

# E-PAYMENTS

This document provides guidelines to the taxpayers for creating electronic payments and register for Direct Debit payment service.

**Taxpayer Guide**



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Federal Board of Revenue (FBR) is in process of reforming its services and restructuring the Tax Collection System with major facilitation to its Tax Payers countrywide. In this direction a major milestone is achieved by providing one point services to taxpayers through web based e-Portal (<http://e.fbr.gov.pk>). Pakistan Revenue Automation Pvt Limited [PRAL] is managing this e-Portal under the policies of FBR, Government of Pakistan.

e-Payments of Taxes are one of the services co-hosted at this e-Portal. The service is jointly being carried out by PRAL and National Bank of Pakistan [NBP] under the CAP-II Project.

## 1. TAX PAYMENT SERVICE ON E-PORTAL

Taxpayer is issued a **User ID, Password** and **PIN Code** upon completion of successful enrollment process after due verifications and security checks of enrollment procedure. Taxpayer is required to submit all of his requests/filings/payments by entering his PIN Code for authorization purposes

## 2. BUSINESS PROCESS FOR E-PAYMENTS

### 2.1 e-Payment Preparation Process (Income Tax)

#### 2.1.1 Input

- Challan forms – Income Tax

#### 2.1.2 Procedure

S. No	Responsible Personnel	Activity	Process
1	Taxpayer	Login into system.	Logon to <a href="http://e.fbr.gov.pk">http://e.fbr.gov.pk</a>
2	Taxpayer	Create Payment Slip	Select the appropriate type of payment slip, and enter the data accordingly to create payment slip
3	Taxpayer	Confirm Payment Slip	Ensure that the data entered matches with physical challan
4	Taxpayer	In case of mismatch	In case of any mismatch, press the



			Back button and edit the payment
5	Taxpayer	Payment Slip	If payment created is correct press the confirm button, write PSID NO. on the payment challan

### 2.1.3 Output

- Payment Slip / PSID No.

## 2.2 Preparation of e-Payment

### 2.2.1 Sale Tax e-Payment Slip

1. Login to the system i.e. <http://e.fbr.gov.pk> by using the issued user id & password.

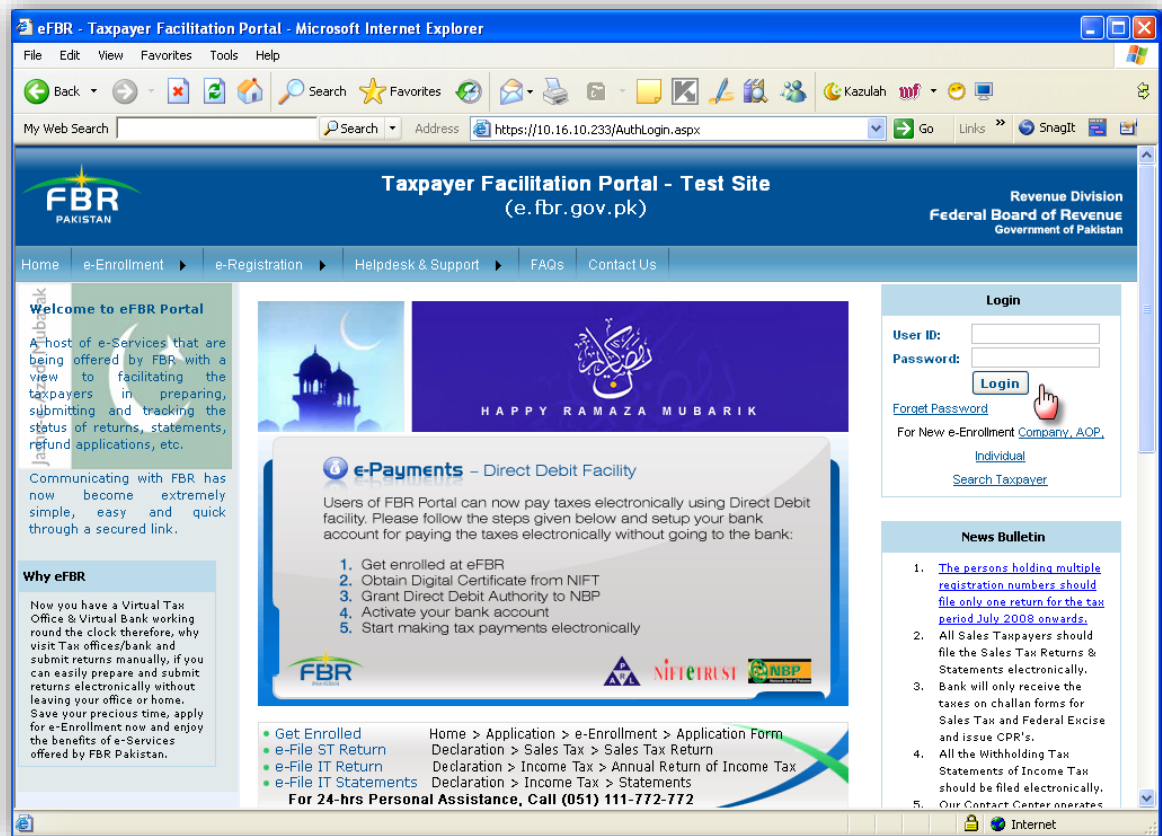


Figure 1

2. From the top menu, select **e-Payments → Sale Tax**.

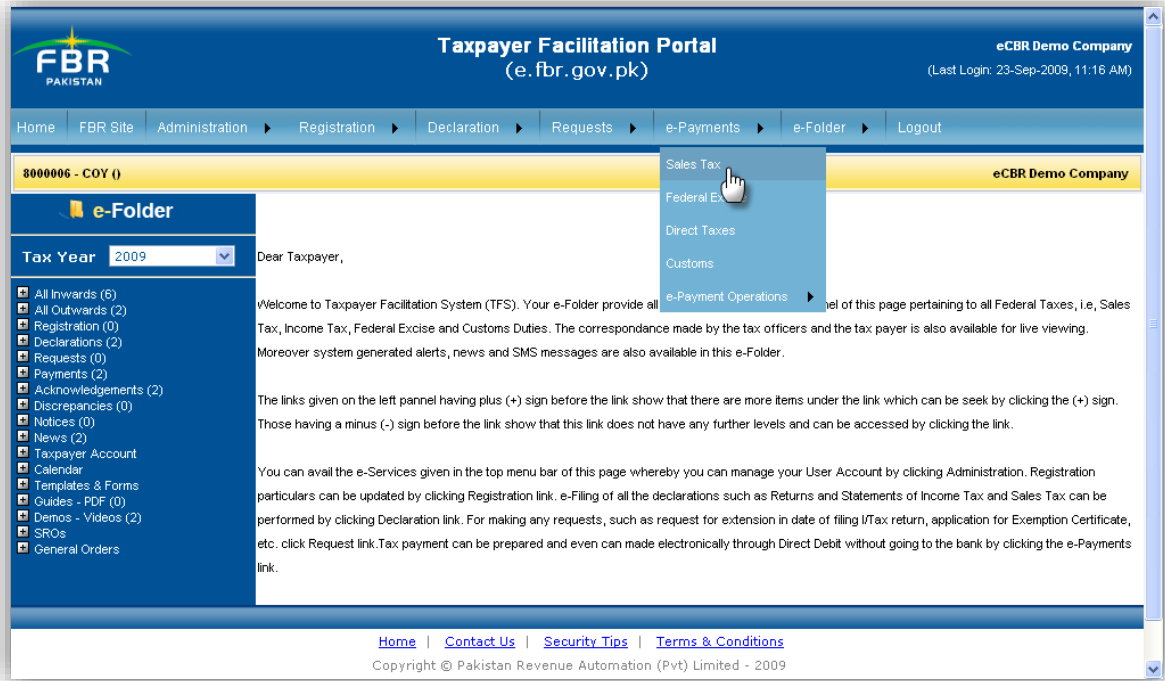


Figure 2

3. On left control panel, from the drop down list select the **payment month** and **payment year**.

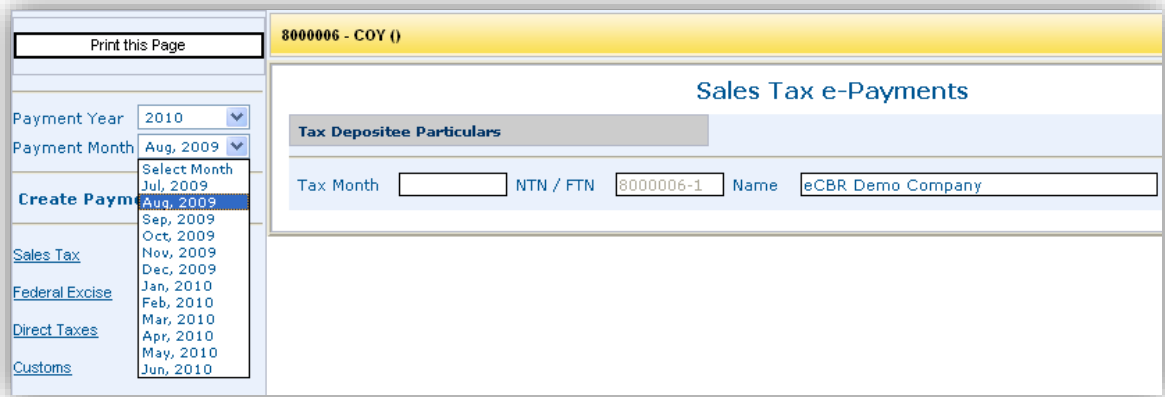


Figure 3

4. Under the “**Create Payment Slip**”, click on “**Sales Tax**”.



Figure 4

5. The system loads the create payment slip with the particulars of tax depositee and taxpayer.

Figure 5

6. Select the “Collectorate” from the “Taxpayer Particular Section”.
7. In section “Details of Payment”, enter the amount. System will automatically calculate and load the total.



Details of Payment:		
Head of Account (NAM Code)	Description	Amount
B-02341	Sales Tax	5,000
B-02366	Sales Tax on Services	0
B-02367	Federal Excise Duty on in VAT mode	0
<b>Total</b>		5,000

Figure 6

- After entering the amount, select the **“Payment mode”** from the section of **“Particulars of Payment”**. The payment mode can either be **“Cash, Cheque, Pay Order and Direct Debit**. The payment can be made with two different modes. e.g. in the combination of Cheque & Cash. Cheque & Pay Order, Cash & Pay Order.
- Select the particular mode and provide the respective details. In case of **“Cash Mode”**, no other detail is required so click on **“Create”** Button.

Particulars of Payment:							
Mode	Amount	PO/CH No.	PO/CH Date	Bank	City	Branch	
Cash	5,000						✘

Add

Figure 7

- If the mode selected is **“Cheque”**, give the respective details as well. From the drop down list of **“Bank, City and Branch”**, select the respective one.
- If the amount given in section **“Particulars of payment & the details of payment** are not equal and we click on **“Create”** Button. The error generates.



Head of Account (NAM Code)	Description	Amount
B-02341	Sales Tax	5,000
B-02366	Sales Tax on Services	0
B-02367	Federal Excise Duty on in VAT mode	0
<b>Total</b>		<b>5,000</b>

Mode	Amount	PO/CH No.	PO/CH Date	Bank	City	Branch	
Chequ	2,000	153217	12/08/2009	ABN AMRO BANK	ISLAMABAD	F7-BRANCH, ISLAM	✖
Cash	3,000						✖

Figure 8

12. To enter another detail of payment particular, click on **“Add”** Button. And provide the details.

Mode	Amount	PO/CH No.	PO/CH Date	Bank	City	Branch	
Chequ	2,000	153217	12/08/2009	ABN AMRO BANK	ISLAMABAD	F7-BRANCH, ISLAM	✖
Cash	3,000						✖

13. Click on **“Create”** Button, to create the payment slip. After clicking the button, system asks for confirmation. If there is no change needed then click on **“Confirm”** Button or to edit the details click on **“Back”** Button.





**Particulars of Payment:**

Mode	Amount	PO/CH No.	PO/CH Date	Bank	City	Branch
Chequ	2,000	153217	12/08/2009	ABN AMRO BANK	ISLAMABAD	F7-BRANCH, ISLAMA
Cash	3,000					

**[!] Please review your e-Payment details, for confirmation click confirm button, to change details click back button.**

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Figure 9

- When the payment particulars get confirmed the system loads the “e-Payment Slip” with the “PSID (Payment Slip ID)”. You can select the nearest NBP Branch to deposit the payments.

**FBR PAKISTAN** Taxpayer Facilitation Portal (e.fbr.gov.pk) eCBR Demo Company (Last Login: 23-Sep-2009, 11:16 AM)

Home | FBR Site | Administration | Registration | Declaration | Requests | e-Payments | e-Folder | Logout

8000006 - COY () ECBR DEMO COMPANY

**Sales Tax e-Payment**

**PSID: 83773**

Your e-Payment Slip has been created successfully  
Click on **Print** button to download PSID on your computer.

You may deposit your payments in any NBP/SBP branch. Following is the list of branches nearest to your business.


