



THE COMMONWEALTH ASSOCIATION OF TAX ADMINISTRATORS

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29 March 2010

CATA Circular No: 5 of 2010

To All Members

Subject: Thirty-First CATA Annual Technical Conference 2010

CATA's Thirty-First Annual Technical Conference will be held in **Abuja, Nigeria** from **10th to 16th October 2010**.

Venue:

The Conference will be held at **Transcorp Hilton Hotel, Abuja**.

Hotel Accommodation:

Delegates will be accommodated in the hotels listed below. Special room rates for bed & breakfast have been negotiated with these hotels (inclusive of all taxes). These rates are quoted in US Dollars. Delegates are requested to book their hotel accommodation early, latest by 31st May 2010 to qualify for these negotiated rates and to ensure availability of desired rooms. Hotel reservations should be done directly with the hotels and through the Local Organizing Committee.

Delegates are advised to visit the website <http://www.cata2010.org.ng> for information about the Conference, registration and can also make online Hotel Reservations.

Hotel rates are as follows:

1. Hotel: Transcorp Hilton Hotel (5 Star)

Rates per night on bed & breakfast

Room Category	Twin Room	King Room	No. of rooms available
Rates	US \$ 112.00	US \$ 145.00	
No of rooms available	60	60	120
Contact Person	Friday Daniel		
Tel.	+234(0)803 901 3000, +234(0)9 461 3000, 4 131 811		
Email	friday.daniel@hilton.com		

Web Site	www.abuja.hilton.com
Fax	+234(0)94613105
Address	P.M.B 200, 1 Aguiyi Ironsi Street Abuja, FCT Nigeria

2. Hotel: [Abuja Sheraton Hotel & Towers \(5 Star\)](#)

Rates per night on bed & breakfast

Room Category	Club Room	Junior Suites (Double)	No. of rooms available
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Rates	US \$ 204.00	US \$ 300.00	
No of rooms available	10	10	20
Contact Person	Ukhueigbe Onus		
Tel.	+234(0)9 461 2000 , +234(0)807 409 0987		
Email	onus.ukhueigbe@sheraton.com		
Web Site	www.sheraton.com/abuja		
Fax	+234(0)9 460 1508 / +234(0)9 460 1510-1		
Address	Ladi Kwali Street P.M.B 143 Maitama, Abuja Nigeria		

3. Hotel: [Hawthorn Suites\(3/4 Star\)](#)

Rates per night on bed & breakfast

Room Category	Open Plan Queen Suite	Standard Queen Suite	No. of rooms available
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Rates	US \$ 76	US \$ 96	
No of rooms available	32	21	53
Contact Person	Maryam Aliyu		
Tel.	+234-8034530100 , +234-9-460-3900		
Email	reservation@Hawthornabuja.com		
Web Site	www.Hawthornabuja.com		
Address	No 1 Uke Street Garki 11, Abuja Nigeria		

Topics:

The following two topics will be discussed at the conference/workshop:

1. **Taxation of specialized sectors**
 - a) **Financial sector such as banking, insurance, etc.**
 - b) **Energy, including oil and gas**
 - c) **Air and shipping services**
 - d) **Telecom**
 - e) **Agro-based industries**
2. **Exchange of information – domestic and international**

Additional Information:

Additional information about Nigeria and conference related matters is attached ([Annex – I](#)).

Background Papers:

An advance circular [Circular 4 of 2010] was sent out on 2 March 2010 to all members requesting submission of Background Papers (not more than four pages each) on the conference topics. **Due date for submission of background papers is 15 April 2010.** Special guests do not have to furnish background papers.

Visas:

Delegates are advised to check their Visa requirements for travel to Nigeria well in advance either through their travel agency or the Nigerian High Commission in their respective countries. It is important to have Visa clearance prior to travel to avoid journey continuation problems at airline transfer desks at airports en-route to your final destination. In some cases Visas may be required for transit or transfer points during the journey. Information regarding visa requirements is available from Nigerian High Commissions in different countries. **For more information and to access the embassies, log on to: <http://www.immigration.gov.ng>**

Health requirements:

Nigeria has mandatory vaccination requirements for yellow fever, in which case a certificate of inoculation against yellow fever is required from travellers older than one year of age. An international certificate of vaccination against Yellow Fever is valid for 10 years. Travelers arriving without a valid Yellow Fever vaccination certificate shall be inoculated for a fee upon arrival in Nigeria. **For more information log on to: <http://www.fmh.gov.ng>**

Delegates from non-malaria endemic countries are advised to take malaria tablets as a preventive measure. For more information log on to: <http://www.fmh.gov.ng>

Climate:

In the month of October, it is generally sunny and humid in the Southern part of the Country. Temperatures range between

Cities	Maximum DegC(Day)	Minimum DegC(Night)
Abuja	34.5-36.5	17.6-20.4
Minna	36.0-38.0	17.0-19.0
Lagos	33.5-34.5	21.0-23.0

For more information log on to <http://www.nimetng.org>

Registration:

Delegates, special guests and observers are requested to forward the attached Registration Form (Annex-II) duly completed to reach the [**Chairman, Local Organising Committee**] (with a copy to the CATA Office) not later than **30 April 2010**.

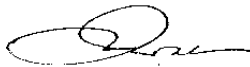
All registration forms **MUST** be either sent through the designated Country Representative for CATA of the nominating country or clearly endorsed by such authority. **No registration form will be entertained unless it meets this requirement.**

Conference Coordinator:

Ms Q.S. Seghosime is **Chairman Local Organising Committee**. She can be contacted as follows:

Mail: **Federal Inland Revenue Service**
15 Sokode Crescent
Wuse Zone 5, Abuja. Nigeria
Tel.: **+234-803 382 83761**
Email: **sofuras@yahoo.com**

Details of the Conference programme will be circulated to all members and invited Special Guests in due course. CATA's web site will also be updated regularly on conference related matters.



Zahir Kaleem
Executive Director