



TRAINING PROGRAMME 2025



cultus
training academy cc

TRAINING INFORMATION

PKF FCS is an approved and registered training centre with the *Namibia Institute of Professional Accountants (NIPA)*. Our Walvis Bay and Windhoek Offices are also registered with the *Institute of Chartered Accountants (ICAN)*.

PKF FCS is registered with the Namibia Training Authority (NTA).

Through *Cultus Training Academy CC*, the training division of PKF FCS, we offer a variety of Training modules.

ONLINE TRAINING SESSIONS

- All the online training sessions are presented from 10h00 – 12h00 via Microsoft Teams.

Professional people need professional training. Are you a business owner, or a student, or qualified in the Accounting industry? Then please join us for our online training sessions this year. Our professional trained course presenters are educated in the Accounting, Audit, Tax and Corporate Governance industry, and have years of experience.

Presentations may vary from beginners to advanced expert level, while some may be specific to the accounting profession, and others are of interest to the general business community. Although our presentations are offered online, these are interactive sessions, where the audience is encouraged to ask questions or obtain further clarification or discuss a specific problem.

We issue signed attendance certificates at the end of the presentation for attendees who are present throughout the session. CPD hours achieved will be reflected on this certificate.

Please browse through our programme for a module that suits your training needs and submit your registration form.

REGISTRATION & COSTS

REGISTRATION

- Please complete a separate registration form for each course code.
- Submit your registration form not later than 24 hours before the course start date.
- Registrations must be accompanied by proof of payment.

COSTS

- Costs include VAT at 15%.
- The fee for each course is N\$750.00 exclusive of VAT.
- Once payment is confirmed, the Teams link will be shared with you.

REFUNDS

- No refunds will be considered after the last date of registration.



BANK DETAILS

Cultus Training Academy CC
Bank Windhoek, Walvis Bay
Branch code: 481-872
Account number: 8005216766

COURSE PRESENTERS



Chandre Visagie

Current Role: Audit Associate

Key Qualifications & Professional Background:

Member of ACCA, BCompt in Financial accounting, 7 years experience in audit.

Career Highlights:

After completing my articles, I was appointed as an Audit Manager at a local firm in Swakopmund, where I had the unique opportunity to help establish and develop the audit department. I was also given the opportunity to share insights with trainees at a PAAB trainee session, which was a rewarding experience. Thereafter I joined PKF-FCS Auditors and became part of an amazing team.

Passions & Interests in Your Field:

Employee well-being & ethics—ensuring a strong ethical foundation and a positive work environment in the profession.

A Fun or Personal Touch:

"Strive to be someone who makes everyone feel like a somebody."



Jeanine du Toit

Current Role: Executive Director – Walvis Bay Branch; Managing Audit Partner – PKF FCS Auditors

Key Qualifications & Professional Background:

Chartered Accountant (CA (Nam)); Registered Auditor; NIPA; Hons. B Compt

Career Highlights:

Starting my journey with PKF FCS (then FCS) in 2006 as a junior trainee accountant and today leading the WVB branch as the Executive Director.

Passions & Interests in Your Field:

Audit, Taxation, Corporate Governance, Forensic Audits – be it training, performing the work, or debating the related legislation.

A Fun or Personal Touch:

I love 'change' which is contrary to what most people believe to be a characteristic of a 'typical' auditor. It's exciting and I love being part of it...



Stephano Hartung

Current Role: Director – Walvis Bay Branch

Key Qualifications & Professional Background:

B-Tech Accounting & Finance, NIPA

Career Highlights:

Completing my degree and obtaining NIPA qualification.

Managerial roles held within PKF-FCS over the years.

Becoming a Director at PKF-FCS.

Within PKF-FCS I have had many career highlights, some might not be as glamorous as others, but over the years these highlights and achievements have groomed me and taught me valuable lessons in my career.

Passions & Interests in Your Field:

Passionate about empowering staff with the necessary knowledge and tools to understand the "why and the how", meaning to not simply grasp the purpose or reason behind something but also to comprehend the process or method used to achieve it. If one comprehends a process, the purpose of reason behind something will become easier to understand.

A Fun or Personal Touch:

One of my hobbies are cycling and taking part in cycling events that challenge my mental and physical capabilities. Its always amazing to see what you are capable of doing when you put your mind to it.



Velinda Alves

Current Role: Director; Partner in Windhoek branch processing team (Outsourcing)

Key Qualifications & Professional Background:

Bcom Financial Accounting; NIPA

Career Highlights:

Completing my degree and obtaining NIPA qualification.

Managerial roles held within PKF-FCS over the years.

Becoming a Director at PKF-FCS.