Locate nearest Branch in your city: ISLAMABAD

Code	Branch Name	Phone
0341	MAIN BRANCH, ISLAMABAD	051/9201996 - 9201973
1628	MARRIOT HOTEL BRANCH	051/2826121
1575	NBP AIR PORT BRANCH, ISLAMABAD	051/9280425

Figure 10



15. Click on **Print** Button, to get the payment Challan.


**Federal Board of Revenue**  
 Government of Pakistan

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**SALES TAX PAYMENT CHALLAN**

**PSID # : 83773**

Sales Tax Reg.No.	888888888888	NTN	8000006-1				
Name	ECBR DEMO COMPANY	Tax Period	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Month</td> <td style="width: 50%;">Year</td> </tr> <tr> <td style="text-align: center;">08</td> <td style="text-align: center;">2009</td> </tr> </table>	Month	Year	08	2009
Month	Year						
08	2009						
Address	PRAL, 5TH Floor ETC F-5/1 ISLAMABAD 44000						

<u>HEAD OF ACCOUNT</u>	Amount in Pak Rs.
B-02341 Sales Tax	5,000
B-02366 Sales Tax on Services	0
B-02367 Federal Excise Duty on in VAT mode	0
Total Amount	5,000

Amount in words Five Thousand Rupees And No Paisas Only

**Modes & particulars of payment**

Sr.	Type	No.	Amount	Date	Bank	City	Branch Name & Addresses
1	Cash		5,000				


**DECLARATION**

I hereby declare that the particulars mentioned in this challan are correct.

CNIC of Depositor TU/123456

Name of Depositor ECBR DEMO COMPANY

Date \_\_\_\_\_



PSID-ST-000000982782-082009

**Stamp & Signature**

**Note:** This is an input form and should not be signed/stamped by the Bank. However, a CPR should be issued after receipt of payment by the Bank.

**INSTRUCTIONS FOR DEPOSITORS**

You may deposit your payments in any of following branches into your city ISLAMABAD (as mentioned in your profile):

<u>Bank</u>	<u>Branch Name and Address</u>	<u>Phone</u>
NATIONAL BANK OF PAKISTAN	1575 - AIRPORT BRANCH	051/9280425
	0341 - MAIN BRANCH, ISLAMABAD.	051/9201996 - 9201973
	1628 - MARRIOT HOTEL BRANCH	051/2826121
STATE BANK OF PAKISTAN	0003 - ISLAMABAD OFFICE	+92 (51) 1111111

**Figure 11**



## 2.2.2 Federal Excise e-Payment Slip

1. Login to the system i.e. <http://e.fbr.gov.pk> by using the issued user id & password.

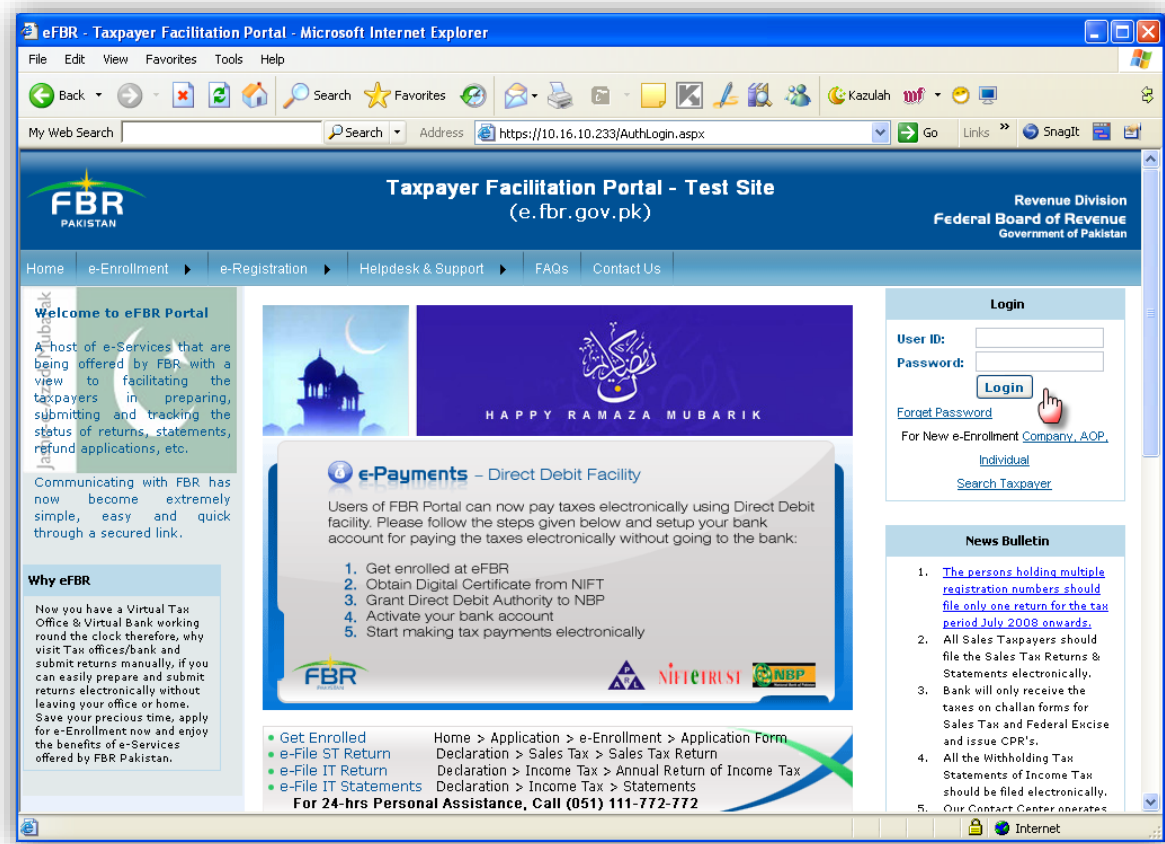


Figure 12

2. From the top menu, select **e-Payments** → **Federal Excise**

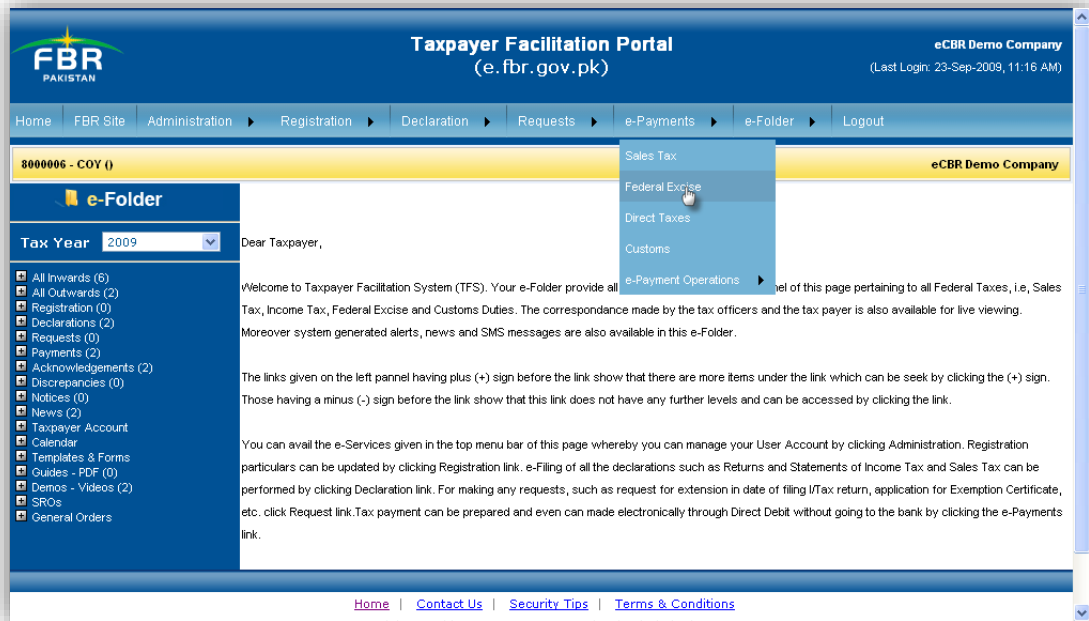


Figure 13

3. On left panel, select the “Payment year” and “Payment Month”. And from the “Create Payment Slip” section click on “Federal Excise”.

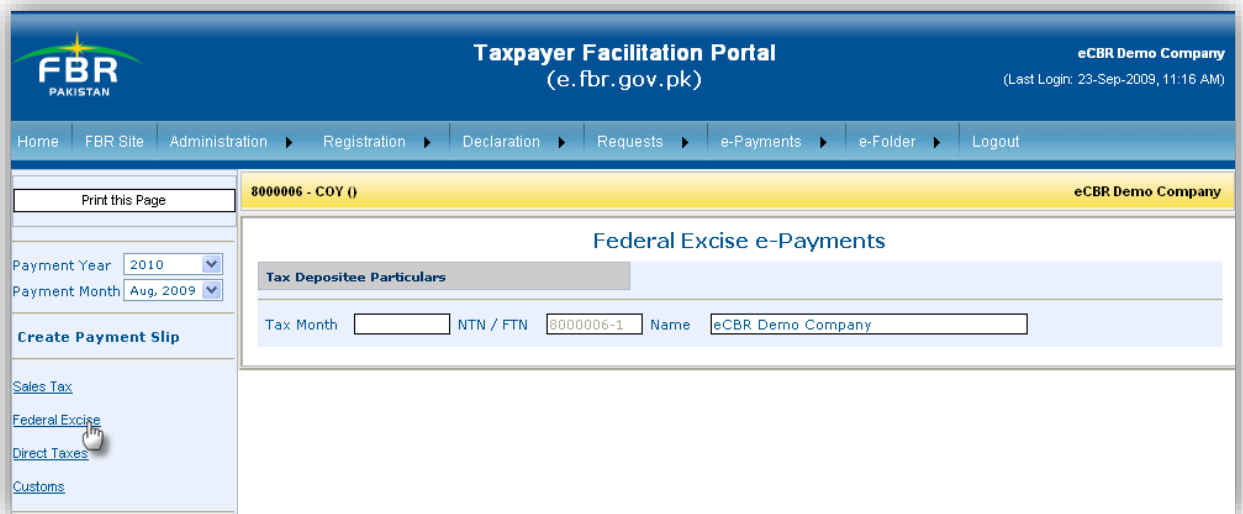


Figure 14

4. The system loads the Federal Excise Create Payment Slip, with the taxpayers & tax depositee particulars.



**Taxpayer Facilitation Portal**  
(e.fbr.gov.pk)

Home | FBR Site | Administration | Registration | Declaration | Requests | e-Payments | e-Folder | Logout

000006 - COY () eCBR Demo Company

Payment Year: 2010  
Payment Month: Aug. 2009

**Federal Excise e-Payments**

**Tax Depositor Particulars**  
Tax Month: 08/2009 NTN / FTN: 000006-1 Name: eCBR Demo Company

**Federal Excise Payment** Status: Preparing

**Particulars of Tax Payer**  
Collectorate: Select Collectorate  
NTN: 000006-1  
CNIC: TU/123456  
Businesses: Test STRN STRN: 000000000000  
Name: eCBR Demo Company  
Address: Test Address Islamabad ISLAMABAD ISLAMABAD 44000

**Details of Payment:**

Head of Account (NAM Code)	Description	Amount
B-02485	Federal Excise Duty (excluding FED on natural gas)	0
B-02501	Federal Excise Duty on Natural Gas	0
C-03901	Petroleum Development Levy - PDL	0
<b>Total</b>		<b>0</b>

**Particulars of Payment:**

Mode	Amount	PO/CI No.	PO/CI Date	Bank	City	Branch
Cash	0					

Buttons: Create, Back, Cancel

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Copyright © Pakistan Revenue Automation (Pvt) Limited - 2009  
Best viewed at 1024x768 with Internet Explorer 6.0.

Figure 15

5. Select the “Collectorate” from the “Taxpayer Particular Section”.
6. In section “Details of Payment”, enter the amount. System will automatically calculate and load the total.

**Details of Payment:**

Head of Account (NAM Code)	Description	Amount
B-02485	Federal Excise Duty (excluding FED on natural gas)	200
B-02501	Federal Excise Duty on Natural Gas	2,500
C-03901	Petroleum Development Levy - PDL	1,212
<b>Total</b>		<b>3,912</b>

Figure 16



7. After entering the amount, select the **“Payment mode”** from the section of **“Particulars of Payment”**. The payment mode can either be **“Cash, Cheque, Pay Order, Direct Debit, and Credit Card (Currently not functional)**.

The payment can be made with two different modes. e.g. in the combination of Cheque & Cash. Cheque & Pay Order, Cash & Pay Order and so on.

8. Select the particular mode and provide the respective details. In case of **“Cash Mode”**, no other detail is required so click on **“Create”** Button.
9. If the mode selected is **“Cheque”**, give the respective details as well. From the drop down list of **“Bank, City and Branch”**, select the respective one.

Head of Account (NAM Code)	Description	Amount
B-02485	Federal Excise Duty (excluding FED on natural gas)	0
B-02501	Federal Excise Duty on Natural Gas	2,500
C-03901	Petroleum Development Levy - PDL	0
<b>Total</b>		<b>2,500</b>

Mode	Amount	PO/CH No.	PO/CH Date	Bank	City	Branch
Cheque	2,500	1287852	28/08/2009	ALLIED BANK OF PF	ISLAMABAD	E-8, NAVAL COMPLI

Figure 17

10. If the amount given in section “Particulars of payment & the details of payment are not equal and we click on **“Create”** Button. The error generates.

