

TRF 01 Form User Guide

Version 1.0



<http://e.fbr.gov.pk>

Prepared by:
Registration Automation



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1) Introduction

The e-Registration system is a web-based system that allows the user to request for new NTN. Having a computerized system will allow more efficient processing of applications and allow the entire process to be completed in a much shorter duration. This User guide has been prepared in order to facilitate the work of applicants when completing the registration form.

2) System Requirements

Please ensure that the system requirement is fulfilled to enable user accessing the system

E-Application URL <http://e.fbr.gov.pk>

Browser: Internet Explorer 6 or later

PC Resolution: 1024 x 768 or more

Other Office s/ware: Microsoft Excel 2003 or later

To access the system, a computer connected to the Internet is required. The computer should have a web browser installed. Any recent browser version should work although the system was extensively tested and verified to work with Internet Explorer (version 7). It is recommended that a screen resolution of at least 1024 X 768 pixels is used when accessing the system.

3) Types of Registration Application

These are following types of registration:-

1. New Registration
 - a. Income Tax
 - b. Sales Tax
 - c. Federal Excise
2. Change In Particulars
3. Duplicate Certificate

4) Apply for New Registration

- 1) Enter the URL: <http://e.fbr.gov.pk>
- 2) Click E-Registration

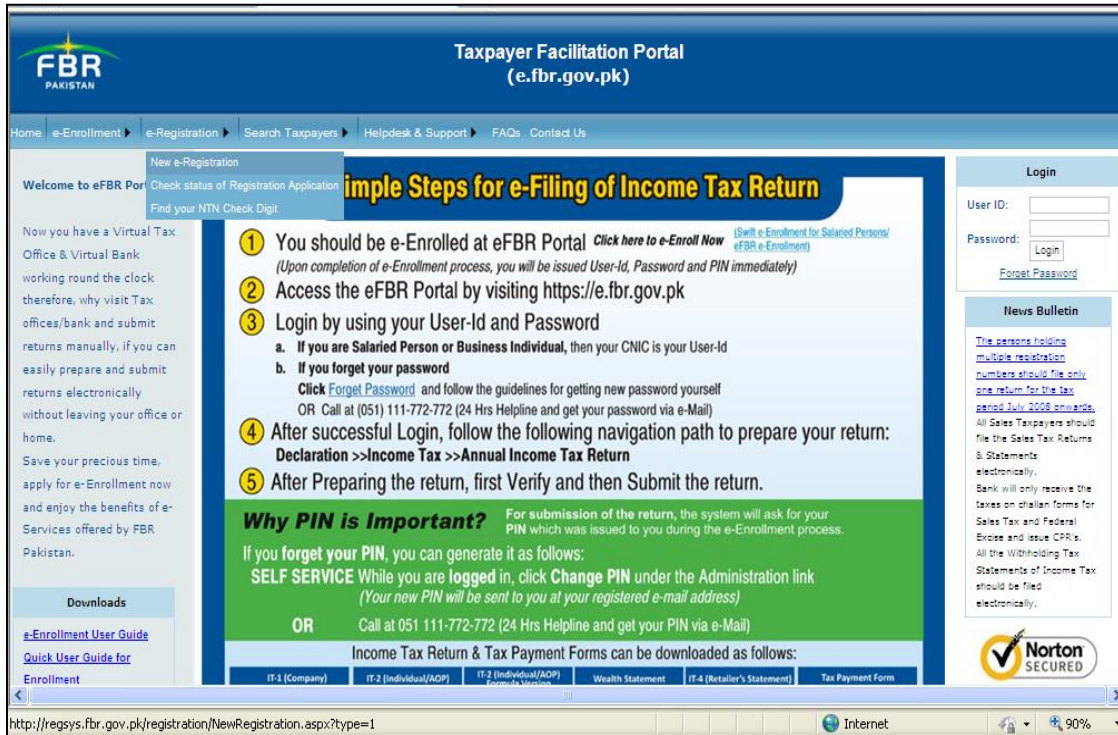


Figure 1: Home Screen

4.1 Taxpayer Registration Application Screen

- New Registration Screen will appear.



Figure 2: New Registration Screen

- Select the Application type and Taxpayer type and then fill the rest of the fields depending on your selection.
 - Application Type:
 - New registration (if you want to apply for new NTN)
 - Change in Particulars (if you want to change some information, which was submitted previously)
 - ST FED Registration (If you want to apply for STRN)
 - Duplicate Certificate (if you want to reclaim the registration certificate)
 - Taxpayer Type:
 - Individual
 - AOP
 - Company
- If you have selected **New Registration**, as the application type, then the following fields will appear:
 - For Individual
 - Name
 - CNIC
 - Image character

- For AOP
 - Reg/Inc. No (Optional)
 - Name
 - Image Character
- For Company
 - Reg/Inc No.
 - Name
 - Image Character

4.2 TRF 01 Form Portions

- The TRF 01 form consists of the following sections.
 - ✓ Application (For Individual, AOP and Company)
 - ✓ Registry (For Individual, AOP and Company)
 - ✓ Representative (For Individual, AOP and Company)
 - ✓ Directors and Shareholders (For AOP and Company)
 - ✓ Other Activities(For AOP and Company)
 - ✓ Business Branches (For Business Individual, AOP and Company)
 - ✓ Bank Accounts(For Individual, AOP and Company)
 - ✓ Employer (For Individual and AOP)
 - ✓ Declaration(For Individual, AOP and Company)

