

PRIME ACADEMY

Enjoy the learning process

We congratulate you for registering as a participant for the Smart Trainee Tax Club. The objective of this program is to provide the content as well as develop your interpretational and presentation skills to meet the challenging times of a tax professional.

We thank you for your presence in the briefing session of Tax Club Batch II held on 23rd in our Nungambakkam class room. We strongly believe the details and the rules about Tax club briefed by Mr. R Bupathy, the Mentor of Tax club, will guide you thru out this program to perform well. By this time all of you would have seen the "List of Topics for Level 1" in Prime Academy website. Please do confirm the Topic on or before 1st June 2009. In case the topic is already selected by another participant the office (Prime Academy) will contact you and request you to select another topic.

We give below the rules and the schedule of various Levels of Presentations of Tax Club II, which are as follows.

Team Building:

The club will consist of 24 participants. The selection to the club will be based on internal criteria designed by Prime Academy. The selected participants will be divided into 8 teams of 3 participants each. Participants are requested to decide on their team members and inform the program coordinator latest by 11th June 2009. You could come to know each other in a better manner during your interaction at the presentation skills workshop to be held on 11th June 2009. In case of any difficulty in deciding the team members the decision of Prime Academy in the constitution of teams is final.

Presentation Skills:

There will be a full day program on presentation skills on Thursday 11th June, 2009 at Nungambakkam class room premises (No.21, Dr.Thirumoorthy Nagar Main Street, Nungambakkam) from 9.30 am – 5.30 pm. This program will be conducted by Ms. Gayathri Sriram, soft skill trainer, which is intended to improve your presentation skills and give the necessary courage to stand up before the audience and express your views with conviction.

Level 1:

The first level of presentation will be held on 23rd, 25th, 26th and 30th June 2009 at the Society of Auditors premises. Each participant has to make a presentation for 15 minutes on the pre-chosen Topic. Therefore, a Team of 3 members should make a presentation for 45 minutes on three different topics in Tax or 15 minutes each. The participants will be evaluated by external and internal resource person.

The participants for each day will be selected by draw of lots. In other words all the participants should be ready for presentation from day 1 of the first level of presentation.

Level 2:

Drafting Skills

Each selected participant for level 2 will be given an assessment order and asked to draft the Statement of Fact, Grounds of Appeal & Compile a paper book. This is introduced as a new feature in this program to develop the drafting skills of the participants. The performance of the participants will be considered for evaluation.

Further the 12 participants selected (based on their performance) will be formed into 4 teams and they have to make individual presentations for 15 minutes for the second level which will be held on 2nd July

and 3rd July 2009. They will make a presentation on a topic not presented by any participant at the first level.

Finals:

On the basis of their performance in the Second Level 6 participants will be selected and formed in to 2 teams for a final presentation. The final level of presentation will be held on 7th July 2009.

Evaluation Process:

There will be 3 external Judges drawn from different streams of experience and background who will evaluate the performance based on uniform guidelines structured by Prime Academy.

Prize:

First –Rs.9000/-

Second – Rs. 5000/-

Third – Rs.3000/-

Other Commendation Certificates

Other Rules:

- The timing for all the days (Level 1, 2 and Finals) of presentation is 6.00 PM to 8.30 PM. Participants are requested to be present at the venue by 5.45 PM.
- All participants should attend all the sessions even if they are eliminated from the contest. The eligibility to receive participation certificate is based on the attendance of the participants in all sessions.
- All participants should maintain time schedule. The presentations will have to be completed within the time frame of 15 minutes.
- To facilitate standardized PPT, participants are requested to use the Template PPT provided by Prime Academy.
- Dress Code is applicable from the Second Level onwards.
- Participants are requested to bring not more than two guests per participant.

The summary of Date/Day and the venue of all the Levels of Presentation are given in the attached document. We are also sending you the template PPT which will help you for your early preparation.

For any assistance in selecting the topic or preparing the presentation you may please contact the following persons.

Mentor - CA R BUPATHY – 98840 89600

email id: bupathy@airtelmail.in,

Program Coordinator -Sanjay Kumar Panda - 98409 18014

email id: primeacademyindia@gmail.com.

We would like to meet you on 11th June; the full day program on presentation skills and request you to once again confirm your participation and be in constant touch with the undersigned.

For Prime Academy

Smart Trainee Tax Club

Sanjay Kumar Panda

Program Coordinator

Mob: 98409 18014