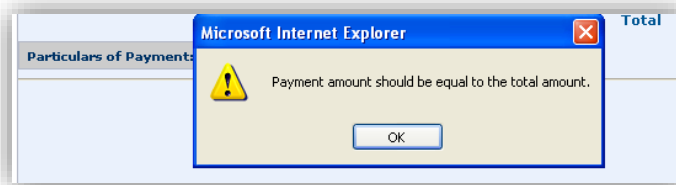


Figure 18



11. To enter another detail of payment particular, click on **“Add Button”**. And provide the details.
12. Click on **“Create”** Button, to create the payment slip. After clicking the button, system asks for confirmation. If there is no change needed then click on **“Confirm”** Button or to edit the details click on **“Back”** Button.
13. When the payment particulars get confirmed the system loads the **“e-Payment Slip”** with the **“PSID (Payment Slip ID)”**. You can select the nearest **NBP Branch** to deposit the payments.

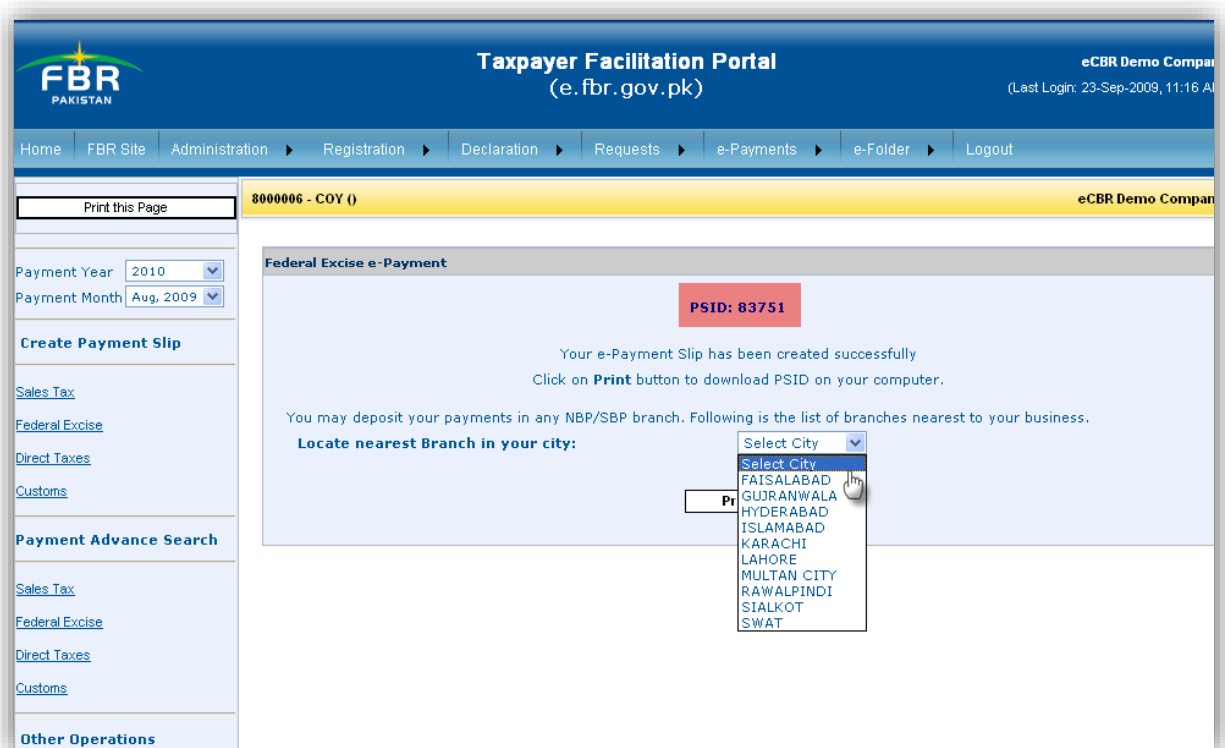


Figure 19

14. Click on **“Print”** Button, to get the payment Challan.



### 2.2.3 Direct Taxes e-Payment Slip

1. Login to the system i.e. <http://e.fbr.gov.pk> by using the issued user id & password
2. From the top menu, select “e-Payments → Direct Taxes”.



Figure 20

3. At the left control panel, select the “Payment Year” and “Payment Month” from the drop down list.
4. At “Create Payment Slip” section, click on “Direct Taxes”.



Figure 21

5. The system loads the e-Payment direct taxes creation page with the tax depositee particulars.
6. From the “Direct Taxes Payment” section, select the “Nature of Tax Payment”.



**Figure 22**

7. The Nature of Tax Payment defined in eFBR Portal are :

- **C**urrent Demand.
- **W**ith Return.
- **A**dvance Payment
- **A**rrear Demand.
- **D**eduction at Source.
- **M**isc. /Others.
- **C**VT on Purchase of Property.

8. Select the **“Salary Month”**.

9. Select the **“Tax Office”**.

### **2.2.3.1 Creating e-Payment Slip of “Deduction at Source”**

1. If nature of payment selected is **“Deduction at Source”**, there are two options available to enter the data,

- a.** Attach File                      **b.** Online Entry

2. You can also attach file for payments, from its section by clicking on **“Attach File”** button.

3. By clicking on **“Attach File”** the system loads the page to upload the file to get attached.

4. The sample file in excel format is also available for help to create the attach file.

5. The file can be downloaded by simply clicking on the link **“Download Sample File”**.

6. Create the file by seeing the sample file, browse it & then get it attach.

7. Click on **“Import”** button to upload the attached file.

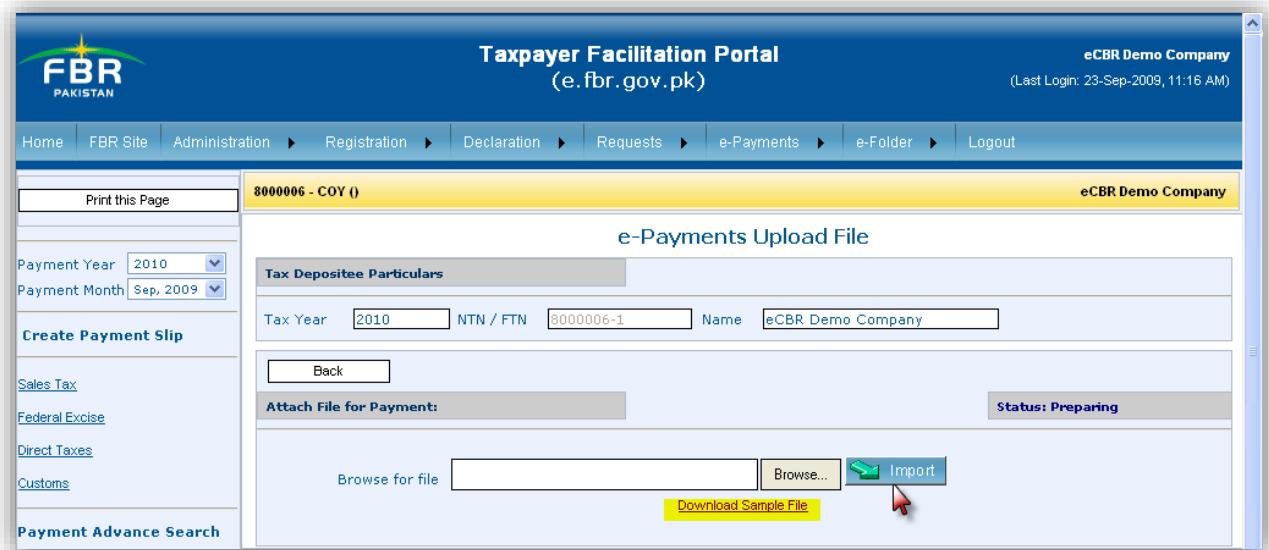


Figure 23

8. Click on **Back** button to move back to the e-Payment Direct Taxes Page.
9. To enter the data online.
10. In **“Taxpayers Details”** section, add the asked details.
11. From the **“Payment Section”** drop down list, select one.
12. Enter the **Taxpayers NTN**, if the NTN is present in system, it will automatically loads the remaining details. Else enter the respective detail too.
13. For some tax payment nature selection, it loads the taxpayers detail as well.
14. When enter the **Taxable Amount** and **Tax Rate**, it will calculate the **Tax Amount** automatically.
15. Click on **Add** button.



**Taxpayers Details:**

Resident       Non-Resident

Payment Section: 01 - 149 - Salary - Federal

Taxpayer's NTN: 1234567-9      Taxpayer's CNIC: 61101-1967260-9

Taxpayer's Name: MUHAMMAD UMER AZIZ      Taxpayer's City: BANNU

Taxpayer's Address: ABC XYZ

Taxpayer's Status: INDIVIDUAL      NAM Code: B01131

Taxpayer's Business: M/S BASIT BILAL COTTON INDUSTRIES (PVT)LTD.

Taxable Amount: 15,000      Tax Rate: 2      Tax Amount: 300

Add      Cancel

Figure 24



16. The tabular grid appeared, showing the record added before and the total amount of tax to be paid.

17. “Payment Particular” section, add the payment mode & its details.

<< First      << Previous      **1 - 1 of 1 ( Total Tax Amount: 300 )**      Next >>      Last >>

	Sr. No.	NTN	CNIC	Name	Address	NAMCode	Business Name	Taxable Amount	Tax Amount	Status
<input type="button" value="Edit"/>	1	1234567-9	61101-1967260-9	MUHAMMAD UMER AZIZ	ABC XYZ	B01131		15,000	300	Salaried Individual
								<b>15,000</b>	<b>300</b>	

<< First      << Previous      **1 - 1 of 1 ( Total Tax Amount: 300 )**      Next >>      Last >>

Total Tax Amount Paid

Amount in words

**Particulars of Payment:**

Mode	Amount	PO/CH No.	PO/CH Date	Bank	City	Branch	
<input type="button" value="Cash"/>	<input type="text" value="300"/>						<input type="button" value="X"/>

Figure 25

18. To create the e-payment slip, click on “Create” button.

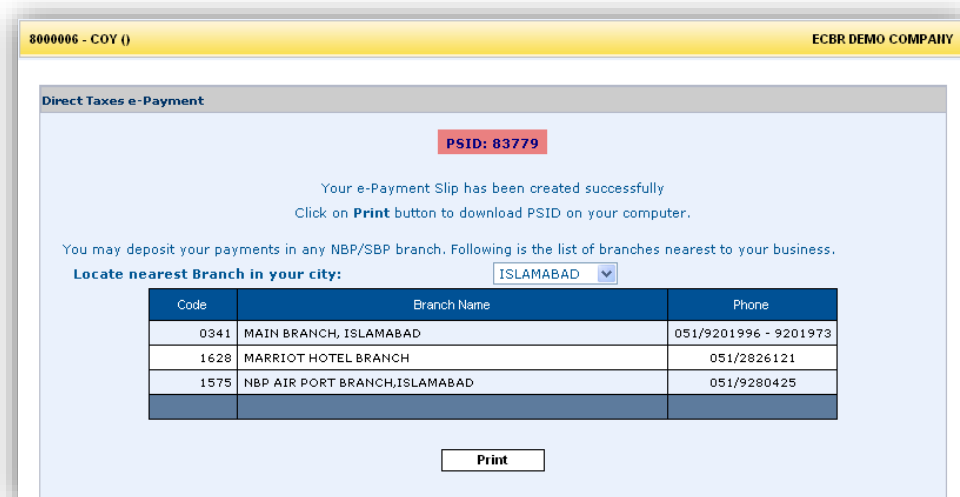
19. Confirm it by clicking on “Confirm” button.

[!] Please review your e-Payment details, for confirmation click Confirm button, to change details click Back button.

Figure 26

20. Select the nearest NBP branch and “Print” Challan.



**Figure 27**

**2.2.3.2 Creating e-Payment Slip of “Current Demand/ With Return/ Advance Payment/ Arrear Demand and Misc. /Others”**

1. If the nature of payment selected is either “Current Demand/ With Return/ Advance Payment/ Arrear Demand and Misc. /Others”.
2. The process to create e-Payment is same.
3. After selecting any of the above nature, the taxpayer’s particulars will be loaded automatically.
4. Add the total tax amount to be paid, the amount in words will be loaded by the system.
5. Add the **Payment particulars**.
6. Click on **“Create”** Button.



**Direct Taxes Payment** Status: Preparing

Nature of Tax Payment: Misc./Others Tax Office: LTU KARACHI

Payment Section: 27 - WWF - WWF @ 2% of total income as defined in WWF Ordinance

Taxpayer's NTN: B000006-1 Taxpayer's CNIC/RegInc: TU/123456

Taxpayer's Name: eCBR Demo Company

Taxpayer's Business: Test STRN

Taxpayer's Address: parachinar kohat kda

Taxpayer's Status: COMPANY NAM Code: G06304

Total Tax Amount Paid: 2,500

Amount in words: Two Thousand Five Hundred Rupees And No Paisas Only

**Particulars of Payment:**

Mode	Amount	PO/CH No.	PO/CH Date	Bank	City	Branch
Cash	2,500					

Figure 28

7. Make it confirm by clicking on **“Confirm”** button.

**[!] Please review your e-Payment details, for confirmation click Confirm button, to change details click Back button.**

Figure 29

8. When the payment particulars get confirmed the system loads the **“e-Payment Slip”** with the **“PSID (Payment Slip ID)”**. You can select the nearest **NBP Branch** to deposit the payments.

