



# TRAINING SESSIONS ON **BUSINESS DOCUMENTATION, TAXATION, AND ACCOUNTING FOR WOMEN ENTREPRENEURS**

**The Revenue Mobilisation, Investment and  
Trade Programme (REMIT)**

in collaboration with

**Trade Development Authority of Pakistan (TDAP),**  
is conducting training sessions for women entrepreneurs

**FEBRUARY 14-15, 2024**

**Venue: Marriott Hotel, Islamabad**

For information please contact  
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**AGENDA**  
**TRAINING OF WOMEN ENTREPRENEURS**  
**14th - 15th February 2024**  
**Marriott Hotel, Islamabad**

<b>Day</b>	<b>Session</b>	<b>Timing</b>
<b>14th February 2024 (Accounting)</b>	Opening remarks by Secretary/ Representative TDAP	9:30 AM - 9:40 AM
	Introduction to REMIT	9:40 AM - 9:50 AM
	Session 1: Introduction to Business and Accounting Concepts	9:50 AM - 10:20 AM
	Session 2: Recording Transactions and maintaining Records	10:20 AM - 11:30 AM
	Tea Break	11:20 AM - 11:45 AM
	Session 3: Sale and Purchase Systems	11:45 AM - 1:00 PM
	Lunch Break	1:00 PM - 1:45 PM
	Session 4: Trial Balance and Financial Statements	1:45 PM - 3:15 PM
	Tea Break	3:15 PM - 3:30 PM
	Session 5: Cash and Bank Management, Computerised Accounting	3:30 PM - 5:00 PM
Interactive Session/Q&A	5:00 PM - 5:30 PM	
<b>15th February 2024 (Taxation)</b>	Session 1: Overview of Pakistan Tax System	9:45 AM - 10:30 AM
	Session 2: Tax Compliance and Filing Returns	10:30 AM - 11:30 AM
	Tea Break	11:30 AM - 11:45 AM
	Session 3: Maximising Rebates in Exports	11:45 AM - 12:45 PM
	Lunch Break	1:00 PM - 1:45 PM
	Session 4: Dealing with Tax Consultants and Tax Authorities	1:30 PM - 2:30 PM
	Session 5: Overcoming Taxation Challenges for Women Entrepreneurs	2:30 PM - 3:15 PM
	Tea Break	3:15 PM - 3:30 PM
	Session 6: Case Studies and Group Discussion	3:30 PM - 4:30 PM
Certificate distribution ceremony for participants	4:30 PM - 5:00 PM	