

**Content Outline
for the
Certified Accounting Practitioner
Tax & Law**

Tax

1. Tax system (*Study weighting—5%, Level B*)
 - 1) Characteristics of the Ukrainian tax system
 - a. Tax laws
 - b. Tax service
 - c. Taxpayers; taxation objects; tax sources
 - d. Functions of taxes
 - e. Classification of taxes
 - f. Major principles of the tax system formation
 - 2) Rights and obligations of parties in tax legal relations
 - a. Ukrainian legislation on the procedures for settlement of taxpayers' obligations to the government's coffers and government special purpose funds
 - i. Competence of controlling agencies
 - ii. Procedures for reconciling tax liabilities
 - iii. Appeal of decisions made by controlling agencies
 - b. Procedures for filing tax returns by taxpayers
 - c. Tax due dates
 - d. Tax pledge
 - 3) Liability for violation of the tax laws
 - a. Financial penalties
 - b. Administrative liability
 - c. Criminal liability
2. Indirect taxes
 - 1) Value added tax (VAT) (*Study weighting—8.5%, Level C*)
 - a. VAT payers
 - b. VAT rates
 - c. VAT objects
 - d. VAT base
 - e. Tax note
 - f. Mechanism of calculating VAT to be paid to the government
 - i. Tax liability
 - ii. Tax credit
 - iii. VAT to be paid (refunded)
 - g. VAT benefits
 - h. Features of taxation of export transactions
 - i. Features of taxation of goods and services import transactions
 - j. Rules for keeping tax accounting records
 - k. Procedures for completing the VAT return
 - 2) Excise taxes (*Study weighting—1.5%, Level C*)
 - a. Payers of excise taxes
 - b. Excise taxation objects
 - c. Tax rates
 - d. Procedures for calculating and paying excise taxes

- 3) Customs fee (*Study weighting—1.5%, Level C*)
 - a. Calculating customs value of import
 - b. Mechanism of calculating and paying customs fee
3. Corporate income tax (*Study weighting—10%, Level C*)
 - 1) Payers of this tax
 - 2) Taxation objects
 - 3) Calculating gross revenues
 - 4) Calculating gross costs
 - a. Direct costs
 - b. Double purpose costs
 - c. Accounting for increase (decrease) in book value of inventories
 - 5) Taxation of special transactions
 - a. Foreign currency transactions
 - b. Related party transactions
 - c. Dealing in securities
 - d. Joint activities
 - e. Dividends
 - f. Debentures and loan stock transactions
 - g. Long-term contracts
 - h. Taxation of nonprofits
 - i. Taxation of banks and insurance companies
 - j. Taxation of nonresidents
 - 6) Accounting for property, plant and equipment
 - a. Classification of property, plant and equipment
 - b. Book value of property, plant and equipment
 - c. Rates and procedures for calculating depreciation
 - d. Accounting for repairs and upgrading of property, plant and equipment
 - 7) Bad debts
 - 8) Tax accounting rules
4. Personal income tax (*Study weighting—10%, Level C*)
 - 1) Principles of taxation of natural persons
 - a. Taxable income
 - b. Revenues not included in the taxable income
 - c. Determining the taxation object when accruing income in a non-cash form
 - d. Tax rates for each type of revenue
 - 2) Taxation of individual types of revenue
 - a. Salary
 - b. Revenue from leasing property
 - c. Interest income
 - d. Dividends
 - e. Royalties
 - f. Taxation of winnings and prizes
 - g. Investment profit
 - h. Charity assistance
 - i. Revenues from long-term life insurance and nongovernmental pension insurance contracts
 - j. Mortgage interest

- k. Taxation of foreign revenues
 - l. Taxation of revenues received by nonresidents
 - m. Money received for business travel and to included in the expense report
 - n. Revenue from selling movable and immovable property
 - o. Inheritance and gifts
 - 3) Social benefits
 - 4) Tax credit
 - 5) Tax agents
 - 6) Taxation of private entrepreneurs' income
 - 7) Accruing, withholding and paying the tax to the government
 - 8) Filing reports
- 5. Simplified tax system (*Study weighting—3.5%, Level C*)
 - 1) Single tax
 - 2) Fixed tax
 - 3) Craft tax
 - 4) Fixed agriculture tax
- 6. Tax planning at an enterprise
 - 1) The concept of tax planning
 - 2) Forms and methods of tax planning
- 7. Local taxes and fees; other tax payments (*Study weighting—1.5%, Level C*)
 - 1) Local taxes (rates)
 - a. Communal tax
 - b. Advertising tax
 - 2) Local fees
 - 3) State fees
 - 4) Payment for trade patent to some business activities
 - 5) Payment for land
 - 6) Vehicle owner's tax
 - 7) Payment for resources
 - a. Payment for the use of radio frequency resource
 - b. Payment for the use of natural resources
 - c. Payment for prospecting work done at the government's expense
 - d. Payment for environmental pollution
 - 8) Single charge collected at the point of crossing the national border
 - 9) Charge for the development of wine-growing, gardening, hop-growing
 - 10) Payment to the personal deposits assurance fund
- 8. Contributions to the government special purpose funds (*Study weighting—3.5%, Level C*)
 - 1) Contribution for mandatory government pension insurance
 - 2) Contribution for mandatory government social insurance against unemployment
 - 3) Contribution for mandatory government social insurance against temporary disability
 - 4) Contribution for mandatory government social insurance against work accident