Within PKF-FCS I have had many career highlights, some might not be as glamorous as others, but over the years these highlights and achievements have groomed me and taught me valuable lessons in my career.

Passions & Interests in Your Field:

"Happy, grateful clients and a job well done? That's my kind of tick-tock!"

A Fun or Personal Touch:

"Pretend foodie" 😊

COURSE PRESENTERS



Hendrina Engelbrecht

Current Role: Director, Swakopmund
Key Qualifications & Professional Background:
B. Comm Financial Acc; NIPA

Career Highlights:
Started as senior accountant with FCS in 2011, became manager in March 2014 and was promoted to director in March 2018.

Passions & Interests in Your Field:
Medical fields (Doctors, VET practices and Pharmacies); Construction ; Property ; Retail & hospitality industries

A Fun or Personal Touch:
I run to get rid of stress 😊😓



Nicolai Käser

Current Role: Director – Walvis Bay
Key Qualifications & Professional Background:
BCom, NIPA, firm partner: Corporate Finance

Career Highlights:
Progressed through various roles, transitioned into management, and appointed as Director.

Passions & Interests in Your Field:
Group structuring, tax planning and opinions, corporate finance (valuation, feasibility studies etc)

A Fun or Personal Touch:
Quote: “Don’t wait for the right opportunity – Create it...”, G.B. Shaw



Lorenzo Strauss

Current Role: Audit Associate
Key Qualifications & Professional Background:
NIPA & ACCA Strategic Level Candidate

Career Highlights:
More than 10 years in the audit assurance industry.

Passions & Interests in Your Field:
Coaching and training

A Fun or Personal Touch:
Everyone brings something valuable to the table.



Chrystal Matthews

Current Role: Audit associate
Key Qualifications & Professional Background:
Bachelor’s in Accounting and Finance (Heriot-Watt University); Honours in Financial Accountancy (NWU); Associate General Accountant (SAICA); Part-Qualified ACCA Member (ACCA)

Career Highlights:
Within just two years at PKF-FCS, I was able to demonstrate exceptional dedication and expertise, earning promotions to Audit Supervisor and subsequently to Audit Associate.

Passions & Interests in Your Field:
I am deeply passionate about audit and accounting, with a particular focus on the banking, mining, and retail sectors. I also thrive on training and mentoring my team, guiding them to reach their full potential.

A Fun or Personal Touch:
While the profession can be demanding and at times overwhelming, Chrystal finds strength in the words of the late Nelson Mandela: “I learned that courage was not the absence of fear, but the triumph over it. The brave man is not he who does not feel afraid, but he who conquers that fear.” This quote serves as a constant reminder to persevere through challenges and embrace growth.

COURSE PRESENTERS



Ivy Stephanus

Current Role: Accountant – Walvis Bay Branch
Key Qualifications & Professional Background:
B. Acc degree , NIPA membership

Career Highlights:
Served on the NIPA board for 2 years

Passions & Interests in Your Field:
What interest me a lot in the accounting profession is the need to evolve , the ongoing education that comes with new regulations, technologies, and practices. **A Fun or Personal Touch:**
One of the things I enjoy more than ice cream on a cold day is a reconciliation.



Lynique Kåser

Current Role: Tax and Accounting Manager
Key Qualifications & Professional Background:
B. Compt; NIPA; Postgraduate Dip. Tax

Career Highlights:
I attained my qualifications while working at the firm, progressed through various roles, advanced to Supervisor, and now serve as Tax and Accounting Manager.

Passions & Interests in Your Field:
Direct taxes, tax opinions, tax planning and deferred taxes (something from accounting 😊)
A Fun or Personal Touch:
Continuous improvement is better than delayed perfection – Mark Twain



Pierre Knoetze

Current Role: Executive Director – Windhoek Branch
Key Qualifications & Professional Background:
B. Compt. NIPA member and representative on NIPA/ICAN Tax Committee

Career Highlights:
Helping clients turn around their business and achieving growth. Helping people (staff) grow.

Passions & Interests in Your Field:
Taxation, Business and Financial planning and management
A Fun or Personal Touch:
I am a cyclist, and I used to have long hair 😊



Kai Lauenroth

Current Role: Director, Windhoek
Key Qualifications & Professional Background:
BCompt, UNISA

Career Highlights:
Becoming a Director at PKF-FCS

Passions & Interests in Your Field:
Accounting
A Fun or Personal Touch:
The next Cristiano Ronaldo 😊

COURSE PRESENTERS



Petrus Tromp

Current Role: Audit Supervisor

Key Qualifications & Professional Background:
Chartered Certified Accountant, Bcompt Financial Accountant

Career Highlights:

Finished my Bcompt degree in 3 years while working full time and obtained my ACCA designation at age 24

Passions & Interests in Your Field:

I'm excited by the potential of IT in auditing, particularly through automation and AI. I'm focused on finding ways to streamline audit processes using autonomous technologies to improve efficiency, accuracy, and overall quality, while staying ahead of industry standards.

