



Chartered Institute of
Professional Certifications
1006 N Rexford Street
Beverly Hills, CA 90210

Date

Dear {Manager},

I would like to enroll to the Certified Australian International Tax Planning and Structuring Manager (CTM™) program to further deepen my expertise in cross-border tax strategy, compliance, and regulatory frameworks, and I would like to gain your approval to attend this program. By attending this program, it will enhance my technical knowledge and strategic capability in navigating the complexities of international tax operations, particularly within the Australian context.

Led by Craig Cavanagh, a highly respected international tax expert with experience across the Australian Taxation Office, Big 4 advisory, and corporate leadership, this program will provide me with cutting-edge insights into critical areas such as double tax treaties, permanent establishment risk, anti-avoidance provisions, and BEPS implementation. The program will also focus on structuring for tax efficiency, managing transfer pricing compliance, and VAT/GST optimization—skills that align directly with our strategic goals in risk management and global financial efficiency. Some of the key skills this program will provide include:

- International Tax Planning and Structuring Techniques
- Double Tax Treaty Application and Treaty Shopping Mitigation
- Withholding Tax and VAT/GST Cost Management
- Permanent Establishment Risk Identification and Compliance
- Anti-Avoidance Rules: Part IVA, GAAR, CFC and Anti-Hybrid Measures
- Transfer Pricing Policy Design and Documentation
- BEPS Pillar II Implementation and Global Minimum Tax Readiness
- Strategic Structuring of IP, Royalties, and Cross-Border Operations

I believe these skillsets will prove invaluable to me and you can be assured that after attending this online program, I will be able to contribute even further to our organization's commitment to implement efficient tax strategies and ensure compliance with evolving global regulations in Australia. I strongly believe that the key skills that I will gain from this program will empower me to identify opportunities for cost savings, manage tax-related risks effectively, and drive sustainable growth for our organization..

Thank you for considering my request. I look forward to your approval to attend this valuable program.

Sincerely,
Your Name