4.2.1 The Application Section

- Initially the form will be in “Preparing” mode

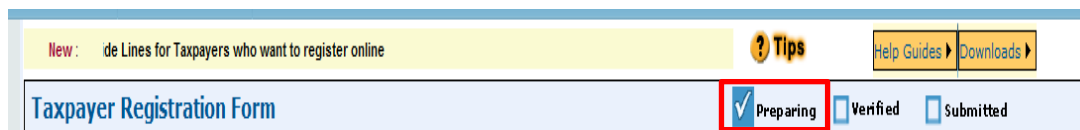


Figure 3 Mode of application

The current mode of application

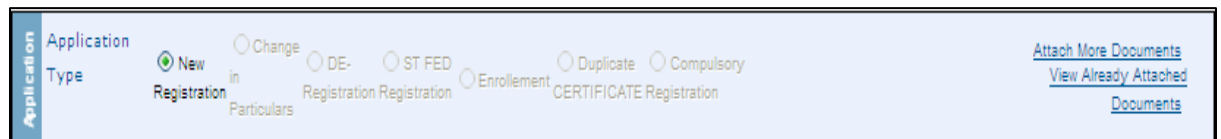


Figure 4 Application Section of TRF 01 Form

- In the Application section, Application Type is being shown. The System automatically fetches the application type that you’ve selected on the last screen (For e.g. in this case the user selected New Registration option), and the rest of the options are shown disabled.

- In this section you can attach new documents with the application and you can also view Already Attached Documents, using the links given on the right side.

4.2.2 The Registry Section

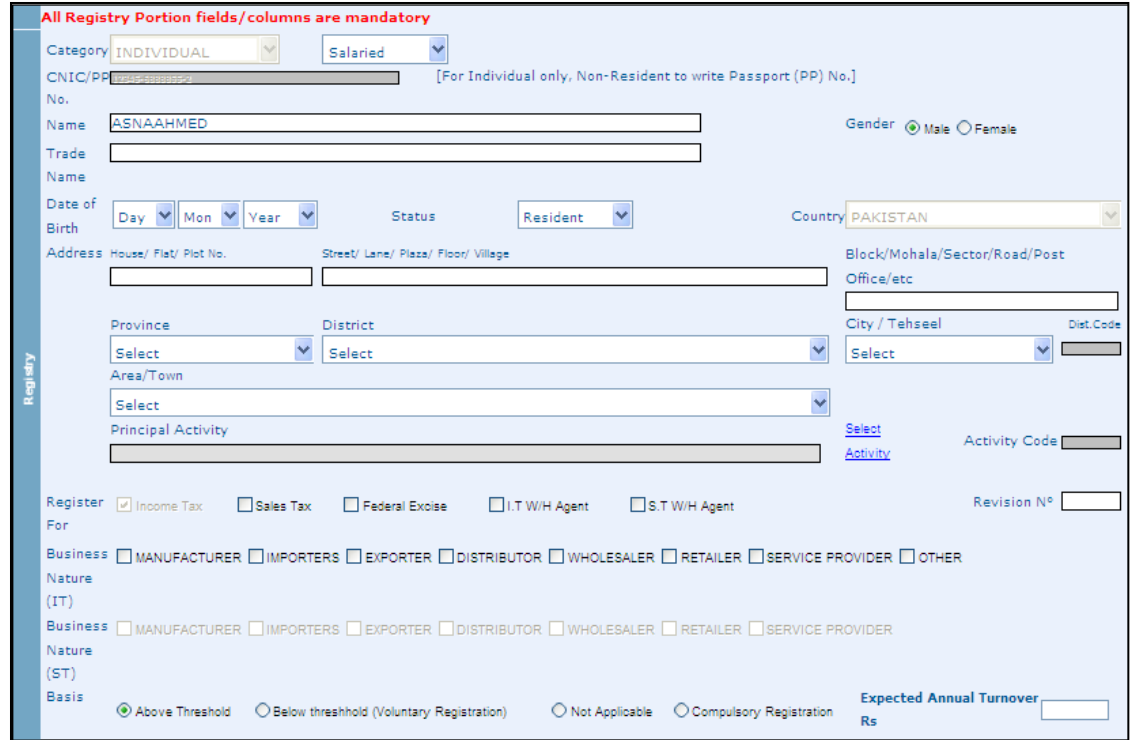


Figure 5 Registry Section

- The Registry section consists of the following fields:
 - ✓ **Category:**

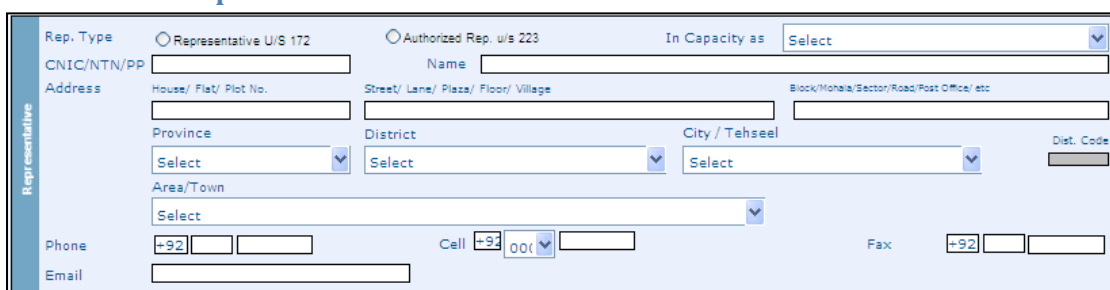
The Category field will be pre filled, as the system will automatically fetch it from the previous screen. However you have to select the Sub category from the given drop down. The sub categories available for different categories are given below:

 - **Individual:** Salaried Individual, Business Individual or Other. (Note: In case of “Other” specify.)
 - **AOP:** HUF, Firm, Artificial Juridical Person, or Body of persons formed under a foreign law.
 - **Company:** Pvt Ltd, Public Ltd, Small Company, Trust, Unit trust, Modarba, NGO, Society or Other.(Note: In case of “Other” specify.)