A Fun or Personal Touch:

As from 2025 I have picked up running as a hobby and aiming on doing my first Marathon within the next 2 years



Luigi Mensah

Current Role: Audit Supervisor

Key Qualifications & Professional Background:
B.Comm Financial Acc, ACCA candidate

Career Highlights:

Having my articles signed off and joining PKF-FCS Auditors.

Passions & Interests in Your Field:

Providing training and equipping myself with changes in our audit environment regarding standards and legislation.

A Fun or Personal Touch:

When I'm not working, I'm in the gym or jogging along the promenade. On other days, I'm binge-watching my favourite series.



Alta Engelbrecht

Current Role: Executive Assistant to CEO

Key Qualifications & Professional Background:
CIS1 diploma (UNISA); Trust Administration certificate (UNISA)

Career Highlights:

20 years experience in Secretarial Administration practice, Board and minutes secretary experience. Involved since 2006 with administrative input to development of PAPAS Administration, Payroll, and testing and use of PAPAS Software.

Passions & Interests in Your Field:

Passionate about training and development of the Secretarial Administration procedures at PKF FCS, with attention to detail and good client service.

A Fun or Personal Touch:

Strive for perfection, but nobody is perfect!



Karl-Heinz Schulte

Current Role: Executive Director, Swakopmund

Key Qualifications & Professional Background:
B. Compt; NIPA

Career Highlights:

27 years of experience in a variety of fields; I started working for FCS in February 1998 and completed my internship at the FCS Swakopmund Branch. In 2006 I completed my Degree in Accounting Science at the University of South Africa. I was appointed as partner appointment in 2007. Today I am the Executive Director in charge of PKF FCS Swakopmund

Passions & Interests in Your Field:

Agriculture and Farming, Property and Real Estate, Fishing Industry, Legal Practitioners, Manufacturing, Transport, Freight, Shipping and Logistics, Health and Medical, Retail, Tourism and Leisure (Public Sector), Pharmaceutical, Mining, Property Development and Construction

A Fun or Personal Touch:

I am a people's person with a strong sense of integrity. I loves helping other achieve their goals. I enjoy the outdoors, especially fishing and camping. I go skiing and diving whenever I get the chance to. Ball sports such as soccer, inline hockey, volleyball and golf are all activities I enjoy.

COURSES

MS TEAMS ONLINE

- All our courses will be presented online through MS Teams.
- Attendees will receive the Teams link after registration and confirmation of payment.
- Course handouts will be available after the session, to all attendees who attended the full training session.
- Electronic Certificates of attendance will be presented to all attendees who attended the full training session.
- Course Duration: All training sessions will run for two (2) hours.

REGISTRATION QUERIES

- Contact Person: Masadi Ceronio
- Email: admin@cultustraining.com
- Training Survey: We appreciate your feedback and completion of the survey poll after the session to rate our training.

Course dates

For more information on the specific areas addressed in each course code, click on the course code to go the course information page provided in this brochure. Also visit our website: www.pkf-fcsnam.com