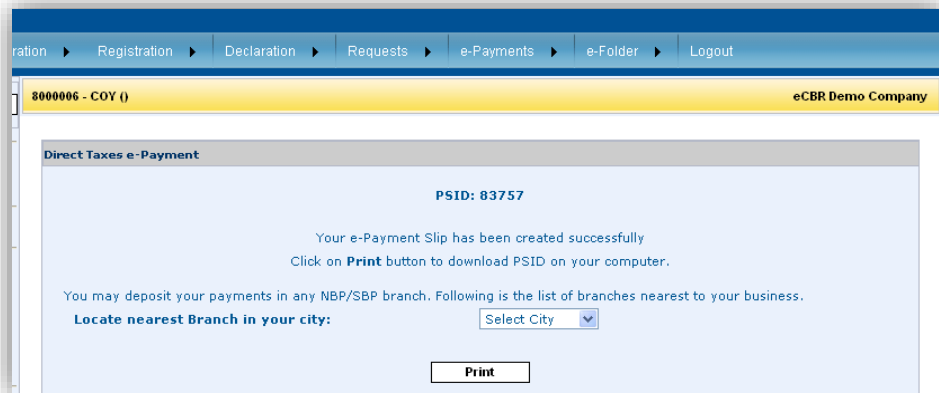


Figure 30

9. Click on **Print** button to get the payment challan.

### 2.2.3.3 Creating e-Payment Slip of “CVT on Purchase of Property”

1. If the nature of payment selected is “CVT on Purchase of Property”.
2. Select the “District” from the drop down list. The corresponding “Tax Office” will be loaded by the system.
3. Select “Registration Authority”.

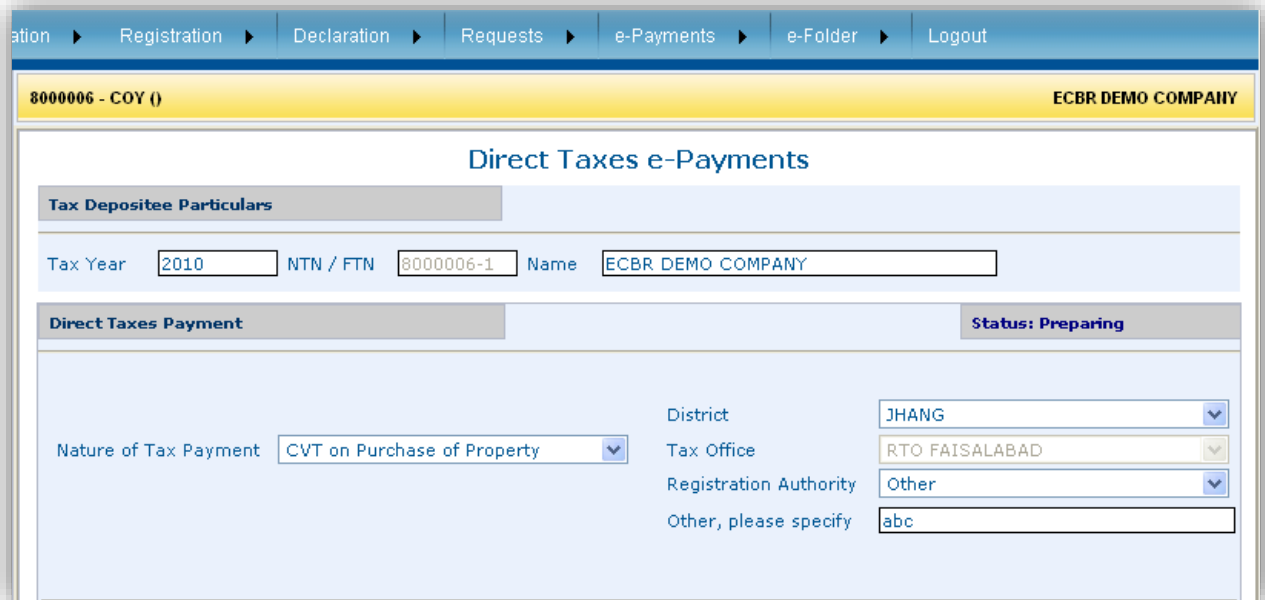



Figure 31

4. Enter the “Particulars of Purchaser, Seller and of Property”.
5. Enter the “Tax Details” and “Particulars of Payment”.





**Taxpayer Facilitation Portal**  
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(Last Login: 23-Sep-2009, 11:16 AM)

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Print this Page 8000006 - COY () ECBR DEMO COMPANY

**Direct Taxes e-Payments**

**Tax Depositee Particulars**

Tax Year:  NTN / FTN:  Name:

**Direct Taxes Payment** Status: Preparing

Nature of Tax Payment:  District:   
 Tax Office:   
 Registration Authority:   
 Other, please specify:

**Particulars of the Purchaser:**

1.NTN:  2.a.CNIC:   
 b.Passport No.:   
 3.Name:   
 4.Address:   
 District:  City:

**Particulars of the seller:**

5.NTN:  6.a.CNIC:   
 b.Passport No.:   
 7.Name:   
 8.Address:   
 District:  City:

**Particulars of the property**

9. Type:  Commercial  Residential  
 10. Status:  Plot  Flat  Constructed Land  
 11. Land Size:    
 12. Covered Area:    
 13. Plot / House / Flat / Shop / etc. No:   
 14. Name of Sector / Phase / Mohala:   
 15. Street / Lane / etc. No:   
 16. Tehsil / Town:   
 17. Name of Province:   
 18. Name of District:   
 19. Value as determined for the purpose of Stamp duty (Rs.):   
 20. Value as declared by the transferee, where stamp duty is not chargeable (Rs.):

**Tax Details**

21. Date of Sale:  22. Value of Property:   
 23. CVT Rate:  24. CVT Amount (Computed):   
 25. CVT Amount being paid:

Total Tax Amount Paid:   
 Amount in words:

**Particulars of Payment:**

Mode	Amount	PO/CH No.	PO/CH Date	Bank	City	Branch
<input type="text" value="Cash"/>	<input type="text" value="100,000"/>			<input type="text" value="Select Bank"/>		





Figure 32

- 6. Click on **“Confirm”** button.

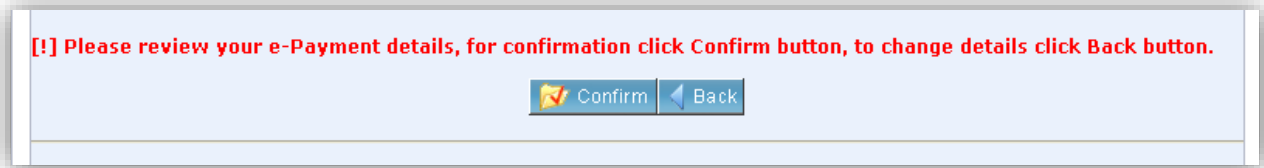


Figure 33

- 7. When the payment particulars get confirmed the system loads the **“e-Payment Slip”** with the **“PSID (Payment Slip ID)”**. You can select the nearest **NBP Branch** to deposit the payments.

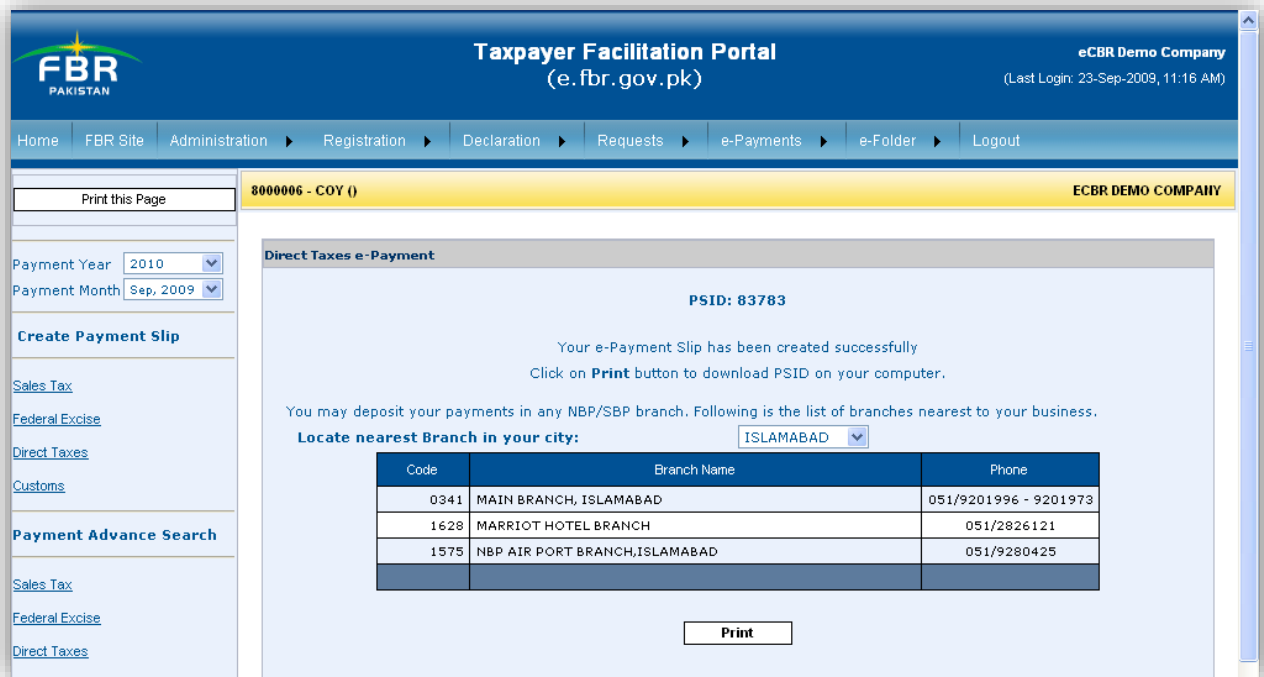


Figure 34

- 8. Click on **“Print”** button to get the payment challan.



## 2.3 Advance Search e-Payment

1. Login to the system i.e. <http://e.fbr.gov.pk> by using the issued user id & password.

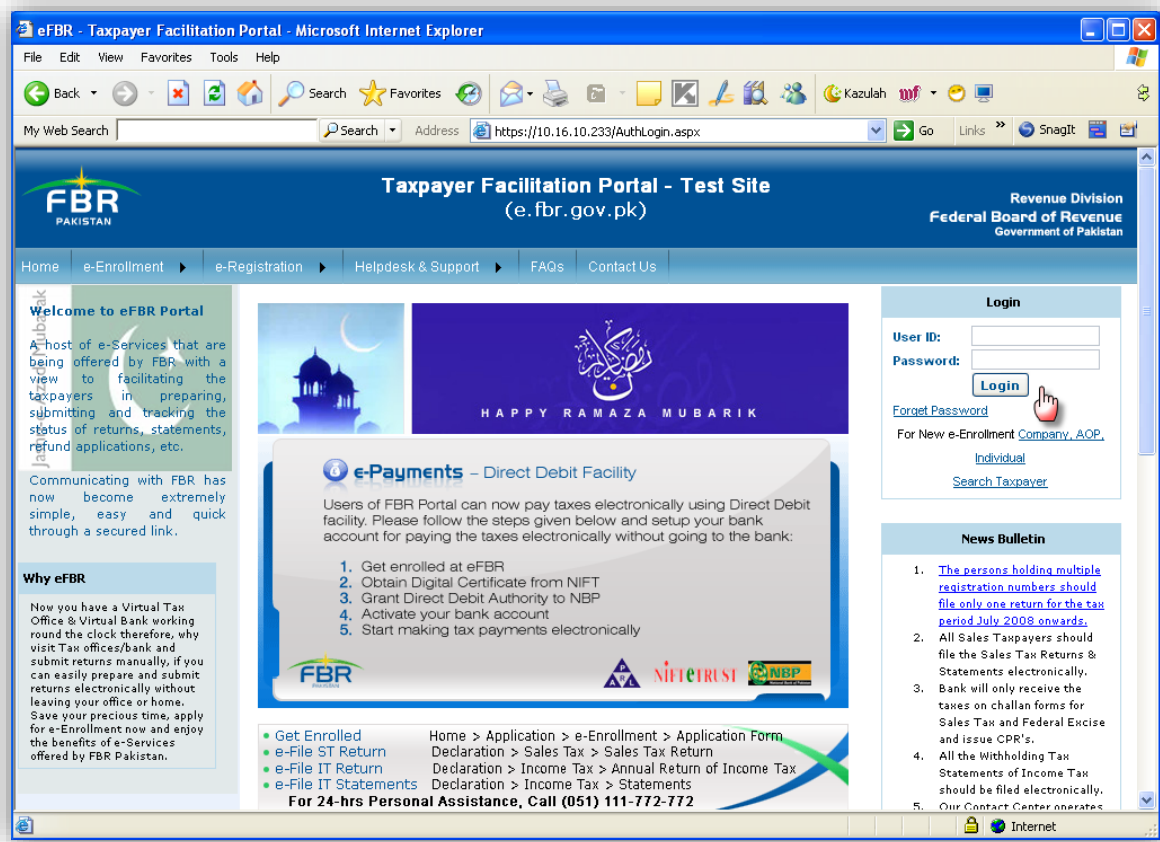


Figure 35

2. From the top menu, select **e-Payments → Sale Tax / Federal Excise or Direct Taxes**.
3. On left panel, in **“Payment Advance Search”** click on **“Sales Tax”**.