- ✓ **CNIC/PP no**
The System will fetch the CNIC/PP no. from the previous screen.
- ✓ **Gender**
Gender is required only for Individual, for Company and AOP it should be left blank
- ✓ **Reg/Inc. No**
In case of Company, write SECP incorporation number. In case of AOP write the registration number of AOP if available, otherwise leave it blank.
- ✓ **Name**
The System will fetch the Name from the previous screen.
- ✓ **Trade Name**
Enter your trade name. "Trade Name" is an optional column which means that the name under which the business or operation is conducted and presented to the world is not the legal name of the legal person (or persons) who actually own it and are responsible for it.
- ✓ **Address**
Company should write the address of Registered Office, Individual and AOP should write Business/Mailing Address.
- ✓ **Principal Activity**
Principal Activity of the Person being registered should be written here, in case of multiple business activities the Principal Activity at the time of registration should be determined on the basis of major revenue generating business activity. Detailed list of Business Activities can be accessed from FBR's web site <http://fbr.gov.pk> or <https://e.fbr.gov.pk>. Individuals having only salary income should write Salary Income as Principal Activity. Professionals should specify their profession as Principal Activity or Other Activity as the case may be.
- ✓ **Activity Code**
Activity Code will be filled by the system automatically.

- ✓ **Business Nature**
Select separate business nature for IT and ST, the nature of business, more than one nature of business can also be selected.
- ✓ **Register For**
Tick (v) the relevant boxes. All the relevant boxes should be checked.
- ✓ **Initial Capital Investment**
Initial Capital Investment is mandatory, for all applicants other than Salaried Individual and Other Individual

4.2.3 The Representative Section



The screenshot shows the 'Representative' section of the TRF 01 form. It includes the following fields:

- Rep. Type:** Radio buttons for 'Representative U/s 172' and 'Authorized Rep. u/s 223'. A dropdown for 'In Capacity as' with 'Select' as the current value.
- CNIC/NTN/PP:** A text input field.
- Name:** A text input field.
- Address:** A section with multiple input fields: 'House/ Flat/ Plot No.', 'Street/ Lane/ Plaza/ Floor/ Village', and 'Block/Mohala/Sector/Road/Post Office/ etc'.
- Province:** A dropdown menu with 'Select' as the current value.
- District:** A dropdown menu with 'Select' as the current value.
- City / Tehseel:** A dropdown menu with 'Select' as the current value.
- Dist. Code:** A small text input field.
- Area/Town:** A dropdown menu with 'Select' as the current value.
- Phone:** A text input field with a '+92' prefix and a dropdown for '00'.
- Cell:** A text input field with a '+92' prefix and a dropdown for '00'.
- Fax:** A text input field with a '+92' prefix.
- Email:** A text input field.

Figure 6 Representative Section

- The Representative section consists of the following fields:
 - ✓ **Rep. Type**
"Representative as defined u/s 172" or "Authorized Representative in case of Company not having Permanent Establishment in Pakistan, as defined u/s 223" of the Income Tax Ordinance 2001
 - ✓ **In Capacity as**
Capacity in which Representative/ Authorized Representative is mentioned as defined u/s 172 or 223(2) of Income Tax Ord. 2001
 - ✓ **Phone, Mobile, Fax**
Phone, Mobile and Fax number of the Legal Representative or Individual (in case of self) should also be written. Fax number is optional.
 - ✓ **E-Mail**
E-Mail address of the legal representative should be written here, which will be used to serve legal notices and correspondence.



Figure 7 save registry

When you've filled the form till this point, Click "Save Registry" button to save your Application. The system will display the message on successful completion of this section.



Figure 8 Registry saved

Afterwards, a popup will appear showing your application reference number

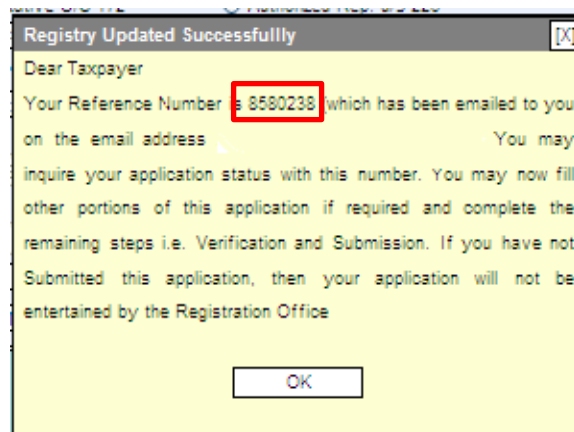


Figure 9 Registry updation screen

Furthermore an email will also be sent, on the entered email ID, intimating the user about the Reference number

