

Class Schedule System

- Route A – On Campus Class System
- Route B – On line Class System
- Route C – Correspondence Class System

Program Duration

The PGDTM program has been designed for 2.5 months in 1st Term and another 2.5 months for 2nd Term and 1 month for case study and software total 6 (Six) months 600 marks. All classes will be offered during weekend.

Teaching Methodology

Teaching methodology will be including a combination of lectures, exercises, case studies, in-class assignments, projects, presentations, group work and guest speakers. All classes will be offered only on weekend to accommodate students as well as professionals. It will be a training based practical oriented program.

Post Graduate Diploma In Tax Management (PGDTM) (Income Tax, VAT & SD and Customs Act)

1st Term & Level: (2.5 Months), 36 Class, 300 Marks, 9 Credits

Foundation & Knowledge Level

PGDTM: 201	Tax System in Bangladesh (Income Tax Ordinance & Rules) a) Individual Tax Theory, Law & Application b) Income Tax Software, Case Study & Practical
PGDTM: 202	Value Added Tax (VAT) & Supplementary Duty (SD) Act in Bangladesh a) Theory, Law & Application b) VAT Software, Case Study & Practical
PGDTM: 203	Customs Act in Bangladesh, Theory, Law & Application

2nd Term & Final Level: (2.5 Months), 36 Class, 300 Marks, 9 Credits

Professional & Practical Level

PGDTM: 301	a) Company Act, Corporate Compliance & Gift Tax b) Corporate Communication & Information Technology
PGDTM: 302	Applied VAT & SD and Customs Act a) Theory, Law & Application
PGDTM: 303	Company & Corporate Tax, Tax Practice & Tax Audit Company Tax Theory, Law & Application ITP (Income Tax Practitioner) VAT Consultant & VAT Agent Preparation

Skill Development & Research

Case Study & Research	Real life problems and case scenarios on VAT, Income Tax and Customs Issues with software application.
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Each Course Weights 100 Marks

Certificate, Marksheet and Grading System

Certificate & Marksheet: On successful completion of the PGDTM the participants will be awarded certificate and Marksheet.

The participants who will able to complete the PGDTM program they will be awarded certificate and mark sheet. The program will be managed by a PGDTM Program Management Committee (PPMC).

Total Fees & Investment of the Program: BDT 37,800
(6 Courses Covering 12 Class Module Each Course & 72 Lectures)

Admission Form: BDT 500, Admission Fees: BDT 5,500 and Tuition Fees BDT 5,300 (Per Subject)

Mode of Payment

Installments	Amount BDT	Time of Payment
1st	17,800	During admission
2nd	10,000	Before the 1st Term Examination
3rd	10,000	Before the 2nd Term Examination
Total	37,800	

Waiver System

- 15% Waiver Available For:**
 - Daffodil International University Students
 - FCTB Members
 - 10% Waiver Available For:**
 - ITP, VAT Consultants, VAT Agents, & Learned Lawyers
 - CA, CMA, CS, and CGA Students
 - 3 or more students joining from the same organization
 - Paying full course fees during admission
- Note: Only one waiver can be applied per student.**



For further information, please contact
Human Resource Development Institute (HRDI)
Daffodil Tower

4/2 Sobhanbag, Mirpur Road, Dhanmondi, Dhaka-1207
Tel: +88 48111639, 48111670, 9128705, 9132634
E-mail: admission@daffodilvarsity.edu.bd

ADMISSION OFFICE
The Foundation of Chartered Taxation of Bangladesh (FCTB)
FCTB Corporate Office, Shahera Tropical Centre
CEO & Director/FCTB Management Team
218, Elephant Road, 6th Floor, Suit # 725, Bata Signal, Dhaka-1205
Tel: +88 9615407-8,
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01311189237, 01301728870, 01776463780
E-mail: info@fctb.org.bd
E-mail: chairmanfctb@gmail.com
www.fctb.org.bd



PGDTM

Be A Certified PGDTM Professional

(Post Graduate Diploma in Tax, VAT & Customs Management) and Preparation Tax & VAT Practitioner

(Most Valuable, Demanding, Income Tax & VAT Practice Preparation Software and Career Oriented Professional Tax Diploma in Bangladesh)

Jointly Offered by HRDI of DIU & FCTB



গাজুয়েট
বুদ্ধিমান ও
দূরদর্শীগণের জন্যই
পিজিডিটিএম



কর সচেতনতা বৃদ্ধি করি
দেশের কল্যাণে কাজ করি

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@fctb.org.bd

WE ARE PROUD OF OUR FOUNDER MEMBERS ADVISORS, RESOURCE PERSONS & COURSE TEACHERS

MUZAFFAR AHMED FCS, FCMA
President & CEO, CRISL
Founder President-FCTB
Founder Advisor & Member, FCTB

NASRIN BEGUM
Member
Bangladesh Competition Commission
Faculty Member & Resource Person, FCTB

MR. MOHIDUL ISLAM
Addl. Commissioner (Income Tax)
National Board of Revenue (NBR)
Advisor & Member, FCTB