Date	Code	Course Name	Presenter	Date	Code	Course Name	Presenter
07/03/2025	COL06.01	Ethics - Introduction - The Fundamentals (P1)	Chrystal Matthews	11/07/2025	COL01.02	Basics of the Close Corporation Act (P2)	Nicolai Kaser
14/03/2025	ITX01.01	Introduction To the Namibian Income Tax Act (P1)	Kai Lauenroth	18/07/2025	COL04.02	Understanding Trusts (P2)	Stephano Hartung
14/03/2025	COL03.01	Directors and Corporate Governance (P1)	Lorenzo Strauss	18/07/2025	ITX04.02	Taxation: Special Matters (P2)	Karl-Heinz Schulte
28/03/2025	VAT01.01	Introduction to the Namibian Value Added Tax Act (P1)	Hendrina Engelbrecht	25/07/2025	ITX02.01	Advanced Taxation: Income (P1)	Pierre Knoetze
04/04/2025	COL06.02	Ethics - Introduction - The Fundamentals (P2)	Chrystal Matthews	25/07/2025	ITX06.02	PAYE and Provisional Tax: The Rules (P2)	Stephano Hartung
04/04/2025	LEG03.01	Legal Bits: Property (P1)	Lynique Kaser	01/08/2025	ITX02.02	Advanced Taxation: Income (P2)	Pierre Knoetze
11/04/2025	ITX01.02	Introduction To the Namibian Income Tax Act (P2)	Kai Lauenroth	08/08/2025	LEG01.02	SSC Development Fund & Namibian Training Authority	Velinda Alves
25/04/2025	LEG02.01	Labour Act: Conditions of employment (P1)	Jeanine du Toit	15/08/2025	PCT02.01	Excel: Intermediate	Chrystal Matthews
25/04/2025	VAT03.01	Special matters and administration of the Act	Velinda Alves	05/09/2025	ITX03.01	Advanced Taxation: Deductions (P1)	Pierre Knoetze
09/05/2025	COL02.01	Basics of the Companies Act (P1)	Lorenzo Strauss	26/09/2025	LEG04.01	Legal Bits: Financial (P1)	Nicolai Kaser
09/05/2025	ITX06.01	PAYE and Provisional Tax: The Rules (P1)	Stephano Hartung	26/09/2025	SST01.02	Time Management (P2)	Luigi Mensah
16/05/2025	COL04.01	Understanding Trusts (P1)	Stephano Hartung	03/10/2025	ITX03.02	Advanced Taxation: Deductions (P2)	Pierre Knoetze
23/05/2025	ITX01.03	Introduction To the Namibian Income Tax Act (P3)	Lynique Kaser	10/10/2025	LEG04.02	Legal Bits: Financial (P2)	Nicolai Kaser
23/05/2025	COL01.01	Basics of the Close Corporation Act (P1)	Nicolai Kaser	10/10/2025	VAT02.01	Periodic VAT Reconciliations	Stephano Hartung
06/06/2025	ITX01.04	Introduction To the Namibian Income Tax Act (P4)	Karl-Heinz Schulte	17/10/2025	SST02.01	Business Communication and Etiquette (P1)	Lorenzo Strauss
06/06/2025	SST01.01	Time Management (P1)	Luigi Mensah	17/10/2025	LEG03.02	Legal Bits: Property (P2)	Lynique Kaser
13/06/2025	LEG01.01	Social Security, Employees Compensation	Velinda Alves	24/10/2025	COL06-03	Ethics - Business Ethics and NOCLAR	Chrystal Matthews
20/06/2025	VAT01.02	Introduction to the Namibian Value Added Tax Act (P2)	Hendrina Engelbrecht	31/10/2025	ITX05.01	Taxation: Administration of the Act	Hendrina Engelbrecht
20/06/2025	LEG02.02	Labour Act: Conditions of Employment (P2)	Jeanine du Toit	07/11/2025	SST02.02	Business Communication and Etiquette (P2)	Chandre Visagie
27/06/2025	PCT01.01	Excel: Basics	Luigi Mensah	14/11/2025	COL06-02.1	Ethics - Threats to Comply with Fundamental Principles (P1)	Jeanine du Toit
27/06/2025	ITX04.01	Taxation: Special Matters (P1)	Ivy Stephanus	21/11/2025	COL06-02.2	Ethics - Threats to Comply with Fundamental Principles (P2)	Jeanine du Toit
04/07/2025	COL02.02	Basics of the Companies Act (P2)	Luigi Mensah	28/11/2025	COL06-04	Ethics - Non-Assurance Services and Independence	Chrystal Matthews
04/07/2025	COL03.02	Directors and Corporate Governance (P2)	Jeanine du Toit	05/12/2025	ITX07.01	Taxation: Tax in Practice	Lynique Kaser

Basics of the Close Corporations Act

COL01.01

Date	Level	Course Presenter	Aimed at
23/05/2025	Beginners	Nicolai Käser	All Trainees, Company Secretarial staff; Members of Close Corporations.

SPECIFIC AREAS ADDRESSED:

Various business forms available in Namibia.

Close Corporations:

- Association Agreements.
- Membership.
- Maintenance of a Corporation.
- Contributions by Members.
- Fiduciary position of Members.
- Distributions to Members.
- Loans to / from Members.

COL01.02

Date	Level	Course Presenter	Aimed at
11/07/2025	Beginners	Nicolai Käser	All Trainees, Company Secretarial staff; Members of Close Corporations. .

SPECIFIC AREAS ADDRESSED:

- Close Corporations:
 - Registration, Deregistration and Conversion to / from Company.
 - Acquisitions of Membership.
 - Accounting Officer rights, duties, responsibilities and reporting.
 - Members' personal liability considerations.
 - Accounting Requirements.

Basics of the Companies Act

COL02.01

Date	Level	Course Presenter	Aimed at
09/05/2025	Beginners Intermediate	Lorenzo Strauss	All Accounting and Audit Trainees, Company Secretarial staff; Directors of Companies.