4.2.4 The Directors/ Shareholders/ Partners Section

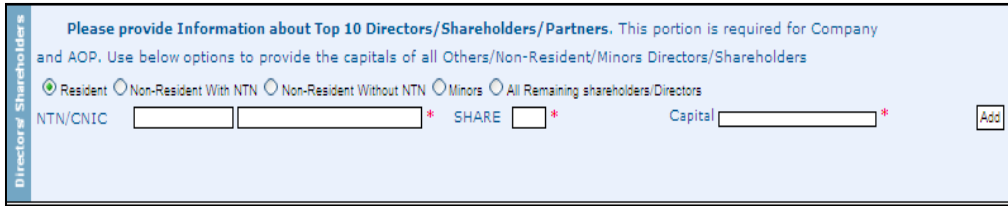


Figure 10 Directors/ Shareholders/ Partners Section

- This section consists of the following fields:
- This portion is required for Company and AOP. Use below options to provide the capitals of all Others/Non-Resident/Minors Directors/Shareholders
 - ✓ **NTN/CNIC**
NTN/ CNIC of all the shareholders/ directors/ partners should be provided in this portion
 - ✓ **Name of Director**
Enter name of Director/Shareholder/Partner.
 - ✓ **Capital**
Enter Capital share of owner in terms of capital amount, for Company only
 - ✓ **Share %**
%age of share will be calculated by the system on the basis of share value provided in the capital column

Sr.	Type	NTN/CNIC	Owner Name	Share %	Capital		
1	C	81101-8499538-2	ABCDE	20	1000000	Edit	Delete
				Total	1000000		

Figure 11 Add Directors table

- To add more Directors/Shareholders/Partners Click on the “Add” Button.

4.2.5 The Other Activities Section

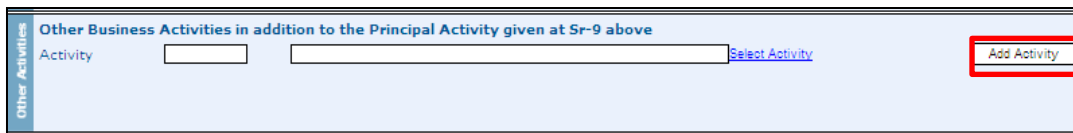
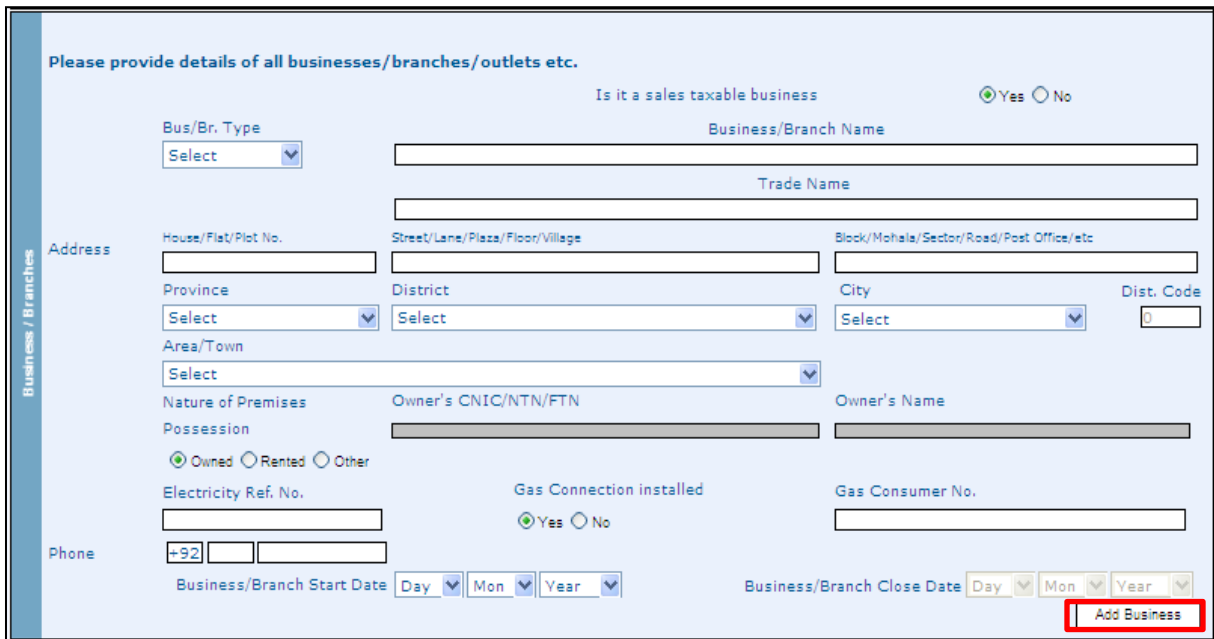


Figure 12 Other Activities Section

- Detailed list of Business Activities can be accessed from FBR's web at site <http://fbr.gov.pk> or <http://e.fbr.gov.pk>. Do not re-write the Principal Activity given in the registry section. Hence if there is no activity other than the Principal Activity, then this portion should be left blank. More activities can be added later through the Change Request as explained above.

4.2.6 The Business Branches Section



Please provide details of all businesses/branches/outlets etc.