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Law

1. General characteristics of the Ukrainian legal system (Study weighting—3.5%, Level B)
 - 1) The concept of a legal system and its structure
 - a. Anglo-Saxon system
 - b. Roman and Germanic system
 - c. Muslim and other legal systems
 - 2) Legal system and its elements
 - a. Norms of law
 - b. Institutions of law
 - c. Branches of law
 - 3) Sources of law and their operating principles. System of regulatory and legal acts in Ukraine
 - a. Types of sources
 - b. Application of regulatory and legal acts in time, in space and to a range of persons
 - c. Application of international treaties
2. General characteristics of business law (Study weighting—1.5%, Level C)
 - 1) Subject and System of business law
 - 2) Business concept and principles
 - 3) System of public and legal regulation of business
 - a. The concept of government regulatory policies. Participation of natural and legal persons in regulatory activities
 - b. Means of the regulatory interference of the government in business people's activities
 - The concept of a government order
 - The concept of a license
 - The concept of a trade patent
 - The concept of quoting
 - c. Areas of business activities that may be controlled by the government
3. Basis of the legal status of business entities (Study weighting—5%, Level A)
 - 1) Concept and types of business entities. Small business entities
 - 2) Natural persons – entrepreneurs
 - a. Legal competence of a natural person
 - b. Legal capacity of a natural person
 - c. Restrictions on legal competence and capacity of a natural person
 - d. Obtaining a private entrepreneur status by a natural person
 - 3) Legal persons
 - a. The concept, attributes, types and organizational and legal forms of legal persons
 - b. Legal competence and capacity of a legal person
 - c. The concept, methods of and procedures for establishing a legal person
 - d. Termination of a legal person
 - 4) General characteristics of some organizational and legal forms of legal persons
 - a. Commercial legal persons
 - The concept, types of a business association
 - The concept of a production cooperative
 - The concept of a state commercial enterprise
 - The concept of a government enterprise

- The concept of a communal unitary enterprise
 - b. Nonprofit legal persons
 - The concept of a institution
 - The concept of a consumer cooperative
 - The concept of a union of citizens
 - The concept of a charitable organization
- 4. Joint Stock Company (*Study weighting– 5%, Level A*)
 - 1) The concept and types of joint stock companies
 - 2) Procedure for establishing a joint stock company
 - a. Stages of forming an open joint stock company
 - b. Foundation documents
 - 3) Share capital
 - 4) Governing bodies of a joint stock company
- 5. Property (capital) of legal persons (*Study weighting– 5%, Level B*)
 - 1) General provisions on the ownership right and other property rights
 - a. The concept of the ownership right
 - b. Reasons for acquiring and discontinuing the ownership right
 - c. Property rights of persons that are not owners
 - 2) Composition and sources of forming the property of legal persons
- 6. General provisions of the law of obligations (*Study weighting– 5%, Level B*)
 - 1) General provisions on obligations. Grounds for arising of an obligation
 - a. Reasons for arising of an obligation. The concept and types of deals
 - b. Invalidation of deals
 - c. Types of obligations
 - The concept of obligations with many parties (partial and joint)
 - The concept of alternative and optional obligations
 - The concept of primary and secondary obligations
 - The concept of public obligations
 - 2) Fulfillment of an obligation
 - a. The concept of fulfillment and the principle of proper fulfillment of an obligation
 - b. Subject, place, time and method of the fulfillment of an obligation
 - 3) Methods of securing obligations
 - a. Forfeit
 - b. Collateral
 - c. Down payment
 - d. Surety
 - e. Guarantee
 - f. Retention
 - 4) Termination of obligations
- 7. The general provisions of contract law (*Study weighting – 5%, Level B*)
 - 1) The concept and types of contracts
 - 2) The content of contracts
 - 3) Concluding, changing and canceling contracts
 - a. Place, form and moment of concluding a contract
 - b. Offer and acceptance
 - c. Specific features of concluding individual types of contracts
 - d. Grounds and consequences of changing and canceling a contract
 - 4) General characteristics of individual contracts for transferring the ownership
 - a. General sale and purchase contract
 - b. Retail sale and purchase contract

