

## **Audit and Objection Guidelines**

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## **Guidelines Manual of Audit Visit**

**Things that we advise a taxpayer to follow when dealing with an audit committee or when delegating any person to visit Income and Sales Tax Department on behalf of the taxpayer**

1. Checking that the available data in the registration application is correct (address, telephone number, PO. Box, .... etc.) In case the data has changed, please update it to contact you easily.
2. In case you delegate another person to visit the department, please be sure that this person has a certificate of representation and delegation which allows this person to visit the department on behalf of you.
3. Checking that your books and accounting records to be audited are correct and they match the tax returns submitted to ISTD from time to time and before the auditing process.
4. You will be informed with the date of auditing visit by contacting you to identify tax periods to be audited and prepare books and accounting records, without trying to avoid determining the date of visit because auditing is a benefit for you.
5. Facilitating the task of the audit committee by providing a suitable place and preparing all necessary means, accounting records and books to perform the auditing process in accordance with the provisions of the law and the instructions which cover the tax period to be audited.
6. Instructing the person who is responsible for preparing accounting and filling to be with the audit committee to save time and effort.

7. Providing the auditor with all required data and supporting documents which they are not available at the time of auditing, as soon as possible and as it is agreed upon.

## **Guidelines Manual of an Objection against Auditor's Decision**

### **Things that we advise you to follow when dealing with an objection committee when objecting against auditor's decision**

1. Following up receiving auditing notifications in order to submit the objection during the determined legal time limit in the law without neglecting it, as it may result in denying the objection in form in case you delay in submitting the objection within the legal time limit.
2. Studying the audit decision to be objected and identifying the important points.
3. Preparing and supporting objection points by all documents before an objection session determined by an objection auditor.
4. Attending the objection session at the specified time in case you agree to attend the session in the department by yourself or by your delegate. Providing the auditor with the information that suit the objection points. In addition, providing the supplying documents to be discussed with the objection committee to reach a suitable and fair decision. In case you agree to determine the audit date at your site (taxpayer location), please prepare a suitable place, means and all supplying documents to the auditor to perform the auditing.
5. In case of failure to reach a decision with acceptance as a result of an objection against the auditor decision which is agreed upon by the auditor of the committee, you may go to the competent tax court but subject to the legal time limit.

## **Guidelines Manual of Inspection Visits**

### **Things that we advise you to follow with committees of sudden visits of auditing and inspection**

- Verifying the identity of employees by requesting identification card of ISTD employees.
- Full cooperation with the employees and providing all facilities that ensure carrying out their duties perfectly by showing all accounting records and necessary documents to check the taxpayer's activity and taxpayer's commitment to the provisions of the law.
- It is a right to the taxpayer to get a signed copy of the visit report which is prepared by the employees. In case the taxpayer needs any clarification, it is illustrated in the visit report.
- In case of reservation of taxpayer's accounting records, documents and computers, please verify that they are included in the visit report.
- Please visit the department within the determined time mentioned in the visit report to complete any information or documents requested during the visit.