Is it a sales taxable business Yes No

Bus./Br. Type: Select (dropdown) | Business/Branch Name: [Text Field]

Trade Name: [Text Field]

Address:

- House/Flat/Plot No.: [Text Field]
- Street/Lane/Plaza/Floor/Village: [Text Field]
- Block/Mohala/Sector/Road/Post Office/etc: [Text Field]
- Province: Select (dropdown) | District: Select (dropdown) | City: Select (dropdown) | Dist. Code: [Text Field]
- Area/Town: Select (dropdown)

Nature of Premises: Possession Owned Rented Other

Owner's CNIC/NTN/FTN: [Text Field] | Owner's Name: [Text Field]

Electricity Ref. No.: [Text Field] | Gas Connection installed: Yes No | Gas Consumer No.: [Text Field]

Phone: +92 [Text Field] [Text Field]

Business/Branch Start Date: Day [dropdown] Mon [dropdown] Year [dropdown] | Business/Branch Close Date: Day [dropdown] Mon [dropdown] Year [dropdown]

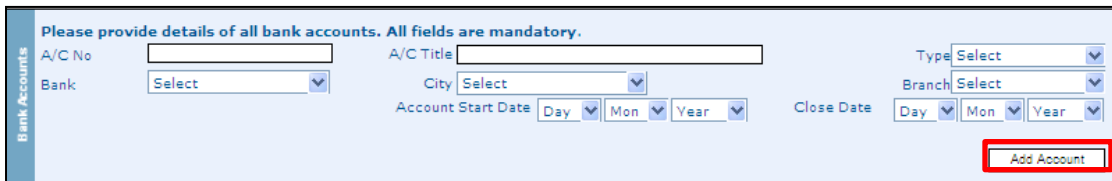
Add Business (button highlighted in red)

Figure 13 Business Branches Section

- The Registry section consists of the following fields:
 - ✓ **Is it sales taxable business**
Check (v) the relevant box
 - ✓ **Business/Branch Type**
Select type of Business/ Branch such as Head Office, Sub-Office, Factory, Show Room, Godown, Sub Office, Outlet from the given drop down.
 - ✓ **Business/ Branch Name**
Enter name of the Business or Branch in accordance with the Business Branch Type selected

- ✓ **Business/ Branch address**
Enter the complete address.
 - ✓ **Nature of Premises**
Select Nature of Premises Possession as Owned, Rented or Others, along with CNIC/NTN/FTN and Name of the Owner should be written
 - ✓ **Electricity Reference No.**
Enter Electricity Consumer number of the connection installed at the business/ HQ/ branch premises.
 - ✓ **Gas Connection installed**
Select the relevant box, showing the gas connection installed at the premises
 - ✓ **Gas Consumer No.**
If Gas connection is installed, then enter Gas Consumer number of the connection installed at the business/ branch premises.
 - ✓ **Phone No.**
Phone number with area code should be entered for the Business/ Branch mentioned
 - ✓ **Business/Br. Start Date**
Select the start Date of the Business/ Branch, date should be written in the format of
 - ✓ **Business/Br. Close Date**
Closing Date of the Business/ Branch. This is applicable only when Close Business/ Branch is selected as Action Requested
- You can add more businesses by clicking on the “Add Businesses” button.

4.2.7 The Bank Accounts Section



Please provide details of all bank accounts. All fields are mandatory.

A/C No A/C Title Type

Bank City Branch

Account Start Date Close Date

Figure 14 Bank Accounts section

- The Bank accounts section consists of the following fields:
 - ✓ **A/C no**
Bank Account No. as allotted by the bank.

- ✓ **A/C Title**
Title of Account
 - ✓ **Type**
Select the Account Type such as PLS or Current as the case may be.
 - ✓ **Bank**
Select Bank name from the given drop down.
 - ✓ **City**
Select City name from the given drop down.
 - ✓ **Branch**
Select Branch name from the given drop down.
 - ✓ **Account Start date**
Select the Account start date.
 - ✓ **Account close date**
Select the account close date (If applicable)
- You can add more bank accounts by clicking on the “Add Bank accounts” button.

4.2.8 The Employer Section

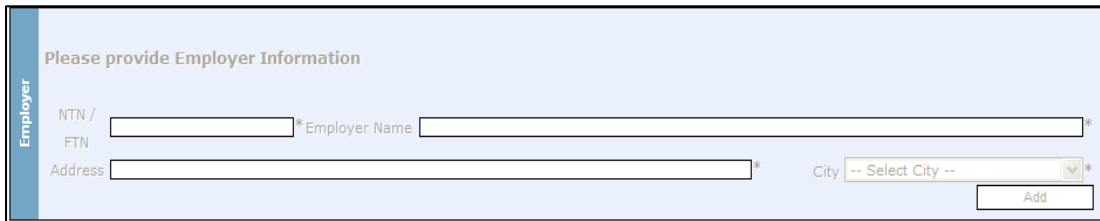


Figure 15 Employer section

- The employer section consists of the following fields:
 - ✓ **NTN**
Enter the NTN of the employer. (In case of individual and AOP)
 - ✓ **Employer Name**
Enter the Employer name
 - ✓ **Address**
Enter Address of Employer
 - ✓ **City**
Enter City of Employer's Head Office

4.2.9 The Declaration Section

Declaration	I, the undersigned solemnly declare that to the best of my knowledge and belief the information given above is correct and complete. It is further declared that any notice sent on the email address given above will be accepted as legal notice served under the law.			
	<input type="text" value="13/12/2012"/>	<input type="text" value="12588-6466666-6"/>	<input type="text" value="ASDF"/>	<input type="text"/>
	Date	CNIC/Passport No	Name of Applicant	Signature

Figure 16 Declaration Section

- The declaration section consists of the following fields:
 - ✓ **Date**
Date of signing the application, in the format of DD-MM-YYYY.
 - ✓ **CNIC**
CNIC/Passport No. of the applicant. Applicant can be the Person him/herself or his/her authorized representative having written Authorization.
 - ✓ **Name of Applicant**
Name of Applicant as appearing in the CNIC/Passport.
 - ✓ **Signature**
Enter the Signature of the applicant.

