

MTCP: INTERNATIONAL CERTIFICATE COURSE IN PROPERTY TAXATION

Objectives

The course is designed to enable the participants to acquire:

- Knowledge on concept and principles of property taxation
- Knowledge on valuation methods used in determining values for property taxation; and
- An exchange of experiences and compare the administration of the Malaysian Property Taxation System with the systems in their respective countries

Contents

- Concepts and Principles of Taxation
- Tax Basis and Tax Rates
- Property Tax Administration
 - Property records
 - Information administration
 - Collection of taxes
 - Appeal processes
- Valuation
 - Principles
 - Methods
 - Processes

Methodology

The course will be conducted through:

- Lectures
- Individual Assignment
- Group Projects
- Field / Study Visits
- Group Discussions
- Case Studies
- Test / Quizzes

Duration

- 6 weeks

Requirements

Participants must:

- Have at least three (3) years of work experience in property valuation or a related field. Land Administrators, Property Tax Officers, Land Officers, Property Officers and those who work in the property related industry are encouraged to apply
- Possess school certificate or a basic university education with credits preferably in Mathematics and Economics
- Have a good command of spoken and written English
- Not exceed 45 years of age at commencement date, and certified medically fit to participate in the course
- Have never participated in any MTCP

INSPEN reserves the right to send home any participant found to

be medically unfit during the course of the programme.

Preparations of Country Paper

- Successful candidates will be required to prepare a country paper (of 5-8 pages) on their respective property tax systems. All country papers must be completed before leaving their country and to be submitted during course registration. A presentation will be required of each country. Presentation may be supported by video tapes, slides or multimedia presentation.