- c. Delivery contract
 - d. Other types of sale and purchase contracts
 - The concept of the agreement of contracting the agriculture produce
 - The concept of barter contracts
8. Protection of rights and legitimate interests of business entities (*Study weighting – 5%, Level B*)
- 1) Ukrainian judicial system
 - a. Powers of the Ukrainian Constitutional Court
 - b. Common law courts
 - c. Arbitration courts. International commercial arbitration
 - 2) Dispute settlement procedures applied by different judicial bodies
 - a. Out-of-court methods of protecting business entities
 - b. Consideration of disputes by business law courts
 - c. Enforcement of business law courts' rulings
9. Legal regulation of rehabilitation and bankruptcy of business entities (*Study weighting – 3,5%, Level B*)
- 1) The concept of insolvency and bankruptcy
 - 2) Parties and other participants in bankruptcy proceedings
 - 3) Stages of bankruptcy proceedings
 - a. Initiation of proceedings
 - b. Preparatory hearing of the business law court
 - c. Identifying creditors and those who are willing to participate in the sanation of the debtor
 - d. Preliminary hearing of the business law court
 - e. Adjudging a debtor bankrupt and bankruptcy announcement
 - f. Termination of bankruptcy proceedings
 - 4) Out-of-court and court procedures applied to a debtor
 - a. Managing the debtor's assets
 - b. Sanation of the debtor
 - c. Concluding an amicable agreement
 - d. Liquidation procedure
10. General characteristics of the labor contract (*Study weighting – 1,5%, Level C*)
- 1) General characteristics of Ukrainian labor legislation
 - 2) The concept and content of a labor contract
 - 3) Procedures for concluding a labor contract. Types of the labor contract
 - 4) Contract as a special form of the labor contract
 - 5) Changing conditions of a labor contract
 - 6) Termination of a labor contract
 - 7) Procedures for considering labor disputes
11. Governmental supervision and control agencies in the area of business (*Study weighting – 3%, Level C*)
- 1) Legal framework for governmental control of business activities. Types of governmental agencies that exercise supervision and control in the area of business
 - 2) Inspections by fiscal agencies
 - a. List of governmental agencies that exercise supervision and control over financial and economic activities of entrepreneurs
 - b. Inspections by tax authorities
 - Rights of tax authorities
 - Powers of the tax police
 - The concept of a planned inspection
 - Grounds for a special inspection

- Procedures for a withdrawal of documents by tax authorities
 - c. Types of inspections by the control and inspection service
 - d. The concept and types of customs control exercised by the customs service
 - e. Rights of the Pension Fund bodies in relation to the control over the correctness of accruing and paying insurance contributions
- 12. Legal regulation of ensuring the economic competition in the area of business (*Study weighting – 3%, Level C*)
 - 1) Competitive relations as an object of legal regulation. Legal methods of control over the monopoly position of a business entity in the market
 - a. The concept of economic competition
 - b. Determining the monopoly position in the market
 - c. Activities limiting the competition
 - d. Anticompetitive actions of governmental agencies
 - 2) Protection of business activities against unfair competition
 - a. The concept and signs of unfair competition
 - b. Illegal use of goodwill
 - c. Creating impediments to business people and achieving illegitimate competitive advantages
 - d. Illegitimate collection, disclosure and use of the commercial secret
 - 3) Considering cases on the violation of legislation on the protection of economic competition
- 13. Legal regulation of audit and accounting (*Study weighting – 1.5%, Level C*)
 - 1) Legal regulation of accounting
 - a. Principles of maintaining accounting records
 - b. Organization of accounting at the enterprise
 - c. Specific features of maintaining accounting records
 - d. General requirements for financial statements
 - e. Filing financial statements
 - f. Tasks and responsibilities of an accountant
 - 2) The concept of an audit. Establishment, activities and liquidation of audit companies
 - a. The concept of an audit and an audit company
 - b. The concept of public financial statements
 - c. Grounds for performing a statutory audit
 - d. Certification and licensing of auditors
 - 3) Rights and responsibilities of auditors in performing an audit
 - 4) The concept and basic elements of the auditor's report
- 14. Liability in the area of business activities (*Study weighting – 1.5%, Level C*)
 - 1) The concept and types of legal liability
 - 2) Protection of civil rights. The concept, forms and types of civil and legal liability
 - 3) The concept, forms and types of economic and legal liability of business entities
 - a. The concept and types of economic penalties
 - b. Grounds for exempting from economic and legal liability
 - 4) Public and legal liability in the area of business
 - a. Grounds for the tax service to apply penalties
 - b. The concept of an administrative seizure of assets by the tax service
 - c. Types of administrative actions applied by the tax service