4.2.10 Verification Process

Once you have completed the form, you have to verify it. By clicking the **Verify Application** button.



Figure 17 Verifying application

When you'll click the "Verify Application" button following popup will appear:

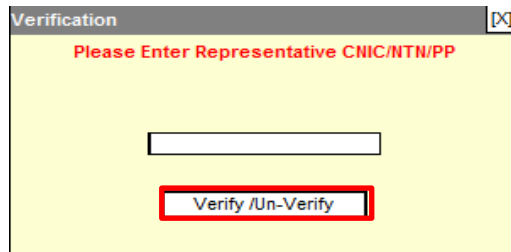


Figure 18 CNIC Verification

Enter Representative CNIC/NTN/PP and click Verify/Un-Verify to verify your application

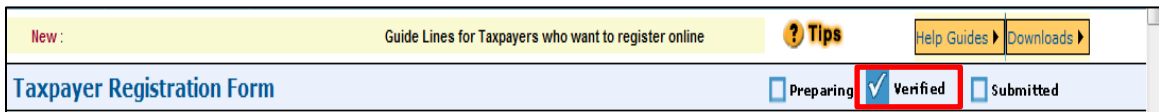


Figure 19 Mode of application after verification

The current mode of application

On successful verification of application, following popup will appear:

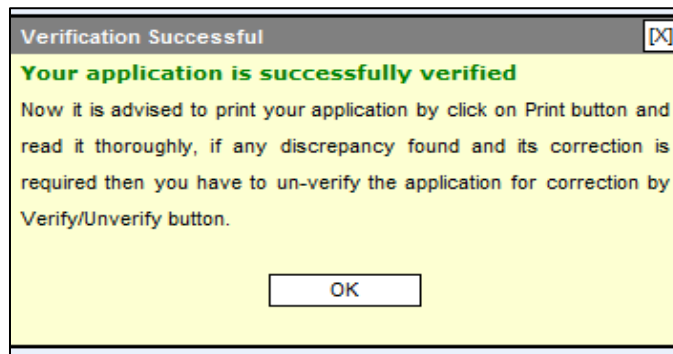


Figure 20 Verification Successful

4.2.12 Submission Process

Once the application has been submitted successfully, you can, Print, Un-Verify or Submit the application.



Figure 21 Application options

When you click the “Submit” button, the following popup will appear:

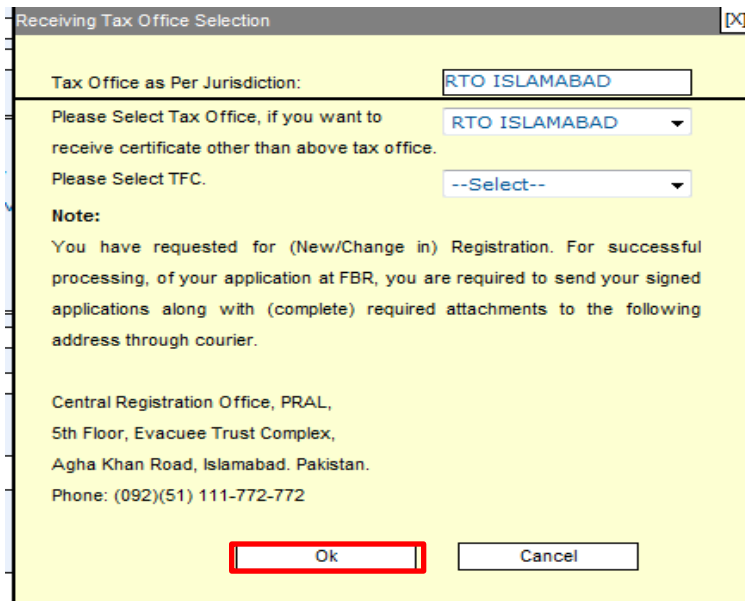


Figure 22 Receiving Tax office Selection

Select the Tax Facilitation Center (TFC) from the given dropdown. And click OK.

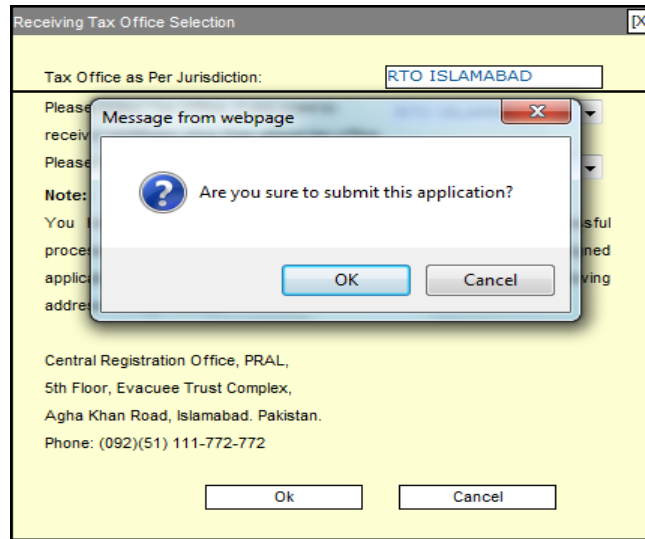


Figure 23 Confirmation message box

Click Ok to confirm your selection.

