interest.
- Understand the reporting requirements associated with withholding taxes and the responsibilities of employers and businesses in the withholding process.
- Explain the mechanics of Value Added Tax (VAT), including registration, invoicing, and compliance procedures.
- Analyze the implications of VAT for businesses and consumers and explore strategies for effective VAT management.
- Develop effective tax planning strategies for individuals and businesses to optimize their tax liabilities.
- Evaluate both legal and ethical considerations in tax planning to ensure compliance with local and international laws.



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INDICATIVE CONTENTS

Module 1. TAXATION OF EMPLOYMENT INCOME

- ✓ Introduction to Employment Income
- ✓ Legal Framework
- ✓ Calculating Employment Income
- ✓ Special Cases in Employment Income Taxation
- ✓ Payments Exempted from Employment Income Tax

Module 2. CORPORATE INCOME TAX

- ✓ Introduction to Corporate Income Tax
- ✓ Legal Framework
- ✓ Determining Taxable Income
- ✓ Corporate Tax Rates
- ✓ Tax Incentives and Reliefs
- ✓ International Taxation Considerations
- ✓ Loss and Profit Carryovers
- ✓ Compliance and Reporting Requirements
- ✓ Tax Planning Strategies
- ✓ Entities Exempted from Corporate Income Tax
- ✓ Zero-Rated Entities

Module 3. WITHHOLDING TAXES

- ✓ Introduction to Withholding Taxes
- ✓ Legal Framework
- ✓ Types of Withholding Taxes
- ✓ Rates and Thresholds
- ✓ Calculation and Deduction Processes
- ✓ Reporting and Payment Obligations



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- ✓ Persons Exempted from Withholding Taxes

Module 4. TAXATION OF VALUE ADDED TAX (VAT)

- ✓ Introduction to Value Added Tax (VAT)
- ✓ Legal Framework
- ✓ Principles and Mechanism of VAT
- ✓ VAT Registration
- ✓ VAT Rates and Exemptions
- ✓ VAT Calculation
- ✓ VAT Invoicing and Documentation
- ✓ VAT Returns and Payments
- ✓ Claims for Input Tax Credit
- ✓ Compliance and Enforcement

Module 5. TAX PLANNING.

- ✓ Introduction to Tax Planning
- ✓ Understanding Taxation Principles
- ✓ Legal Framework for Tax Planning
- ✓ Tax Planning Strategies for Individuals
- ✓ Tax Planning Strategies for Corporations
- ✓ Tax Compliance and Reporting

DATE AND VENUE

Courses will start by 1st to 30th **October** 2025 (**Day-evening sessions**). While, **Weekend Sessions** will start from 1st to 30th **November** 2025. Training will take place at SHI professional Training Center Offices located at **KIMIRONKO-GASABO, TRIUMPH HOUSE 3RD Floor.**



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SESSIONS AND DAYS OF TRAINING

The training Program will last for 28 hours and will be delivered in two different sessions as follows:

DAY-EVENING SESSION (TUESDAY TO THURSDAY)	WEEKEND SESSION (SATURDAY & SUNDAY)
From (18h00 to 20h00)	From 14h30 to 17h00
[1 st _ 30 th October]	[1 st _ 30 th November]

Click the link to register:

<https://forms.gle/ccWS1naw7CA1Ypps8>

Kindly reach us on the following emails:

- skillshubinternational@gmail.com
- kemmanuel@skillshubinternational.com

Or contact us for more information:

+250 780 343 116, +250 787 514 131, +250 789 969 900.

COURSE FEES & PAYMENT MODES

The amount of fees per course **On Taxation** is 150,000 Rwf Paid via our bank accounts; **4003200725206** at **EQUITY BANK RWANDA PLC**, ***182*8*1*097137# Using Mo-Mo Pay.**

The fees will cover tuition, training materials and Certificate.

CERTIFICATE OF COMPLETION

A certificate will be issued at the end of the program to every trainee who completes the course.

Approved on behalf of SHI Ltd

Mr. NTAMBARA Jean Nepo

Director of Operations