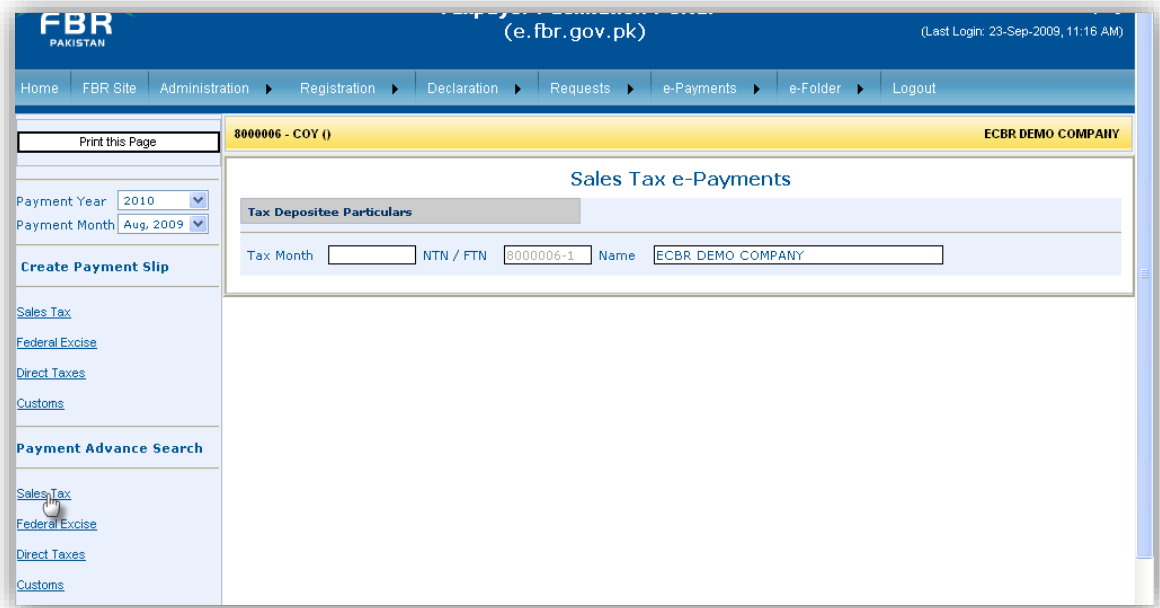


Figure 36



4. The system loads the payment slips advance search page, from which one can find the payment slip by fulfilling the search criteria.
5. As we clicked on “Sales Tax” so the system by default load the sale tax payment slips made in last month.

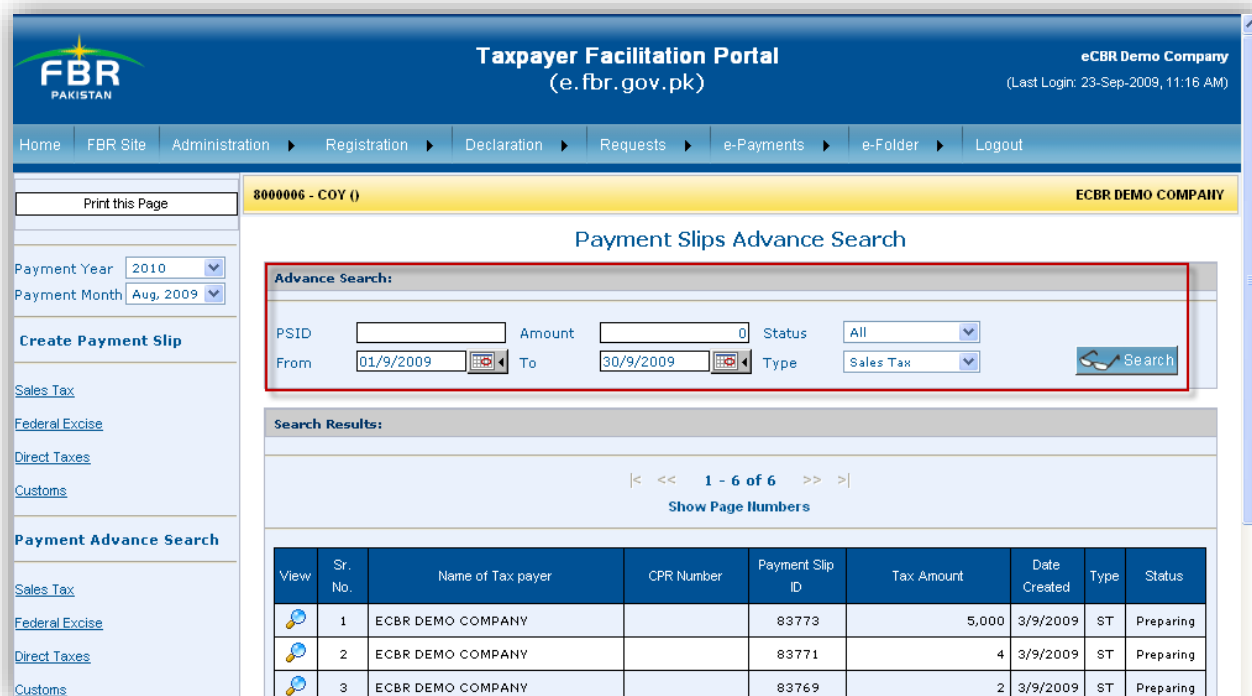


Figure 37

6. Search can be done on the basis of “PSID”, “Amount”. Set the “Status” and “Type” to “All”. Select the date “From – To Date” as well. And click on “Search” button.
7. As if entered the in the field of “Amount ”, “Status and Type are set to All”
8. Set the date and perform search.
9. The system displayed the Search Results in its section in the form of table grid.

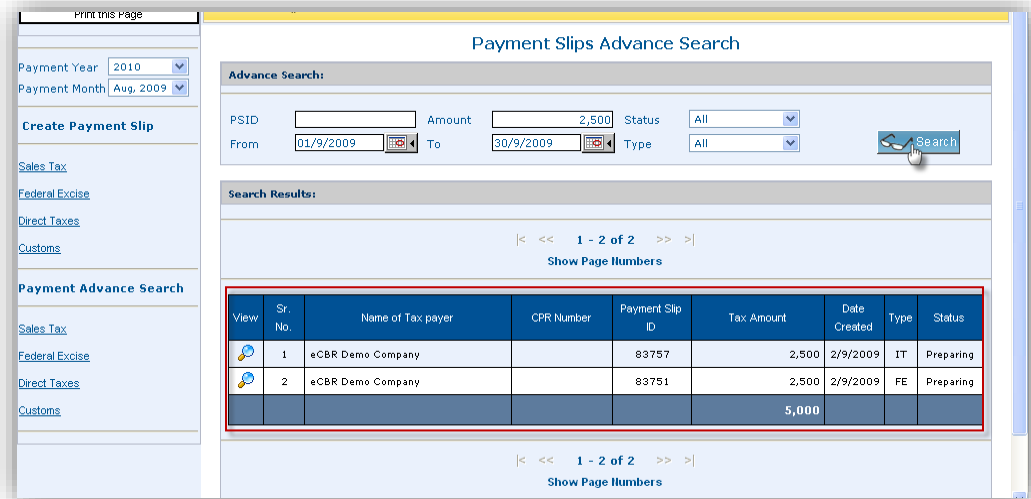


Figure 38

10. In the “Search Results Section”, from the grid select the payment slip to view by clicking on the .
11. The respective payment slip opened. Here an option to re-print the payment slip is also available. By clicking the **“Print PSID”** button.



**FBR PAKISTAN** Taxpayer Facilitation Portal (e.fbr.gov.pk) eCBR Demo Company (Last Login: 23-Sep-2009, 11:16 AM)

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8000006 - COY () ECBR DEMO COMPANY

### Federal Excise e-Payments

**Tax Depositee Particulars**

Tax Month: 08/2009 NTN / FTN: 8000006-1 Name: eCBR Demo Company

**Federal Excise Payment** Print PSID Status: Preparing

**Particulars of Tax Payer**

Collectorate: ISLAMABAD  
 NTN: 8000006-1  
 CNIC: TU/123456  
 Businesses: PRAL STRN: 888888888888  
 Name: eCBR Demo Company  
 Address: Test Address Islamabad ISLAMABAD ISLAMABAD 44000

**Details of Payment:**

Head of Account (NAM Code)	Description	Amount
B-02485	Federal Excise Duty (excluding FED on natural gas)	0
B-02501	Federal Excise Duty on Natural Gas	2,500
C-03901	Petroleum Development Levy - PDL	0
<b>Total</b>		<b>2,500</b>

**Particulars of Payment:**

Mode	Amount	PO/CH No.	PO/CH Date	Bank	City	Branch	
Cheque	2,500	1287852	28/8/2009	ALLIED BANK OF P	ISLAMABAD	E-8, NAVAL COMPL	✖

Add

Create Delete Back Cancel

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 Copyright © Pakistan Revenue Automation (Pvt) Limited - 2009  
 Best viewed at 1024x768 with Internet Explorer 6.0.

Figure 39

12. If want to change some detail or to edit the incomplete information then can do it here, and then also **Create** the slip.
13. Can **Delete** the payment slip.
14. These functionalities can be performed by the buttons available at the bottom of the page.
15. From the Payment Advance Search Page, perform the search on the records dated from **“03-09-2008 to 30-09-2009”**

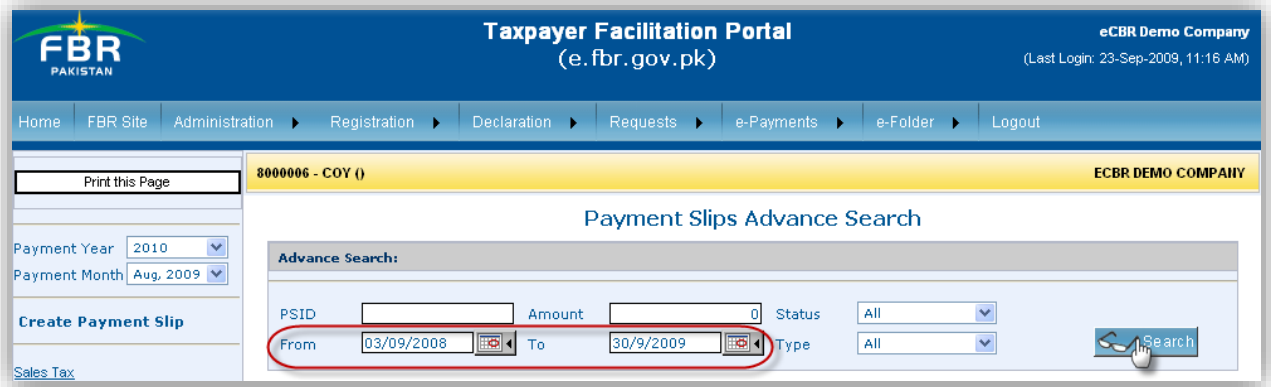


Figure 40

16. From the found records, view the record whose status is **confirmed**.

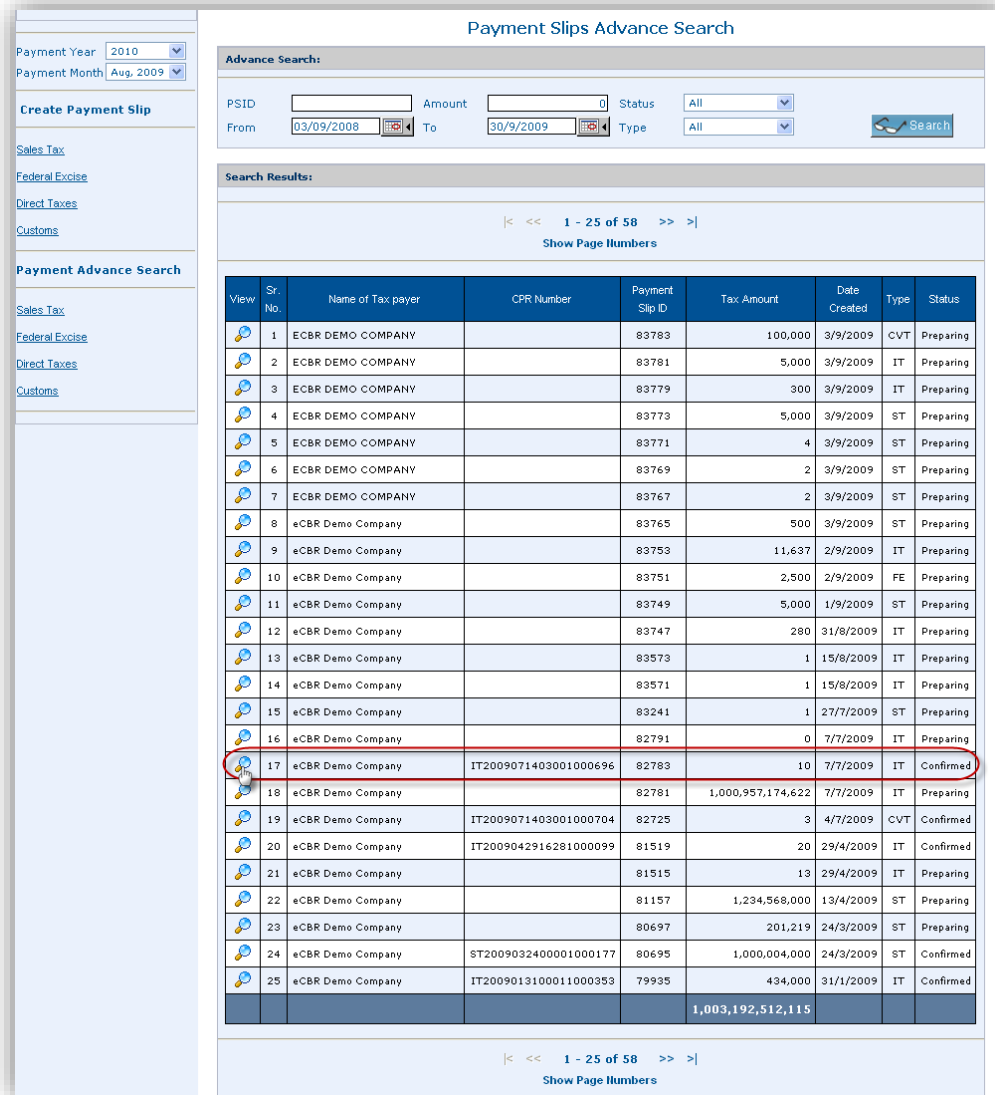


Figure 41

17. The system loads the confirmed payment slip record.



Print this Page

8000006 - COY () ECBR DEMO COMPANY

### Direct Taxes e-Payments

**Tax Depositee Particulars**

Tax Year: 2009    NTN / FTN: 8000006-1    Name: eCBR Demo Company

**Direct Taxes Payment** Status: Confirmed

Nature of Tax Payment: Advance Payment    Tax Office: RTO KARACHI

Advance Years: 2011

Payment Section: 23 - 147 - Advance Tax

Taxpayer's NTN: 8000006-1    Taxpayer's CNIC/RegInc: TU/123456

Taxpayer's Name: eCBR Demo Company

Taxpayer's Business: PRAL

Taxpayer's Address: 5th Floor, Evacuee Trust Complex

Taxpayer's Status: Company    NAM Code:

