

'E-Learn' - A Virtual Learning Initiative

Seminar on Documentation for Professional Excellence in Direct-tax Compliances

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.

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 details of the seminar are as follows:

Event held on	17th August 2026
Validity	30 days from the Date of Approval
Venue	BCAS Academy
Fees	BCAS Members: Rs. 472/- (including GST) Non-Members: Rs. 708/- (including GST)
Registration link	Click here

Particulars	Speaker
Documentation in Tax Compliance, Return Filing & Certifications	CA Saroj Maniar
Documentation in Tax Audit Assignments	CA Priya Vora