SPECIFIC AREAS ADDRESSED:

- Types of Companies.
- Private Companies:
 - Memorandum and Articles of Association.
 - Office Bearers.
 - Registration.
 - Deregistration.
 - Conversion to / from Close Corporation.

COL02.02

Date	Level	Course Presenter	Aimed at
04/07/2025	Beginners Intermediate	Luigi Mensah	All Accounting and Audit Trainees, Company Secretarial staff; Directors of Companies.

SPECIFIC AREAS ADDRESSED:

- Private Companies:
 - External relationships.
 - Shares and Share transfers.
 - Financial Assistance.
 - Auditor rights, duties, responsibilities and reporting.
 - Accounting requirements.

Directors and Corporate Governance

COL03.01

Date	Level	Course Presenter	Aimed at
14/03/2025	Beginners Intermediate	Lorenzo Strauss	All Accounting and Audit Trainees, Company Secretarial staff; Directors of Companies.

SPECIFIC AREAS ADDRESSED:

- Company and How Constituted
- The role of the Shareholder
- The role of the Director
- Function of the External Auditor
- Role of the Company Secretary
- The Public Officer
- The Close Corporations Concept
- The Concept of “Trust”
- Income Tax Act and Those Charged with Governance

COL03.02

Date	Level	Course Presenter	Aimed at
04/07/2025	Beginners Intermediate	Jeanine du Toit	All Accounting and Audit Trainees, Company Secretarial staff; Directors of Companies.

SPECIFIC AREAS ADDRESSED:

- Corporate Governance
- The King III Report
- King IV (2016) [effective financial years starting 1 April 2017]
- Differences between King III and King IV
- Warning signs in financial statements for non-financial directors

Understanding Trusts

COL04.01

Date	Level	Course Presenter	Aimed at
16/05/2025	Beginners Intermediate	Stephano Hartung	Trustees, Founders and Beneficiaries of Trusts, Financial Managers and Accountants.

SPECIFIC AREAS ADDRESSED:

Trusts:

- Law of Trusts.
- Good Governance.
- Definitions and Types of Trusts.
- Parties to a Trust.
- Disadvantages, Common Pitfalls.
- Trust Records.

COL04.02

Date	Level	Course Presenter	Aimed at
18/07/2025	Beginners Intermediate	Stephano Hartung	Trustees, Founders and Beneficiaries of Trusts, Financial Managers and Accountants.

SPECIFIC AREAS ADDRESSED:

Trusts:

- The Legal Consequence.
- Requirements for formation.
- Insolvency.
- Taxation of Trusts.

ETHICS: Introduction – The Fundamentals

COL06.01

COL06.02

Date	Level	Course Presenter	Aimed at
07/03/2025	Beginners Intermediate	Chrystal Matthews	All trainees, Company Secretarial Staff, Directors of Companies, Members of Close Corporations; Practicing Accountants and Auditors, Financial Managers and Accountants.

Date	Level	Course Presenter	Aimed at
04/04/2025	Beginners Intermediate	Chrystal Matthews	All trainees, Company Secretarial Staff, Directors of Companies, Members of Close Corporations; Practicing Accountants and Auditors, Financial Managers and Accountants.

SPECIFIC AREAS ADDRESSED:

- Definitions.
- International Ethics Standard Board.
- Reputation and Trust.
- Drivers of Ethical Choices.

SPECIFIC AREAS ADDRESSED:

- Values underpinning behaviour at the workplace.
- Integration of ethical principles.
- Practical Tools.

ETHICS: Threats to comply with fundamental Principles

COL06-02.1

COL06-02.2

Date	Level	Course Presenter	Aimed at
14/11/2025	Beginners Intermediate	Jeanine du Toit	All trainees, Company Secretarial Staff, Directors of Companies, Members of Close Corporations; Practicing Accountants and Auditors, Financial Managers and Accountants.

Date	Level	Course Presenter	Aimed at
21/11/2025	Beginners Intermediate	Jeanine du Toit	All trainees, Company Secretarial Staff, Directors of Companies, Members of Close Corporations; Practicing Accountants and Auditors, Financial Managers and Accountants.

SPECIFIC AREAS ADDRESSED:

- Ethics:
 - Defined & its Importance
 - Building Reputation & Trust
 - Consequences of Ethical Failure
 - Drivers & Values
 - Integration Ethical Principles
 - Ethical Decision Making
 - Role of Chartered & Professional Accountants

SPECIFIC AREAS ADDRESSED:

- Ethics
 - NOCLAR
 - International Code of Ethics for Professional Accountants
 - Threats
 - Threats and Safeguards

ETHICS:

Business Ethics and NOCLAR

COL06.03

Date	Level	Course Presenter	Aimed at
24/10/2025	Beginners Intermediate	Chrystal Matthews	All trainees, Company Secretarial Staff, Directors of Companies, Members of Close Corporations; Practicing Accountants and Auditors, Financial Managers and Accountants.