Total Tax Amount Paid: 10

Amount in words: Ten Rupees And No Paisas Only

**Particulars of Payment:**

**Status of Payment Details**

Mode	Amount	Ref No	Received	Status	Status Date	By	View
Cash	10		10	Confirmed	14/7/2009	ZAHOOR ILLAHI	

Print CPR    Back    Cancel

Figure 42

18. In the section “Particulars of Payment”, from the grid the transaction can be viewed by clicking on the icon.



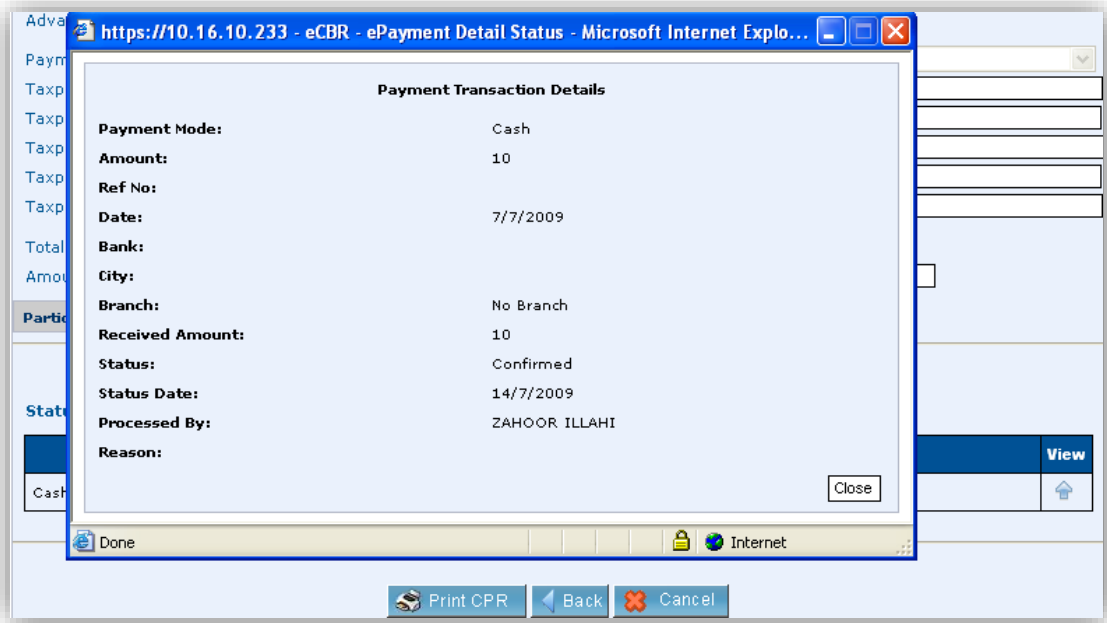


Figure 43

19. To view and print the CPR, click on **“Print CPR”** button. The PDF file opens, showing the record of all the taxpayers.

		<b>INCOME TAX DEPARTMENT</b>			
<b>COMPUTERIZED PAYMENT RECEIPT ( CPR - IT )</b>					
<b>MAIN BRANCH, ISLAMABAD., ISLAMABAD ( 0341 )</b>					
<b>CPR No</b>	<b>: IT-20090126-0341-1000274</b>	<b>Payment Date</b>	<b>: 26-Jan-2009</b>		
<b>Payment Section</b>	<b>: Given in details</b>	<b>RTO/LTO</b>	<b>: RTO Karachi</b>		
<b>Nature of Payment</b>	<b>: Deduction at Source</b>	<b>Tax Period</b>	<b>: 2009</b>		
<b>Account Head(NAM)</b>	<b>: Given in details</b>				
<b>Particulars of Withholding Agent</b>					
<b>NTN / FTN</b>	<b>: 8000006-1</b>	<b>(FTN is applicable to Government Departments withholding taxes )</b>			
<b>Registration / Inc No.</b>	<b>: TU/123456</b>				
<b>Name</b>	<b>: eCBR Demo Company</b>				
<b>No. of Tax Payers</b>	<b>: 121</b>				
<b>Amount of Tax</b>	<b>: 468,450</b>				
<b>Amount of Tax in Words</b>	<b>: Four Hundred Sixty Eight Thousand Four Hundred Fifty Ruppees And No Paisas Only</b>				
<b>Payment Mode</b>	<b>Amount</b>	<b>Date</b>	<b>AC / Ref No</b>	<b>Bank</b>	<b>City</b>
Cash	468,450	26/1/2009			
<b>CPR: IT-20090126-0341-1000274</b>			<b>Signature &amp; Stamp of Manager / Authorized officer</b>		

Figure 44



- 20. And for the individual, deduction certificate can get printed.
- 21. To print the deduction certificate. Click on **“Deduction Certificates”** Button.

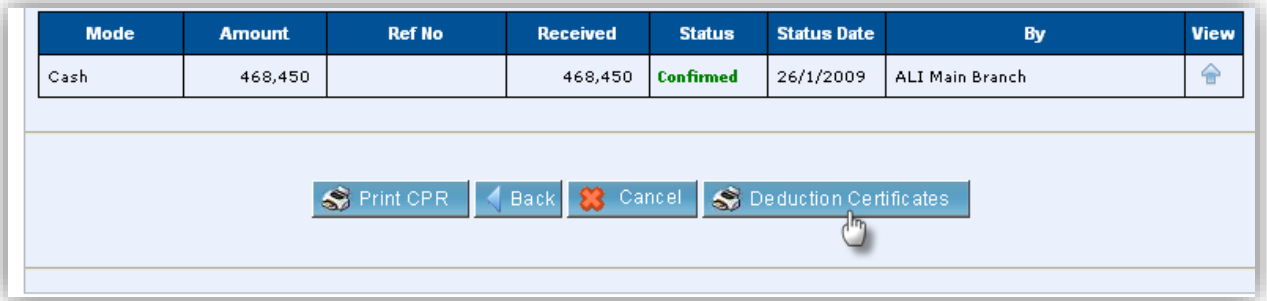


Figure 45

- 22. The system opened the file containing deduction certificates of various withholding agent. On request of person one can print out his/ her certificate.

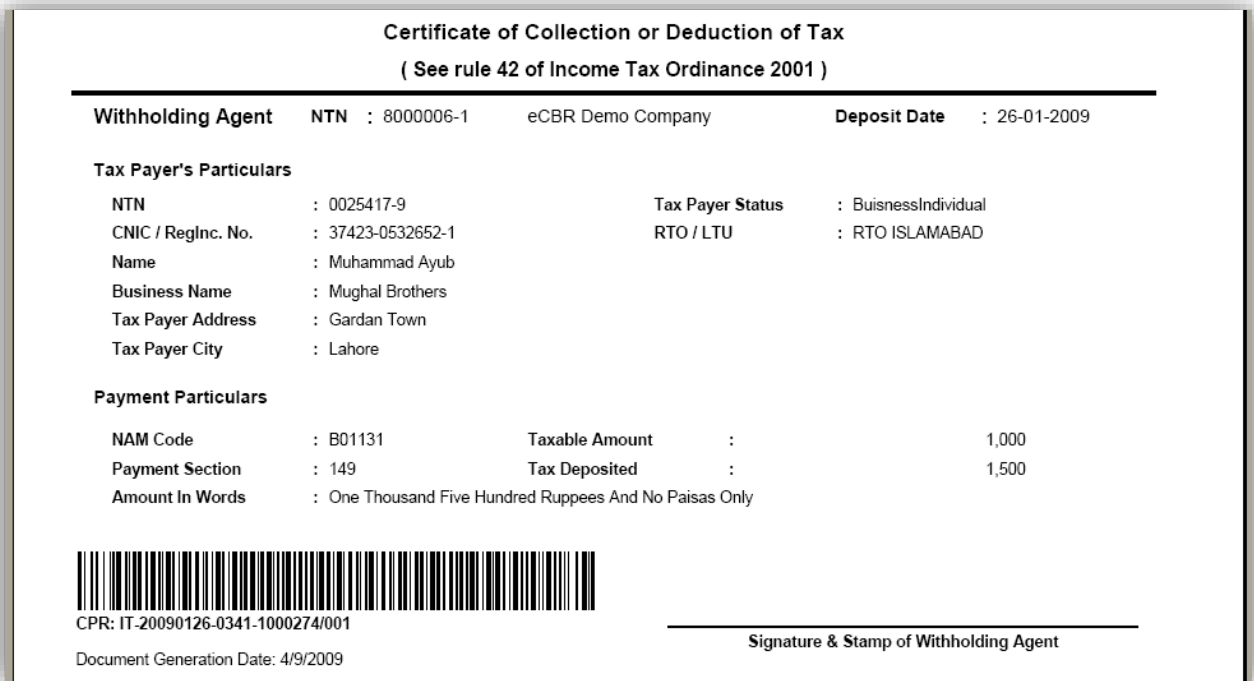


Figure 46



## 2.4 Creating Direct Debit Account

- Login in to the system i.e. <http://e.fbr.gov.pk> by using the assigned password and user id. And click on **“Login”** button.

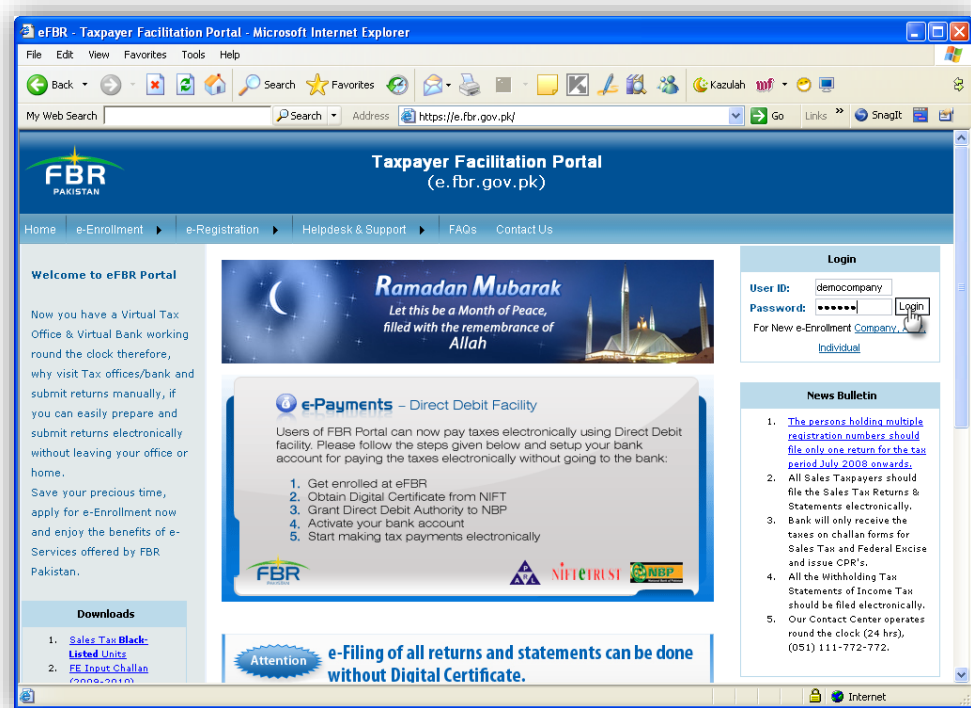


Figure 47

- At homepage from the top menu bar click on **Registration → e-Enrollment → Change Profile.**

