



BOMBAY CHARTERED ACCOUNTANTS' SOCIETY

Empowering The Profession Across Bharat

Seminar on Documentation for Professional Excellence in Direct-tax Compliances

Dear Members,

Building Robust Documentation for Better Compliance, Quality & Litigation Defence

The evolving tax and regulatory landscape has significantly elevated the importance of professional documentation in tax practice. Today, documentation is no longer merely a procedural requirement, it is the cornerstone of quality assurance, professional responsibility, peer review, and effective litigation support.

Whether it is a Tax Audit, Income-tax Return, Tax Audit Quality Review Board (TAQRB) inspection, Peer Review or issuance of certificates and reports, well-maintained documentation enables professionals to demonstrate due diligence, justify positions adopted and defend their work with confidence.

In an era of increasing scrutiny by regulators and tax authorities, every tax professional must have standardized documentation practices, robust engagement protocols and defensible working papers.

To help members strengthen their documentation framework, the Direct Tax Committee is pleased to organise a comprehensive seminar covering practical aspects of documentation in direct-tax practice.

The seminar will, inter alia, cover:

- Documentation requirements in Tax Audit assignments and professional standards.
- Documentation from the perspective of Peer Review and TAQRB.
- Engagement Letters, Independence, Eligibility under section 288 and communication with previous auditors.
- Clause-wise audit documentation, management representations and reliance on third-party information.
- Documentation relating to Income-tax Return filing, certifications and advisory engagements.
- Record keeping for legal opinions, residential status, trusts, succession matters and positions taken in tax filings.
- Standard Operating Procedures (SOPs), digital documentation protocols and quality control.
- Common documentation gaps, reporting mistakes and best practices for professional excellence.

The session will be highly practical and will focus on developing documentation practices that not only ensure compliance with professional standards but also safeguard practitioners during assessments, reviews and disciplinary proceedings.

The details of the seminar are as follows –

Topic	Documentation for Professional Excellence in Direct-tax Compliances
Day & Date	Monday 17th August 2026 Add event to Outlook Calendar
Time	4:00 pm to 7:00 pm
Speakers	CA Priya Vora – Documentation in Tax Audit Assignments CA Saroj Maniar – Documentation in Tax Compliance, Return Filing & Certifications
Fees	Members - Rs. 400 /- + 18% GST =Rs 472/- Non-Members - Rs. 600 /- + 18% GST =Rs 708/-
Venue	Virtual Mode
Registration Link	Click Here



Direct Tax Committee
Chairman – CA Anil Sathe
Co-Chairman – CA Deepak Shah
Convenors – CA Vishesh Sangoi, CA Ronak Rambhia & CA Akshar Panchmia

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