



Bombay Chartered Accountants' Society
ISO 9001:2015 Certified

Indirect Taxation Committee
Chairman: CA Sunil Gabhawalla
Convenors: CA Saurabh Shah, CA Dushyant Bhatt & CA Gaurav Save

**Two half-days Physical Workshop on GST
Skilling up – Writing, Responding and Representing**

Dear Members,

The GST has increased day-to-day compliance obligations to an extent that professionals find themselves pressed for time to refine their verbal and written communication skills. At the same time, the need for effective communication skills cannot be emphasized enough. This skill is often referred to as an Art – art of speaking, art of writing, art of presentation, etc.

With a concerted effort and a little guidance, this skill can be honed by any person determined to do so. Considering that GST litigation is on an increasing trend, there is a need for specialised talent in this particular field. With this in mind, we have endeavoured to draw up a two half-days' workshop on **“GST - Skilling up – Writing, Responding and Representing.”**

Any person who is practicing/handling GST compliances and associated litigations and is/would be communicating with the Revenue authorities, would benefit from this workshop as it is designed to provide practical experience in drafting and representation skills. The workshop is in two parts - Principles/Awareness and Practice on the spot.

The details of the workshop are as follows:

Topic	Two half-days Physical Workshop on GST Skilling up – Writing, Responding and Representing
Day & Date	Friday, 9 th February 2024 & Friday, 16 th February 2024 Add event to Outlook Calendar
Time	3.00 pm to 6.30 pm
Venue	Physical meeting – BCAS, 7, Jolly Bhavan No. 2, BCAS Chowk, New Marine Lines, Mumbai - 400 020 Google map of location

Participant profile	Freshly Qualified CAs /CA's with up to 3 years' experience, GST practitioners handling compliance and associated litigation. The workshop has been curated keeping certain participant skills in mind and to provide personal attention to the participants. Limited seats - 30 participants only	
Fees	Member	Rs. 2,000/- + 18% GST Total Rs. 2,360/-
	Non Members	Rs. 2,250/-+ 18% GST Total Rs. 2,655/-
Registration Link	Click Here	

Sr. No.	Topics	Speaker
1	Fundamentals of Professional Writing & Communication Skills	CA Raman Jokhakar
2	Drafting and Referencing Specific drafting skills Representation skills	CA Tejal Mehta
3	Exercises in drafting Role plays in Tax Litigation	CA Raman Jokhakar and CA Tejal Mehta

Key takeaways:

- Refine the art of clear, concise and correct communication;
- Polish your writing - contemporary business English, common writing pitfalls and self-editing techniques;
- Learn how to draft various tax litigation documents such as emails responses, letters, replies to notices, etc.;
- Learn how to represent before the Revenue Authorities.

Do attend this workshop and spread the word amongst your friends and colleagues, so that they too can benefit from this workshop.