SPECIFIC AREAS ADDRESSED:

- IFAC Instalments
- Dealing with pressure
- Role and Mindset expected of Professional Accountants
- Building Blocks Instalment
- The role of the chartered and professional accountant in the event of NOCLARs

Non-Assurance Services & Independence COL06.04

Date	Level	Course Presenter	Aimed at
28/11/2025	Beginners Intermediate	Chrystal Matthews	All trainees, Company Secretarial Staff, Directors of Companies, Members of Close Corporations; Practicing Accountants and Auditors, Financial Managers and Accountants.

SPECIFIC AREAS ADDRESSED:

- Non-assurance Provisions in the Section 600 of the Code
- Consequential Amendments to Section 950
- Conforming Amendments to Section 900
- Good practices for members providing tax advice

Introduction to the Namibian Income Tax Act

ITX01.01

Date	Level	Course Presenter	Aimed at
14/03/2025	Beginners	Kai Lauenroth	First & second year trainees, Bookkeepers, Junior Tax Consultants, Tax Compliance officers, Accounting staff.

SPECIFIC AREAS ADDRESSED:

- History of Taxation.
- Different forms of Taxation.
- Taxes applicable in Namibia.
- Terminology – the Basics.

ITX01.02

Date	Level	Course Presenter	Aimed at
11/04/2025	Beginners	Kai Lauenroth	First & second year trainees, Bookkeepers, Junior Tax Consultants, Tax Compliance officers, Accounting staff.

SPECIFIC AREAS ADDRESSED:

- Basic Understanding to:
 - Gross Income.
 - Exempt Income.
 - General Deduction Formula.

ITX01.03

Date	Level	Course Presenter	Aimed at
23/05/2025	Beginners Intermediate	Lynique Käser	First & second year trainees, Bookkeepers, Junior Tax Consultants, Tax Compliance officers, Accounting staff.

SPECIFIC AREAS ADDRESSED: Taxation – Ring Fenced Trades.

ITX01.04

Date	Level	Course Presenter	Aimed at
06/06/2025	Beginners Intermediate	Karl-Heinz Schulte	First & second year trainees, Bookkeepers, Junior Tax Consultants, Tax Compliance officers, Accounting staff.

SPECIFIC AREAS ADDRESSED: Taxation – Individuals.

Advanced Taxation: INCOME

ITX02.01

Date	Level	Course Presenter	Aimed at
25/07/2025	Advanced	Pierre Knoetze	Practicing Accountants and Auditors, Audit Managers, Senior Accountants, Senior Tax Compliance Officers.

SPECIFIC AREAS ADDRESSED:

- In depth understanding of:
 - Gross Income.
 - Exempt Income.
 - Double Tax Agreements.

ITX02.02

Date	Level	Course Presenter	Aimed at
01/08/2025	Advanced	Pierre Knoetze	Practicing Accountants and Auditors, Audit Managers, Senior Accountants, Senior Tax Compliance Officers.

SPECIFIC AREAS ADDRESSED:

- Taxation – Special cases, pitfalls.

Advanced Taxation: DEDUCTIONS

ITX03.01

Date	Level	Course Presenter	Aimed at
05/09/2025	Advanced	Pierre Knoetze	Practicing Accountants and Auditors, Audit Managers, Senior Accountants, Senior Tax Compliance Officers.

SPECIFIC AREAS ADDRESSED:

In depth understanding of:

- General Deduction Formula.
- Specifically prohibited deductions.
- Capital Expenditure.

ITX03.02

Date	Level	Course Presenter	Aimed at
03/10/2025	Advanced	Pierre Knoetze	Practicing Accountants and Auditors, Audit Managers, Senior Accountants, Senior Tax Compliance Officers.

SPECIFIC AREAS ADDRESSED:

- Damages and compensation.
- Specific / special Deductions.
- Interest – not deductible.
- Foreign Exchange.

Taxation: Special Matters

ITX04.01

Date	Level	Course Presenter	Aimed at
27/06/2025	Beginners Intermediate	Ivy Stephanus	Practicing Accountants and Auditors, Audit Managers, Senior Accountants, Senior Tax Compliance Officers.

