KIGALI CENTER OF ACCOUNTANCY (KCA) LTD

Professional Training | Accounting & Finance | Taxation | Audit & Assurance | Business Advisory

Telephone: +(250)780262904 | Email: kigalicentreofa@gmail.com | P.O Box: 6556 Kigali, Rwanda

Reference: KCA/TR/007/2026

Tuesday, 19th November, 2026

RE: INVITATION TO ATTEND THE RWANDA TAXATION LAW TRAINING

Kigali Center of Accountancy (KCA) Ltd is pleased to invite the person who wish to attend the training, its stakeholders, and other relevant. The training will be focused on the Rwanda Taxation Law, and it is scheduled to take place at **Centre Saint-Paul, Kigali, from 26 to 27 November 2026, between 9:00 a.m. and 5:00 p.m. each day.**

The training is designed to strengthen participants' understanding of key aspects of the tax laws applicable to business operations. By the end of the sessions, participants are expected to be able to:

- Understand income tax, with particular emphasis on current changes and expectations regarding income tax declarations;
- Understand key aspects of Value Added Tax (VAT), including registration thresholds and taxable and exempt transactions;
- Understand Pay-As-You-Earn (PAYE) and Withholding Tax (WHT);
- Understand procedures relating to registration, withdrawal, compliance, and taxpayer rights and obligations;
- Share and discuss practical feedback with the relevant team; and
- Understand current trends and developments in taxation.

The training is intended to equip accountants and other stakeholders working in finance, accounting and tax departments with the knowledge and skills needed to understand, discuss and comply with recent developments in tax legislation and administration. It will also help participants identify mechanisms for keeping up to date with the changing tax environment and strengthening their capabilities in tax planning, compliance and advocacy.

Training fees:

The participation fees are quoted in Rwandan Francs (RWF):

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No.	Payment category	Fee (RWF)
1.	Early payment (within the first week)	**120,000**
2.	Late payment (one week before the scheduled training)	**130,000**

The training fee includes training materials, tea breaks, lunch, recreational activities on offer, and a certificate of participation, subject to full attendance.

Registration:

To register, please use the registration link: Register here with this invitation and book a place for this training session.
For further information or enquiries, please contact KCA at: kigalicenterofa@gmail.com or call +250 789 005 713 / 0780262904.

We look forward to welcoming you and your colleagues to this productive training event.

Yours faithfully,

Managing Director of Kigali Center of Accountancy Ltd

Dr. Charles Nshimiyimana, PhD

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ABOUT KIGALI CENTER OF ACCOUNTANCY

Kigali Center of Accountancy (KCA) Ltd is a Rwanda-registered training and employment services company established in 2021. The Center provides professional training and related services to corporate organizations and individual clients, with a focus on strengthening professional skills, workplace effectiveness and organizational capacity.

KCA brings together a pool of professionals and subject-matter experts with diverse skills and experience in areas including languages, digital skills, team building, accounting, customer care, leadership and change management, office management, human resource management, performance appraisal, workplace languages, etiquette, internal auditing and strategic planning. As an emerging consultancy and training firm, KCA seeks to contribute to skills and workforce development among private-sector practitioners in Rwanda through practical, relevant and professionally delivered learning solutions.

Our services

- Professional training courses
- Soft-skills training
- Market surveys
- Human resource placement
- Training needs assessments

Our learning partners

- ICPAR
- KASNEB
- RSK Associates Ltd

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ABOUT RWANDA TAXATION LAW TRAINING

Course overview and coverage

The training will cover the topics set out below. The descriptions reflect the course outline provided by Kigali Centre of Accountancy.

No.	Topic	Description
1	**Introduction to Rwandan Taxation**	General provisions and the current tax structure.
2	**Introduction to general provisions and RRA updates**	General provisions of the law on income liable to tax; resident and non-resident persons; taxable income; and new changes in tax provisions, including RSSB contributions.

No.	Topic	Description
3	**Taxation of individuals in relation to PAYE**	Employment income; contributions to retirement benefit schemes; benefits in kind; non-taxable benefits and income; resident and non-resident individuals; PAYE; and calculation of income tax payable.
4	**Overview of income tax and practical arrangements on tax returns**	Recent changes in income tax provisions and returns; deductible and non-deductible expenses; tax periods; capital gains tax; loss carry-forward; and taxation of non-profit-making organisations, among other areas. Particular attention will be given to income tax returns.
5	**Overview of VAT and return modalities**	Scope of VAT; reverse-charge VAT; time of supply; non-deductible input tax (blocked VAT supplies); time limits for claiming input tax; tax paid before registration; VAT refunds; withholding VAT; and electronic billing machines (EBMs).
6	**Tax disputes**	Overview of tax disputes and settlement practices, including appeals, amicable settlement, tax rulings and other arrangements.
7	**Taxation of cross-border trade and customs duties**	Overview of customs duties collected in Rwanda, double tax treaties (DTTs) and foreign tax credits.

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No.	Topic	Description
8	**Transfer pricing adjustments and withholding tax on various income**	Why transfer pricing applies and how it operates, together with an overview of Rwanda's tax treaties and tax-related arrangements in force.
9	**Decentralized taxes (local taxes)**	Taxes payable to 5centralized entities, including immovable property tax, trading license tax and rental income tax, together with applicable declaration and payment dates.
10	**Practical arrangements**	Practical exercises and individual assignments.
11	**Taxation of the digital economy (e-tax and EBM)**	Introduction to automation of tax processes, including examples, challenges and perspectives.
12	**Conclusion and closure**	Conclusion of the training and handover of certificates of participation.

TRAINING DATES AND TIMETABLE

The training will be conducted over two days, from 26 to 27 November 2026, with sessions running from 9:00 a.m. to 5:00 p.m. each day.

Day	Activity
Day One	Training session
Day Two	Training session
Day Two	Reporting and issuance of the trainer's certificate of completion and participants' certificates of attendance

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PAYMENT MODALITIES

- Bank account: 673500406760
- Account name: Kigali Centre of Accountancy
- Bank: Goshen Bank

OR

- MoMo Pay: **015596**
- Account name: Kigali Center of

Accountancy Further information

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We look forward to hosting you at this productive event.

Kind regards,

Managing Director of Kigali Center of Accountancy Ltd

Dr. Charles Nshimiyimana, PhD