Z. A. MANIK FCS, FCMA, LLB
ITP (NBR), MBA, M. Com (DIU)
Fellow & Council Member-ICSB
Founder & Chairman-FCTB

M. JAMAN KHAN FCS, ACPA
Secretary-FCTB
Fellow Member-ICSB
Associate Member, FCTB

DR. ABDUL MANNAN SHIKDER
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National Board of Revenue (NBR)
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MOHAMMAD AKBAR HOSSAIN
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MONOWAR HOSSAIN FCA, FCMA
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Co-Founder & Vice President-FCTB

MD. SOHEL RANA PGDTM
PGDTM Course Associate
Associate Member, FCTB

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Joint Secretary, Government of Bangladesh
Founder Advisor & Member, FCTB

PROFESSOR DR. MOHAMMED MASUM IQBAL
Dean
Department of Innovation & Entrepreneurship
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Alhaj Adv. Harun-Ur-Rashid Farid
Advocate
Bangladesh Supreme Court
Founder Member, FCTB

MD. ZOHIRUL ISLAM FCA
Partner, HSM & Co.
Chartered Accountants
Co-Founder & Vice President-FCTB

MD. SUMON MIA PGDTM
PGDTM Course Associate
Associate Member, FCTB



About HRDI of DIU

Daffodil International University (DIU) is one of the leading Universities in Bangladesh. Human Resource Development Institute (HRDI) an institution of Daffodil International University (DIU) has been established to position itself as a center for promoting excellence in Education, Learning, Development and Research. This institute is approved by the University Grants Commission (UGC) which is the regulatory authority for all universities in Bangladesh. The main objective of the HRDI is to connect DIU with the corporate world.

About FCTB

The Foundation of Chartered Taxation of Bangladesh (FCTB) is a research based non-profit organization having professional and knowledgeable society registered under Societies Registration Act of Bangladesh engaged in promoting tax awareness, tax education, professional training, research work, skills development, capacity building, technology, innovation and revenue literacy for development of Bangladesh. The objectives of FCTB are also arranging continuous professional development (CPD), national and international conferences, seminars, workshops, strengthening and capacity building programs and activities

About PGDTM

PGD In Taxation (Income Tax, VAT, Customs & Practice Preparation) Management (PGDTM) is a career oriented specialized qualification in taxation (Income Tax, VAT & SD Act and Customs Act) management and compliance. It is a joint program designed by HRDI of DIU in collaboration with FCTB to combine academic knowledge and practical skills to develop high caliber tax expert personnel.

Outcome and importance of the Program of PGDTM

After completion of the program the participants will be able to:

- Acquire practical knowledge Income Tax, VAT & SD Act, Customs Act and Finance Act.
- Compute tax rate, rebate calculation, tax deduction at source, individual and company tax.
- Basic and practical knowledge of Income Tax and VAT calculation with return preparation.
- Income Tax and VAT return online preparation and submission procedures to the authority
- Automated VAT calculation through NBR enlisted VAT software and online based application

- Acquire background knowledge to become Income Tax Practitioner (ITP), VAT Consultant & VAT Agent.
- Go for higher professional studies under ICAB, ICMA, ICSB, ACCA, CPA, CGA, CFA, Law Education
- Get membership from FCTB and enter national and international wide network for professionalism.
- Become a taxation expert to acquire professional knowledge to face the challenges in career also in future.
- Income Tax and VAT practice preparation and job facilities in the corporate sectors to build career

Why Choose PGDTM of HRDI, DIU and FCTB ?

- Practical and professional oriented syllabus and curriculum developed jointly by HRDI of DIU and FCTB
- Comprehensive Coverage of Income Tax, VAT & SD and Customs Law and related SROs and Orders; Imparts Skills of Financial Statement Analysis.
- Courses are taught by Reputable Senior Officials of the NBR, University, Professionals and Faculty Members of DIU, Fellow Members from ICAB, ICMA, ICSB and Lawyers.
- Courses Include real life problems and case scenarios on VAT, Income Tax and Customs Issues. Income Tax Practitioner, VAT Consultant, VAT Agent and high officials from National Board of Revenue (NBR).
- Hand on training and Learn Income Tax Software, VAT Software and Accounting Software in a well-equipped computer lab.
- Only Friday/Saturday class, (Online class facilities and campus class facilities & correspondence class are available).
- Online admission procedures, Competitive fee structure with flexible payment mode by installment system.
- Upon successful completion PGDTM awardees will get membership from FCTB followed rules and conditions.

Admission Criteria

Graduate or equivalent qualification holders in any discipline from a recognized university, college or academic institution at home and abroad are eligible to apply for admission.

Admission Procedure

Candidates fulfilling the admission criteria should apply using the prescribed 'Admission Form'	
FCTB office:	Please Call or Send SMS for Admission Form to 01749071687, 01778221894 01311189237, 01301728870 01776463780
Completed application forms are to be submitted to Daffodil Tower (Admission Contact) at 4/2 Sobhanbag, Dhanmondi, Dhaka-1207 or FCTB office: 218, Elephant Road, Dhaka-1205, Bangladesh.	