SPECIFIC AREAS ADDRESSED:

- Application and effects of Double Taxation Agreements
- Non-resident's shareholders tax
- Taxes on services rendered by non-residents
- Withholding tax on interest paid to a non-resident

ITX04.02

Date	Level	Course Presenter	Aimed at
03/10/2025	Beginners Intermediate	Karl-Heinz Schulte	Practicing Accountants and Auditors, Audit Managers, Senior Accountants, Senior Tax Compliance Officers.

SPECIFIC AREAS ADDRESSED:

- Taxes on royalties and related matters
- Persons carrying on business beyond Namibia's borders
- Mining Taxes – special provisions

ITX05.01

Date	Level	Course Presenter	Aimed at
31/10/2025	Beginners Intermediate	Hendrina Engelbrecht	First & second year trainees, Bookkeepers, Junior Tax Consultants, Tax Compliance officers, Accounting staff.

SPECIFIC AREAS ADDRESSED:

Administration of the Act:

- The Constitution, Tax legislation and rights of the taxpayer
- Objections & Appeals, the Tax tribunal and beyond
- Payment and Recovery of Tax

PAYE and Provisional Tax: The Rules

ITX06.01

Date	Level	Course Presenter	Aimed at
09/05/2025	Beginners Intermediate	Stephano Hartung	First- & second-year trainees, Bookkeepers, Junior Tax Consultants, Tax Compliance officers, Accounting staff.

SPECIFIC AREAS ADDRESSED:

- The PAYE regulations and definitions
- Timing of PAYE deductions, annual adjustment and non-payment to Inland Revenue
- The annual PAYE reconciliation and issuing of PAYE certificates (PAYE 5's)
- Dealing with PAYE discrepancies, additional taxes, penalties and interest
- Correct completion of PAYE 5 details and entering it in the Income Tax return
- PAYE on earnings from partnerships and members' salaries
- PAYE on fringe benefits

ITX06.02

Date	Level	Course Presenter	Aimed at
25/07/2025	Beginners Intermediate	Stephano Hartung	First- & second-year trainees, Bookkeepers, Junior Tax Consultants, Tax Compliance officers, Accounting staff.

SPECIFIC AREAS ADDRESSED:

- Using the tax scales and identifying differences between tax assessment and self-assessment
- Provisional tax is not an exemption from or substitutes for PAYE
- Provisional tax regulations, definitions and due dates
- Provisional tax penalties, additional tax and interest
- Onus to submit Provisional tax return on taxpayer
- Due dates and extension of time
- Preparing a provisional tax estimate

Taxation: Tax in Practice

ITX07.01

Date	Level	Course Presenter	Aimed at
05/12/2025	Beginners Intermediate	Lynique Kaser	Practicing Accountants and Auditors, Audit Managers, Senior Accountants, Senior Tax Compliance Officers.

SPECIFIC AREAS ADDRESSED:

- Practical application

Social Security, Employees Compensation, VET levy

LEG01.01

Date	Level	Course Presenter	Aimed at
13/06/2025	General	Velinda Alves	Bookkeeping Trainees, HR staff.

SPECIFIC AREAS ADDRESSED:

MSD Fund:

- Maternity Leave.
- Sick Leave.
- Death Benefit Fund.
- ECF Fund.
- Returns and reporting.

LEG01.02

Date	Level	Course Presenter	Aimed at
08/08/2025	General	Velinda Alves	Bookkeeping Trainees, HR staff.

SPECIFIC AREAS ADDRESSED:

- Development Fund.
- NTA:
 - Registrations
 - VET levy – Definitions and Calculations.
 - Late Penalties.
 - VET levy registrations.
 - Claim Process.

Labour Act: Conditions of employment

LEG02.01

Date	Level	Course Presenter	Aimed at
25/04/2025	Intermediate	Jeanine du Toit	HR and Payroll staff.

SPECIFIC AREAS ADDRESSED:

Basic Conditions of Employment:

- Ordinary hours.
- Overtime Calculations.
- Night Time Calculations.
- Meal Intervals.
- Night Work.

LEG02.02

Date	Level	Course Presenter	Aimed at
20/06/2025	Intermediate	Jeanine du Toit	HR and Payroll staff.

SPECIFIC AREAS ADDRESSED:

- Work on Sundays, Public Holidays.
- Continuous Operations.
- Leave Entitlements.
- First and Final Payslip.
- Calculations.

Legal Bits: Property

LEG03.01

Date	Level	Course Presenter	Aimed at
04/04/2025	Intermediate	Lynique Käser	Financial Managers, Accountants, Senior Bookkeepers, Trainees.

SPECIFIC AREAS ADDRESSED:

- Property Ownership.
- Property Rights.
- Real Rights.
- Buying a Property.

