VAT Fundamentals and Compliance Training Course

4 – 8 January 2027
Tokyo

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Ref: 36258_19456 **Date:** 4 – 8 January 2027 **Location:** Tokyo **Fees:** 10000 Euro

Overview

Tax compliance requires foundational operational knowledge across transaction accounting, taxable supply classifications, and documentation controls. This course in VAT Fundamentals and Compliance provides structured instruction for finance and accounting personnel seeking a complete grounding in statutory tax administration. Participants examine registration thresholds, place and date of supply rules, input tax recovery conditions, reverse charge mechanisms, and statutory reporting procedures under current legal standards. The curriculum equips operational teams to handle routine tax accounting with precision and establish reliable audit trails. This course is delivered by Agile Leaders Training Center.

Who Should Attend

- Accountants and finance officers seeking practical grounding in core tax operations.
- Accounts payable and accounts receivable specialists managing tax invoicing and reconciliation.
- General ledger accountants and bookkeepers responsible for VAT compliance entries.
- Compliance and risk analysts reviewing commercial agreements and tax exposure.
- Procurement and sales administrators managing tax documentation and customer master files.
- Finance managers overseeing periodic tax filing and internal controls.

Departments and Industries

This course serves accounting, billing, procurement, internal audit, and commercial operations across diverse business sectors needing solid indirect taxation procedures.

- Finance and Accounting, Bookkeeping, and General Ledger
- Accounts Payable, Accounts Receivable, and Billing Operations
- Procurement, Supply Chain, and Commercial Contracts
- Internal Audit, Risk Management, and Financial Governance
- Retail, Wholesale Distribution, and Import Operations
- Manufacturing, Professional Services, and Real Estate

Learning Objectives

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

- Identify core tax principles, registration thresholds, and exception criteria.
- Determine the correct place of supply rules and date of supply for standard transactions.
- Differentiate between standard-rated, zero-rated, and exempt transactions with appropriate evidence.
- Apply input tax recovery criteria and maintain the capital asset scheme register.
- Process imported goods and services using the reverse charge mechanism correctly.
- Compile periodic tax returns, manage tax invoicing controls, and prepare for statutory audits.

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Course Agenda

Day 1: Core Principles and Registration Rules

- Statutory Tax Framework and Indirect Taxation Principles
- Mandatory and Voluntary Registration Thresholds and Application Steps
- Tax Group Formations and Related-Party Treatment
- Exception from Registration Criteria and Deregistration Triggers
- Record-Keeping Standards and Archiving Statutory Tax Records

Day 2: Place, Date, and Valuation of Supply

- Place of Supply Rules for Domestic and Cross-Border Goods
- Place of Supply Determination for Services and Special Circumstances
- Date of Supply Triggers and Continuous Performance Rules
- Valuation Principles and Market Value Adjustments for Related Parties
- Discounts, Rebates, and Consideration Calculations

Day 3: Zero-Rating, Exemptions, and Import Taxation

- Zero-Rated Transactions across Exports, Healthcare, and Education
- Exempt Financial Services and Residential Real Estate Supplies
- Designated Free Zones and Territorial Boundary Rules
- Import Accounting and the Reverse Charge Mechanism
- Documentation Standards for Proving Cross-Border Movement of Goods

Day 4: Input Tax Recovery and Capital Asset Adjustments

- Input Tax Recovery Conditions and Non-Deductible Business Expenses
- Standard and Alternative Input Tax Apportionment Methods
- Capital Asset Scheme Thresholds and Multi-Period Adjustments
- Five-Year Limitation Periods for Input Tax Recovery and Refunds
- Supplier Verification and Due Diligence Protocols

Day 5: Returns, Tax Invoicing, and Statutory Audits

- Tax Invoicing Mandatory Details, Simplified Invoices, and Credit Notes
- Electronic Invoicing Readiness and Digital Workflow Controls
- Periodic Return Preparation and Financial Accounting Reconciliations
- Error Correction Mechanisms and Voluntary Disclosure Rules
- Administrative Penalties, Tax Audit Procedures, and Rights of Appeal

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Practical Exercises

Participants apply foundational principles to structured practical scenarios and operational accounting problems.

- Suggested activity: Review supplier invoices to verify compliance and determine input tax eligibility.
- Suggested activity: Calculate tax obligations across a portfolio of standard, zero-rated, and exempt supplies.
- Suggested activity: Apply reverse charge entries to imported cross-border consulting services.
- Suggested activity: Complete a draft periodic tax return using reconciliation worksheets.

FAQs

What background is recommended before attending?

Participants benefit from basic familiarity with general accounting, invoicing, or financial record-keeping. The programme is structured for professionals who require a clear introduction to tax mechanisms and statutory obligations.

How is the daily schedule arranged?

The course takes place across five days. Each day features four to five hours of instruction, practical examples, group exercises, and review sessions, totalling twenty to twenty-five instructional hours.

How does this course differ from an advanced amendments update?

Advanced update seminars focus primarily on recent technical amendments for experienced tax managers. This course establishes foundational tax understanding across the entire statutory regime, including supply rules, recovery mechanisms, returns, and digital invoicing standards.

What materials and templates are included?

Learners receive instructional notes, case studies, sample return templates, tax invoice checklists, and operational guidance documents to support ongoing compliance tasks in their organizations.

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Conclusion

Completing this course enables finance professionals to manage daily tax obligations with confidence. Participants return with actionable methods for verifying invoices, classifying transactions, reconciling ledgers, filing accurate returns, and maintaining robust audit documentation.