On Successful submission of the application the system will show the following message.



Figure 24 Successful Submission message

The applicant will be assigned a Tax office.

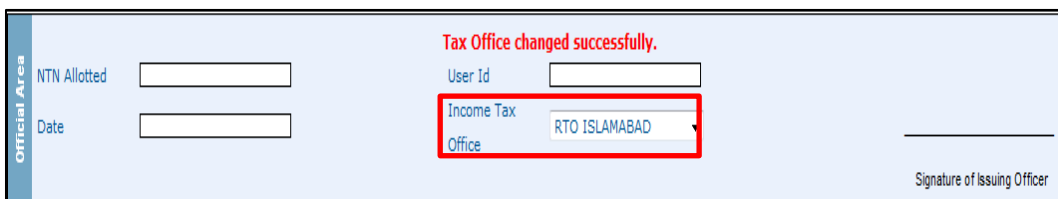


Figure 25 Tax Office change

The mode of the application once again will change to "Submitted"

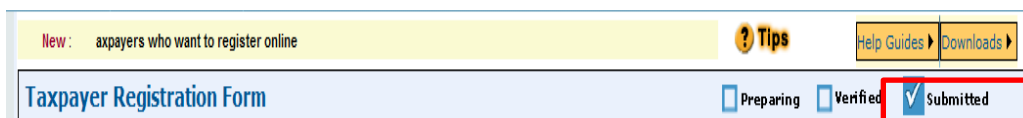


Figure 26 Mode Submitted

5. Apply for Change in Particulars

- If you have selected **Change In Particulars**, as the application type, then you'll be redirected to the following screen:

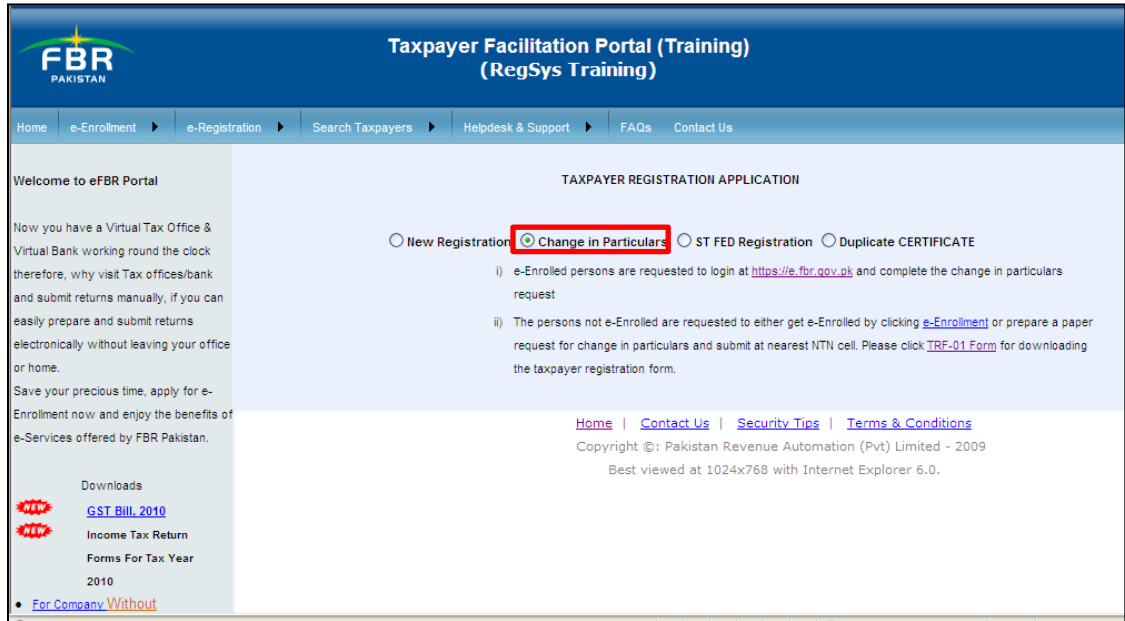


Figure 27 Change in particulars

Follow the instructions given on the screen (you have to be an enrolled user in order to file a change in particulars request)

If you are enrolled please follow the steps below to process your change in particulars:-

1. Login at e.fbr.gov.pk by giving your user id and password.
2. On successful logon, click on "Registration" main menu and select "Change Profile".

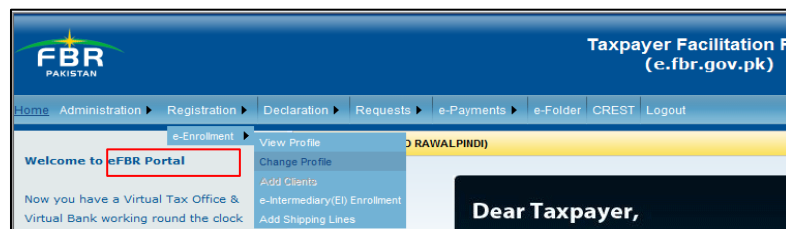


Figure 28 Change in particulars link

3. After clicking, TRF 01 form will be displayed in editable mode. Now you can update your information and submit and process it as described in new Registration process.