LEG03.02

Date	Level	Course Presenter	Aimed at
17/10/2025	Intermediate	Lynique Käser	Financial Managers, Accountants, Senior Bookkeepers, Trainees.

SPECIFIC AREAS ADDRESSED:

- Sectional Titles.
- Leasehold Improvements: Tax and Accounting Treatment.
- Municipal Rates and Taxes.

Legal Bits: Financial

LEG04.01

Date	Level	Course Presenter	Aimed at
26/09/2025	Intermediate	Nicolai Käser	Financial Managers, Accountants, Senior Bookkeepers, Trainees.

SPECIFIC AREAS ADDRESSED:

Basic Understanding:

- Namibia Investment Promotion Act, 2016 (Foreign Investment Act 1990 & 1993 repealed).
- Customs Duties and Excise Act.

LEG04.02

Date	Level	Course Presenter	Aimed at
10/10/2025	Intermediate	Nicolai Käser	Financial Managers, Accountants, Senior Bookkeepers, Trainees.

SPECIFIC AREAS ADDRESSED:

Basic Understanding:

- Levies (Gaming, Agronomy, Sea Fisheries, Export Levy).
- Stamp Duties Act.
- Usuary Act.
- Prescription Act.

Excel: Basics

PCT01.01

Date	Level	Course Presenter	Aimed at
27/06/2025	Beginners	Luigi Mensah	Trainees, Excel users.

SPECIFIC AREAS ADDRESSED:

Basics, File Menu, Home, Insert, Page Layout, Data Manipulation

Excel: Intermediate

PCT02.01

Date	Level	Course Presenter	Aimed at
15/08/2025	Beginners Intermediate	Chrystal Matthews	Trainees, Excel users.

SPECIFIC AREAS ADDRESSED:

Conditional Formatting, Formulas.

Time Management

SST01.01

Date	Level	Course Presenter	Aimed at
06/06/2025	General	Luigi Mensah	All professional people, anyone battling to organise themselves.

SPECIFIC AREAS ADDRESSED:

- Introduction to Time Management.
- Tools for Efficient Time Management.

SST01.02

Date	Level	Course Presenter	Aimed at
26/09/2025	General	Luigi Mensah	All professional people, anyone battling to organise themselves.

SPECIFIC AREAS ADDRESSED:

- Time Management: The practical side.
 - Principles of Delegation.
 - Balancing work / private time.
 - How to plan your time.
 - Steven Covey's Quadrants (Urgent, Not Urgent, Reject and Explain and Resist and Cease)

Business Communication & Etiquette

SST02.01

Date	Level	Course Presenter	Aimed at
17/10/2025	General	Lorenzo Strauss	All professional people, anyone battling to organise themselves.

SPECIFIC AREAS ADDRESSED:

- Different modes of communication within a business
- Barriers to good communication
- Written Communication - Emails, Letters

SST02.02

Date	Level	Course Presenter	Aimed at
07/11/2025	General	Chandre Visagie	All professional people, anyone battling to organise themselves.

SPECIFIC AREAS ADDRESSED:

- Verbal Communication
- Conflict handling
- Open Plan Office
- Appropriate use of the Internet

VAT: Introduction to Namibian Value Added Tax

VAT01.01

Date	Level	Course Presenter	Aimed at
28/03/2025	Beginners Intermediate	Hendrina Engelbrecht	All Trainees, Bookkeepers, Junior Tax consultants, Tax Compliance Officers, client bookkeeping staff.

SPECIFIC AREAS ADDRESSED:

- Introduction; General calculation of VAT; Time and Value of Supply

VAT01.02

Date	Level	Course Presenter	Aimed at
20/06/2025	Beginners Intermediate	Hendrina Engelbrecht	All Trainees, Bookkeepers, Junior Tax consultants, Tax Compliance Officers, client bookkeeping staff.

SPECIFIC AREAS ADDRESSED:

- Taxable Activity
- Input VAT
- Special Inclusions
- Deductions

VAT: Special Matters

VAT02.01

Date	Level	Course Presenter	Aimed at
10/10/2025	Beginners Intermediate	Stephano Hartung	All Trainees, Bookkeepers, Junior Tax consultants, Tax Compliance Officers, client bookkeeping staff.

SPECIFIC AREAS ADDRESSED: Periodic VAT Reconciliations

VAT03.01

Date	Level	Course Presenter	Aimed at
25/04/2025	Beginners Intermediate	Velinda Alves	All Trainees, Bookkeepers, Junior Tax consultants, Tax Compliance Officers, client bookkeeping staff.

SPECIFIC AREAS ADDRESSED:

Special matters and administration of the Act



2025

THANK YOU!

For joining us.