

## Executive Diploma in Employment Income Tax (HK & PRC) 香港及內地僱傭稅制專業行政文憑課程

22 July - 18 November 2019



# Executive Diploma in Employment Income Tax (HK & PRC)

## 香港及內地僱傭稅制專業行政文憑課程

### INTRODUCTION

This Executive Diploma course is divided into three modules:

The first module introduces you the Hong Kong Tax System and highlight the relevant areas of which Human Resources professionals should be aware. We will go through all those key areas of Hong Kong Salaries Tax from Compliance, like Employers' Obligations to the preferential tax treatments stated in the Inland Revenue Ordinance ("IRO").

The second module introduces you the China Tax System and highlight the Individual Income Tax laws which Human Resources professionals should be aware. We will discuss all those important sections in the PRC Individual Income Tax and demonstrate how to calculate the tax abilities under each different residence scenario in China.

The third and final module is intended to highlight the cross-border tax issue between Hong Kong and China and introduce you tax equalization and tax protection i.e., how the global mobile employees are treated fairly in terms of taxation. We focus on the Double Tax Agreement between Hong Kong and China and highlight the important articles which Human Resources professionals should be aware. We will then demonstrate to you how the tax projection is prepared, the hypothetical tax is estimated, the final tax equalization settlement is calculated and areas in which you should be aware in managing expatriates' tax between Hong Kong and China.

### OBJECTIVES

This course is ideal for Human Resources professionals who is responsible to the Tax Compliance in Hong Kong and China, and manage the expatriates' tax and group Tax Equalization Program in Cross Border cases. It aims to enable participants to handle tax compliance professionally.

After the course, you should

- be aware of the Employers' and Employees' Obligations under the IRO and the PRC IIT law,
- understand the preferential tax treatments offered in the IRO,
- be able to calculate the Salaries Tax liability and the PRC IIT law,
- understand how Double Tax Agreement works,
- be able to understand how the Tax Equalization Program and Tax Protection Program works.

### DESIGNED FOR

Our Executive Diploma course targets those who are responsible to the Tax Compliance in Hong Kong and China and handle the expatriates' tax or group Tax Equalization Program for the assignees, and those Human Resources professionals who wish to sharpen their job knowledge and skill in tax compliance areas.

### DATES AND TIME

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Modules	Dates & Time	Venue
EDEIT-30001-2019-1-L Hong Kong Salaries Tax	Monday (7:00 pm - 10:00 pm) 22 July; 12, 19, 26 August; 2 September 2019 (Please note that no class will be held on 29 July and 5 August 2019)	HKMA Li Ka-shing College of Professional & Continuing Education 8 Hoi Wang Road Mongkok (West) KOWLOON
EDEIT-30002-2019-1-L PRC Individual Income Tax	Monday (7:00 pm - 10:00 pm) 9, 16, 23, 30 September; 14 October 2019	
EDEIT-30003-2019-1-L Cross-border Taxation between Hong Kong and China	Monday (7:00 pm - 10:00 pm) 21, 28 October; 4, 11, 18 November 2019	

### M1: Hong Kong Salaries Tax

- To give an all-round knowledge about the Hong Kong Salaries Tax ("HKST") and tax compliance requirements in the Inland Revenue Ordinance.
- To learn the source rule in the HKST, how the preferential tax treatments offered in the IRO are applied and how to calculate the HKST liability.

#### Content

- A. Introduction to the Hong Kong Taxation System
  - Characteristics of Hong Kong taxation system
  - Tax category chargeable in Hong Kong
  - Highlight useful websites in respect of Hong Kong Salaries Tax
- B. Tax Administration
  - Employers' Obligations
  - Types of Returns
  - Types of Notice of Assessment
  - Objections, Appeals, Holdover Claims and Re-open Claims
  - Offences, Penalty and Recovery of Tax
- C. Salaries Tax - Scope of Charge and Source of Income
  - Hong Kong Employment vs Non-Hong Kong Employment
  - Time Apportionment Claim
  - All Exemption Claim and Sixty-Day Exemption Claim
  - Unilateral Relief Claim
- D. Salaries Tax - Taxable Income and Deductible items
  - Income from Employment
  - Income items specifically includes as taxable income in the IRO
  - Income items specifically excludes as taxable income in the IRO
  - Fringe Benefits
  - Holiday Journey Benefit
  - Housing Benefit Arrangements and Computation of Rental Value
  - Outgoing, Expenses and Concessionary Deductions
- E. Salaries Tax - Personal Allowances and Tax Computation
  - Personal Allowances
  - Salaries Tax Computation Examples

### M2: PRC Individual Income Tax

- To give an all-round knowledge about the PRC Individual Income Tax ("PRC IIT") and tax compliance requirements in respect of PRC IIT.
- To learn the tax resident concept in the PRC IIT, the tax treatments on specific compensation items and how to calculate the PRC IIT liability on employment income.

#### Contents

- A. Legal and Administration Framework of China Tax
  - Sources of law
  - Types of laws and regulations
  - Introduction of different tax categories
  - Highlight useful links in respect of China Tax
- B. PRC Individual Income Tax ("IIT")
  - Tax Resident Concept
  - Individuals liable to income tax
  - Taxable income under PRC IIT
  - Tax rates and computation
  - Tax treatments on specific compensation items
  - Tax administration, tax filing and tax collection
  - Useful functions in Excel for calculating IIT liabilities

### M3: Cross-border Taxation between Hong Kong and China

- To give the knowledge of Double Tax Agreement (“DTA”) between Hong Kong and China.
- To learn how the tax credit treatment offered in DTA is calculated.
- To understand Tax Equalization Program and Tax Protection Program and how they works.

#### Contents

- A. Double Tax Agreement between Hong Kong and China
  - Double Tax Agreement
    - History and background
    - Multiple residents
    - 183-day exemption
    - Tax Credit
    - Concept of Permanent Establishment
- B. Tax Equalization vs Tax Protection
  - Tax Equalization
  - Tax Protection
  - Hypothetical Tax Calculation
  - Tax Gross-up
  - Tax Equalization Settlement

#### FEE

HKMA Member: HK\$9,000  
Non-member: HK\$9,900  
Group Discount: HK\$300 each  
(For two or more participants making payments on this course together)

#### LANGUAGE MEDIUM

The programme will be delivered in Cantonese, and the course material will be in English.

#### DEADLINE

17 July 2019

#### LECTURER

##### **Chiu WONG, BA (Hons), MSc (London University)**

Chiu earned BA (Hons) in Accountancy from the Hong Kong Polytechnic University and MSc in Financial Management from London University.

His professional knowledge in taxation was developed and earned in one of the Big Six CPA Firm after his graduation in PolyU. He has over ten year experience in tax areas and was responsible for in-house tax training while working in the CPA firm. His last position taken in the commercial sector is Assistant Managing Director in a leading Toys Manufacturing Group.

Chiu is also a frequent speaker for various professional institutes and associations and teaching in various local universities in Hong Kong and Macau.

#### SATISFACTORY COMPLETION OF A MODULE

A minimum of 70% attendance is required for satisfactory completion of a module. Students must obtain at least 50% of the assessment result of each module.

#### AWARD

A student who has satisfied all the requirements and completing all three modules will be awarded the Executive Diploma in Employment Income Tax (HK & PRC).

#### ENQUIRIES

For course details:  
Shirley Chan: 2774 8569 Email: details.cdp@hkma.org.hk  
General Enquiry & Enrolment: 2774 8500 or 2774 8501  
Fax: 2365 1000

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