6. Apply for Duplicate Certificate

6.1 Pre-Requisite

You have to prepare and deposit the duplicate certificate fee before apply for duplicate registration.

There are following steps to make payment:-

1. You can directly go to the bank officer at your nearest National Bank of Pakistan. Where our bank officer will prepare and payment slip and you will deposit the fee there. On payment you will get the computerized payment Receipt (CPR).
2. To create payment slip at your desk, please logon the system and click on “Payment” from main menu and select “Direct Tax” link.
3. Fill the form and submit.
4. Print the slip and note the PSID number.
5. Go to the bank and make the payment.
6. Upon successful payment, you will be eligible to process your duplicate certificate application

6.2 Application Process

Following steps are required to process duplicate registration fee application:-

1. Enter the URL: <http://e.fbr.gov.pk>
2. Click E-Registration

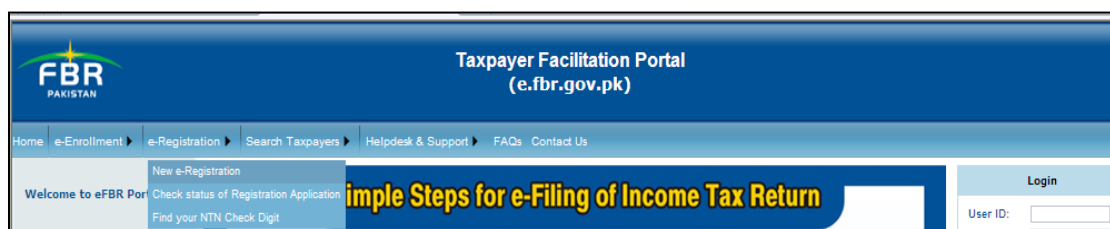
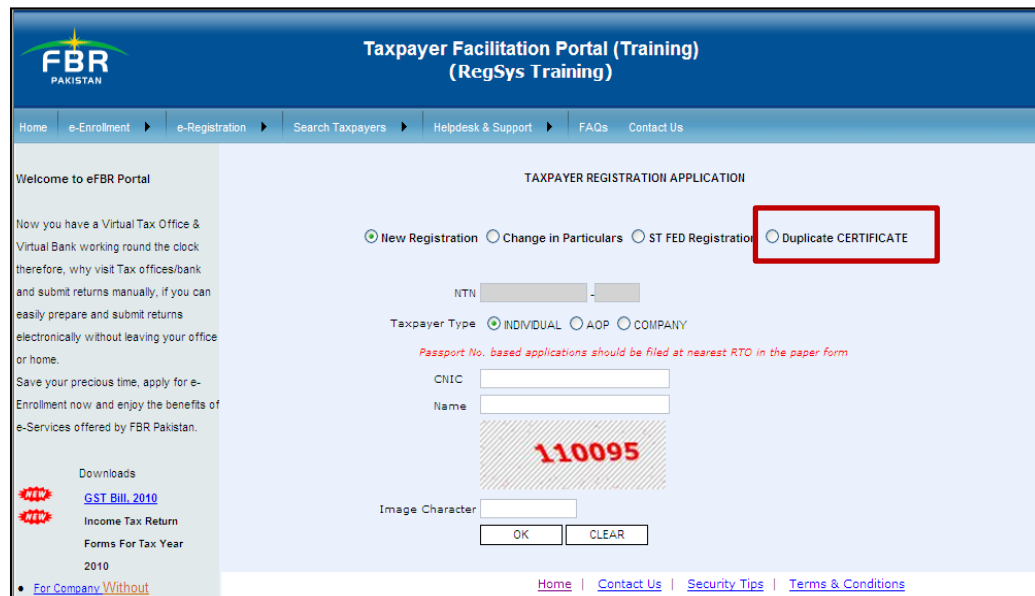


Figure 29 Home Screen

3. Select duplicate certificate option.



The screenshot displays the 'Taxpayer Facilitation Portal (Training) (RegSys Training)'. The main heading is 'TAXPAYER REGISTRATION APPLICATION'. There are four radio button options: 'New Registration' (selected), 'Change in Particulars', 'ST FED Registration', and 'Duplicate CERTIFICATE' (highlighted with a red box). Below these are input fields for 'NTN', 'Taxpayer Type' (with 'INDIVIDUAL' selected), 'CNIC', and 'Name'. A red note states: 'Passport No. based applications should be filed at nearest RTO in the paper form'. There is a large red '110095' image character. At the bottom are 'OK' and 'CLEAR' buttons. The left sidebar contains a 'Welcome to eFBR Portal' message and a 'Downloads' section with links for 'GST Bill, 2010', 'Income Tax Return', and 'Forms For Tax Year 2010'. The footer includes 'Home | Contact Us | Security Tips | Terms & Conditions'.

Figure 30 Duplicate Certificate Screen

4. Fill the preliminary information and click Ok.
5. Upon successful information, the basic information will be displayed about profile.
6. Ensure the profile and process the application.
7. Visit the nearest TFC to collect your certificate.