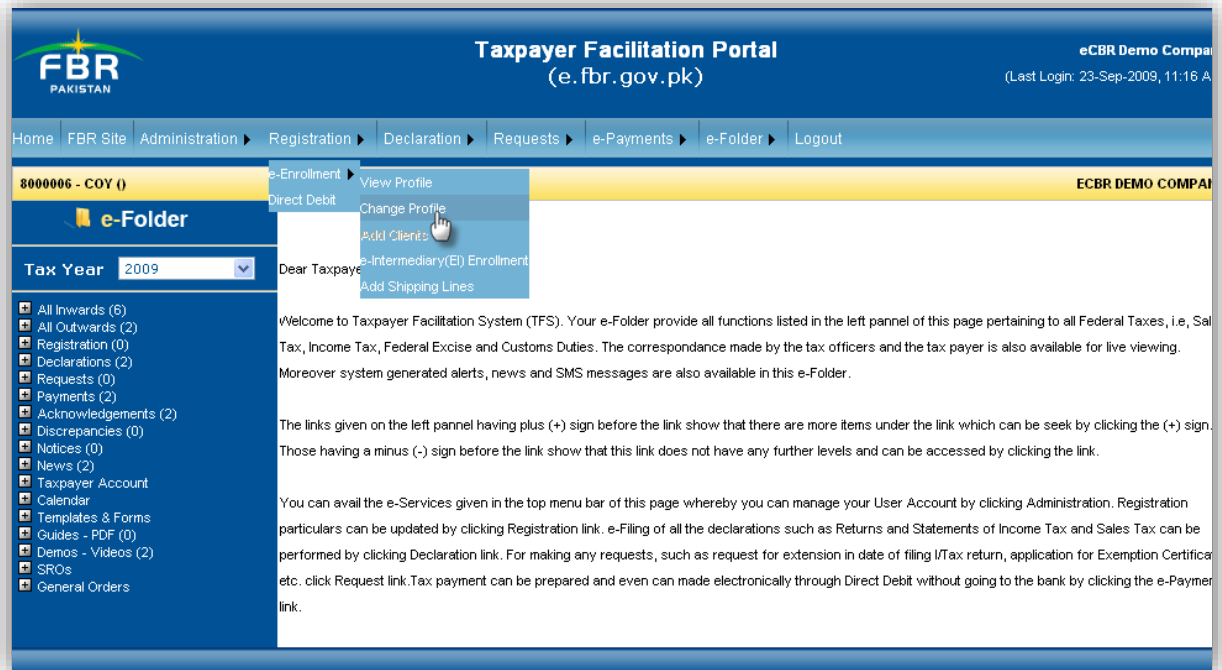


Figure 48

- The system loads the change profile page. In back account section, add an account through which direct debit payment can be made.

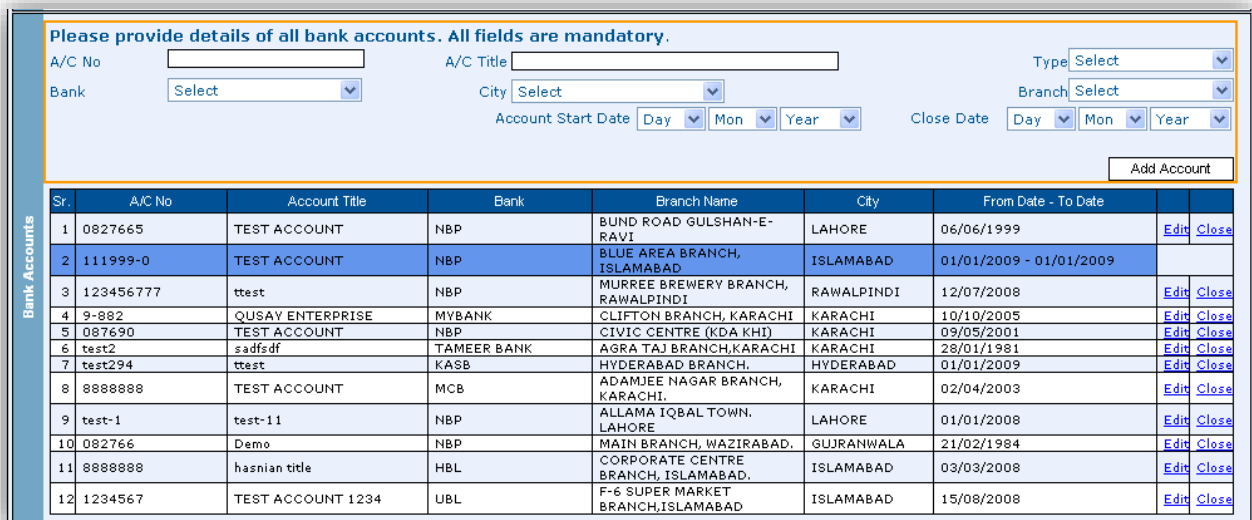


Figure 49

- Enter the details of bank account. Select the bank its city and the branch from the dropdown list.
- Click on **“Add Account”** button, to add the account.



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

A/C No: test1009      A/C Title: 009TESTEST      Type: Current

Bank: ABL      City: ISLAMABAD      Branch: F-8 MARKAZ BRAN

Account Start Date: 02/07/2009      Close Date: Day/Mon/Year

Sr.	A/C No	Account Title	Bank	Branch Name	City	From Date - To Date	
1	0827665	TEST ACCOUNT	NBP	BUND ROAD GULSHAN-E-RAVI	LAHORE	06/06/1999	Edit Close
2	111999-0	TEST ACCOUNT	NBP	BLUE AREA BRANCH, ISLAMABAD	ISLAMABAD	01/01/2009 - 01/01/2009	
3	123456777	tttest	NBP	MURREE BREWERY BRANCH, RAWALPINDI	RAWALPINDI	12/07/2008	Edit Close
4	9-882	QUSAY ENTERPRISE	MYBANK	CLIFTON BRANCH, KARACHI	KARACHI	10/10/2005	Edit Close
5	087690	TEST ACCOUNT	NBP	CIVIC CENTRE (KDA KHI)	KARACHI	09/05/2001	Edit Close
6	test2	sadfsdf	TAMEER BANK	AGRA TAJ BRANCH, KARACHI	KARACHI	28/01/1981	Edit Close
7	test294	tttest	KASB	HYDERABAD BRANCH.	HYDERABAD	01/01/2009	Edit Close
8	8888888	TEST ACCOUNT	MCB	ADAMJEE NAGAR BRANCH, KARACHI.	KARACHI	02/04/2003	Edit Close
9	test-1	test-11	NBP	ALLAMA IQBAL TOWN, LAHORE	LAHORE	01/01/2008	Edit Close
10	082766	Demo	NBP	MAIN BRANCH, WAZIRABAD.	GUJRANWALA	21/02/1984	Edit Close
11	8888888	hasnian title	HBL	CORPORATE CENTRE BRANCH, ISLAMABAD.	ISLAMABAD	03/03/2008	Edit Close
12	1234567	TEST ACCOUNT 1234	NBP	F-6 SUPER MARKET	ISLAMABAD	15/08/2008	Edit Close

Figure 50

- The respective accounts added before are also showing in the grid below.
- Now from the bottom pf page, click on **“Verify Application”** button.
- The pop-up window opens for verification purpose.
- Enter the asked detail.
- Click on **“Verify/Un-Verify”** button.

City: -- Select City --

**Verification** [X]

**Please Enter Representative CIIC/ITH/PP**

\_\_\_\_\_

0804407

Verify /Un-Verify

the best of n  
ve will be acco

is correct and complete. It is further declare

Signature

User Id: \_\_\_\_\_

Tax Office: RTO KARACHI

Signature of Issu

Figure 51

- After the successful verification. Click on **“Submit Application”** button.

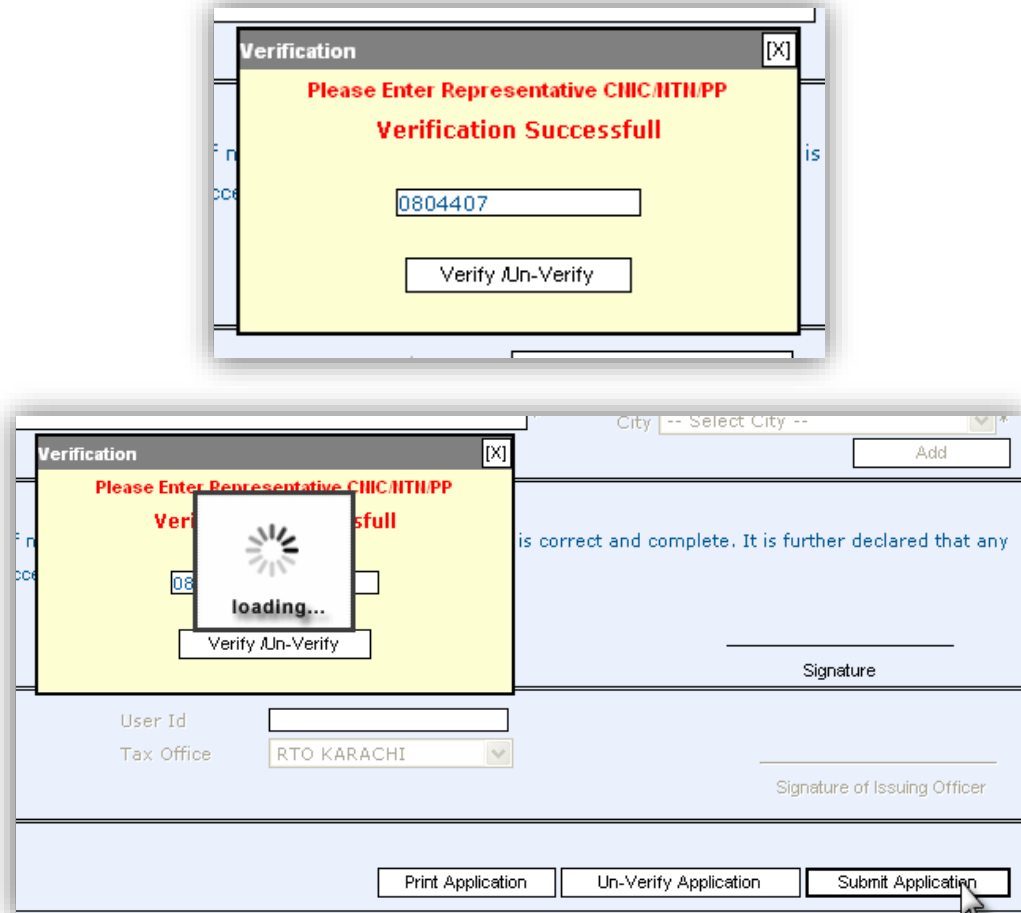


Figure 52

- When the application verified and submitted successfully, a message appears showing that the copy of an application is e-mailed at the address given in registration profile.

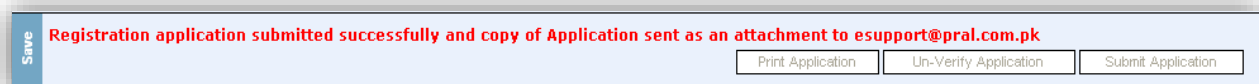


Figure 53

- Now an application is moved towards Verification Officer to get it verify.
- The verification process comprises of various steps, and after the successful verification an email sent to the taxpayer.
- Now the taxpayer login in to the system
- From the menu bar select **Registration → Direct Debit.**



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**(Control Center)** 8000006 - COY () **ECBR DEMO COMPANY**

Account Information

Sr.No	Account No	Account Title	Account Type	Branch Name	Bank Name	City	Debit Authority (D/A)
1	1234567	TEST ACCOUNT 1234	Current	F-6 SUPER MARKET BRANCH, ISLAMABAD	UNITED BANK LIMITED	ISLAMABAD	<a href="#">Generate</a>
2	test1009	1009TESTTEST	Current	F-8 MARKAZ BRANCH, ISLAMABAD	ALLIED BANK OF PAKISTAN LTD.	ISLAMABAD	<a href="#">Generate</a>

**List**  
All, Prepared, Submitted, Revised, Summary Report

**System Alerts (Total=0)**  
Non-Filing (0)  
Discrepancies (0)  
Notifications (0)

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Figure 54

- An account activation page opened. Carrying two grids, the above table grid contains the accounts for which Direct Debit Authority (DDA) needs to generate. Click on “[Generate](#)”
- And the other contains the accounts for which DDA is generated but they need to activate.
- When clicked, a pop-up window opened and asks for mobile number and pin code. After giving the required detail click on “Ok” button.

**(Control Center)** 8000006 - COY () **ECBR DEMO COMPANY**

Account Information

Sr.No	Account No	Account Title	Account Type	Branch Name	Bank Name	City	Debit Authority (D/A)
1	1234567	TEST ACCOUNT 1234	Current	F-6 SUPER MARKET BRANCH, ISLAMABAD	UNITED BANK LIMITED	ISLAMABAD	<a href="#">Generate</a>
2	test1009	1009TESTTEST	Current	F-8 MARKAZ BRANCH, ISLAMABAD	ALLIED BANK OF PAKISTAN LTD.	ISLAMABAD	<a href="#">Generate</a>

Mobile  e.g.

No **03001234567**

Pin Code  e.g.

**7186**

Sr.No	Account No	Account Title	Account Type	Branch Name	Bank Name	City	Debit Authority (D/A)
1	0827665	TEST ACCOUNT	Current	BUND ROAD GULSHAN-E-RAVI	NATIONAL BANK OF PAKISTAN	LAHORE	<a href="#">Activate</a> <a href="#">Re-Print</a>

Figure 55

- When it is generated, the direct debit authority letter opened.



Taxpayer Facilitation Portal (e.fbr.gov.pk)								eCBR Demo Company (Last Login: 23-Sep-2009, 11:16 AM)	
ation ▶ Registration ▶ Declaration ▶ Requests ▶ e-Payments ▶ e-Folder ▶ Logout									
8000006 - COY ()								ECBR DEMO COMPANY	
Account Information									
Sr.No	Account No	Account Title	Account Type	Branch Name	Bank Name	City	Debit Authority (D/A)		
1	1234567	TEST ACCOUNT 1234	Current	F-6 SUPER MARKET BRANCH,ISLAMABAD	UNITED BANK LIMITED	ISLAMABAD	<a href="#">Generate</a>		
Sr.No	Account No	Account Title	Account Type	Branch Name	Bank Name	City	Debit Authority (D/A)		
1	0827665	TEST ACCOUNT	Current	BUND ROAD GULSHAN-E-RAVI	NATIONAL BANK OF PAKISTAN	LAHORE	<a href="#">Activate</a>	<a href="#">Re-Print</a>	
2	123456777	ttest	Current				<a href="#">Activate</a>	<a href="#">Re-Print</a>	
3	9-882	QUSAY ENTERPRISE	Current	CLIFTON BRANCH, KARACHI	MYBANK LIMITED	KARACHI	<a href="#">Activate</a>	<a href="#">Re-Print</a>	
4	087690	TEST ACCOUNT	Current	CIVIC CENTRE (KDA KHI)	NATIONAL BANK OF PAKISTAN	KARACHI	<a href="#">Activate</a>	<a href="#">Re-Print</a>	
5	test2	sadfsdf	Current	AGRA TAJ BRANCH,KARACHI	TAMEER MICRO FINANCE BANK	KARACHI	<a href="#">Activate</a>	<a href="#">Re-Print</a>	
6	test294	ttest	PLS	HYDERABAD BRANCH.	KASB BANK LIMITED	HYDERABAD	<a href="#">Activate</a>	<a href="#">Re-Print</a>	
7	8888888	TEST ACCOUNT	Current	ADAMJEE NAGAR BRANCH, KARACHI.	MUSLIM COMMERCIAL BANK LIMITED	KARACHI	<a href="#">Activate</a>	<a href="#">Re-Print</a>	
8	test-1	test-11	Current	ALLAMA IQBAL TOWN. LAHORE	NATIONAL BANK OF PAKISTAN	LAHORE	<a href="#">Activate</a>	<a href="#">Re-Print</a>	
9	082766	Demo	Current	MAIN BRANCH, WAZIRABAD.	NATIONAL BANK OF PAKISTAN	GUJRANWALA	<a href="#">Activate</a>	<a href="#">Re-Print</a>	
10	8888888	hasnian title	PLS	CORPORATE CENTRE BRANCH, ISLAMABAD.	HABIB BANK LIMITED	ISLAMABAD	<a href="#">Activate</a>	<a href="#">Re-Print</a>	
11	test1009	1009TESTTEST	Current	F-8 MARKAZ BRANCH, ISLAMABAD	ALLIED BANK OF PAKISTAN LTD.	ISLAMABAD	<a href="#">Activate</a>	<a href="#">Re-Print</a>	

Figure 56

- The letter is also mailed to respective bank manager for the activation.







- The bank manager asked for the approval from the Head office for the taxpayer and then mailed the activation code to the taxpayer as well.



Figure 58

- The taxpayer now clicked on “[Activate](#)” to make its account active for future use.

10	8888888	hasnian title	PLS	CORPORATE CENTRE BRANCH, ISLAMABAD.	HABIB BANK LIMITED	ISLAMABAD	<a href="#">Activate</a>	<a href="#">Re-Print</a>
11	test1009	1009TESTTEST	Current	F-8 MARKAZ BRANCH, ISLAMABAD	ALLIED BANK OF PAKISTAN LTD.	ISLAMABAD	<a href="#">Activate</a>	<a href="#">Re-Print</a>

Figure 59

- Enter the activation code, received by the manager in e-mail.
- The agreement number given in DA letter and the permitted amount up to which you can pay. Click on “**Activate**” button.

11	test1009	1009TESTTEST	Current	F-8 MARKAZ BRANCH, ISLAMABAD	ALLIED BANK OF PAKISTAN LTD.	ISLAMABAD	<a href="#">Activate</a>	<a href="#">Re-Print</a>
----	----------	--------------	---------	------------------------------	------------------------------	-----------	--------------------------	--------------------------

Bank Name ALLIED BANK OF PAKISTAN LTD.  
Branch F-8 MARKAZ BRANCH, ISLAMABAD City ISLAMABAD  
Account No test1009 Account Type Current

**Please Enter Information Given by Bank**

Activation Code  Permitted Amount   
Agreement No

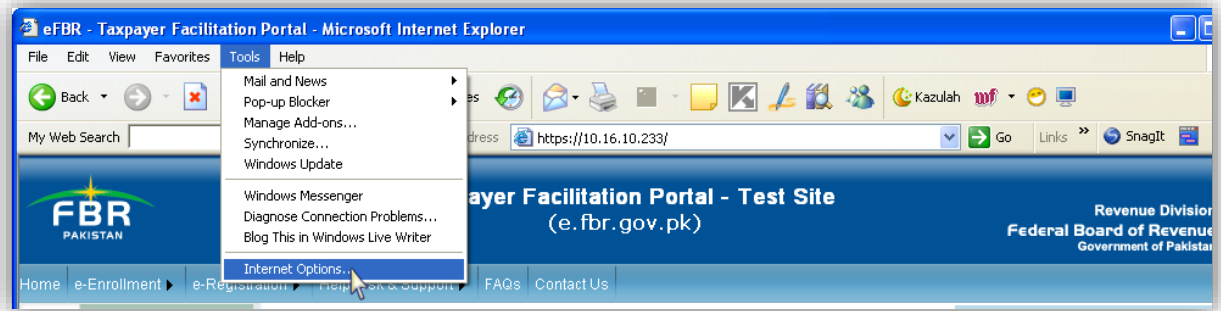
Figure 60

- When activate button is clicked, it asked for the NIFT Certificate to attach.
- Activation cannot be done unless the certificate is attached.
- The certificate can be obtained by the NIFT website. <https://cbr.niftetrust.com/>



## 2.5 Installing Digital Certificate

- Obtain the digital certificate from **NIFT** and saved it on your machine/computer.
- Open browser i.e. **Internet Explorer**.
- From the top toolbar, select **Tools** → **Internet Options**.



**Figure 61**

- The system opened the dialog box of Internet Options.
- Click on **Content** tab.

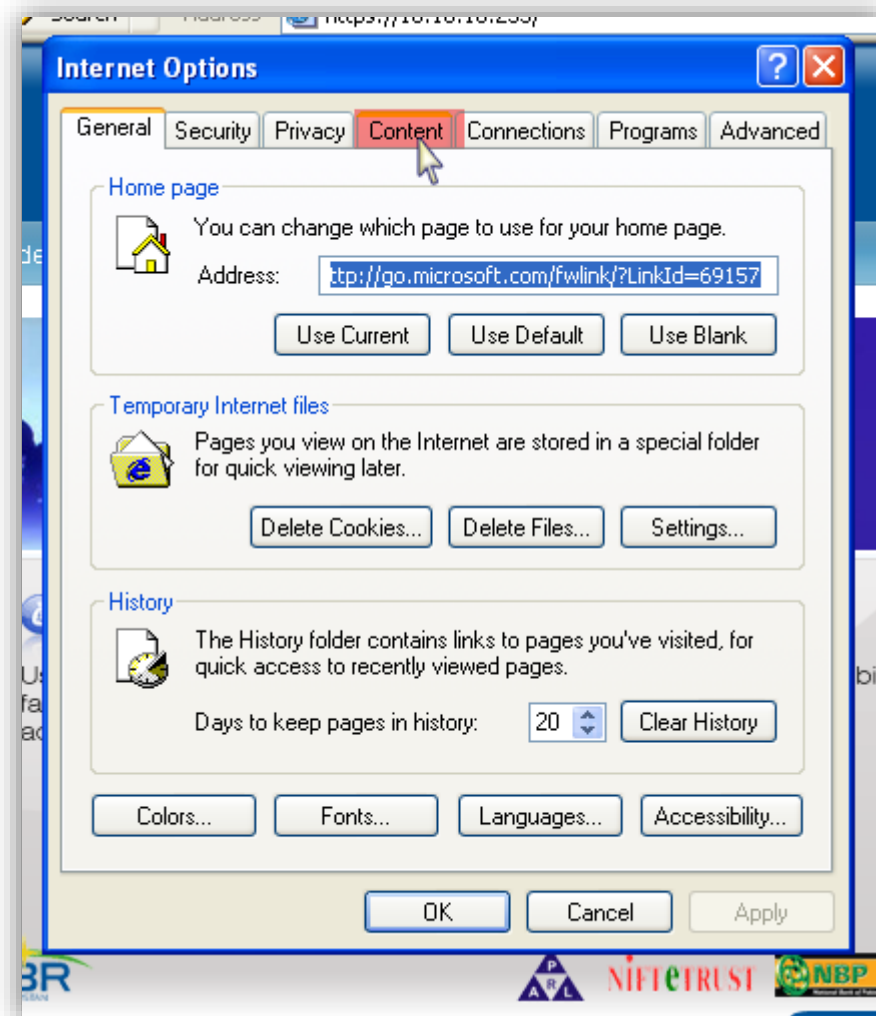


Figure 62

- From the **Certificates** section, click on “**Certificates**” button.

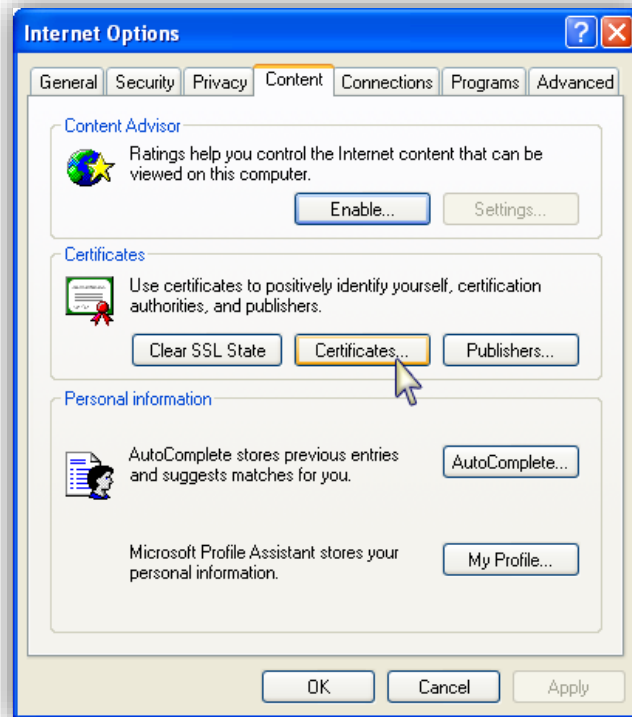
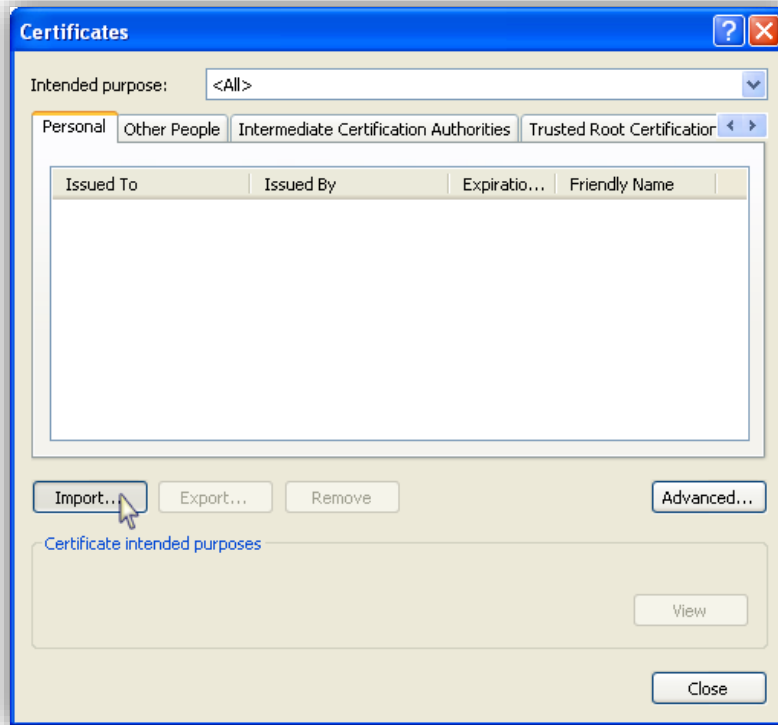


Figure 63

- From the certificates dialog box, click on “**Import**” button to import the certificate from the machine.



**Figure 64**

- The **Certificate Import Wizard** welcomes, click on **“Next”** button.
- **File To Import** dialog box asks now to **browse** the file/certificate to import.
- Click on **“Browse”** button to import the file.
- After finally browsing, select the file and click on **“Open.”**
- The path of the file attached is visible in the field next to the **“Browse”** button.
- Click on **“Next.”**

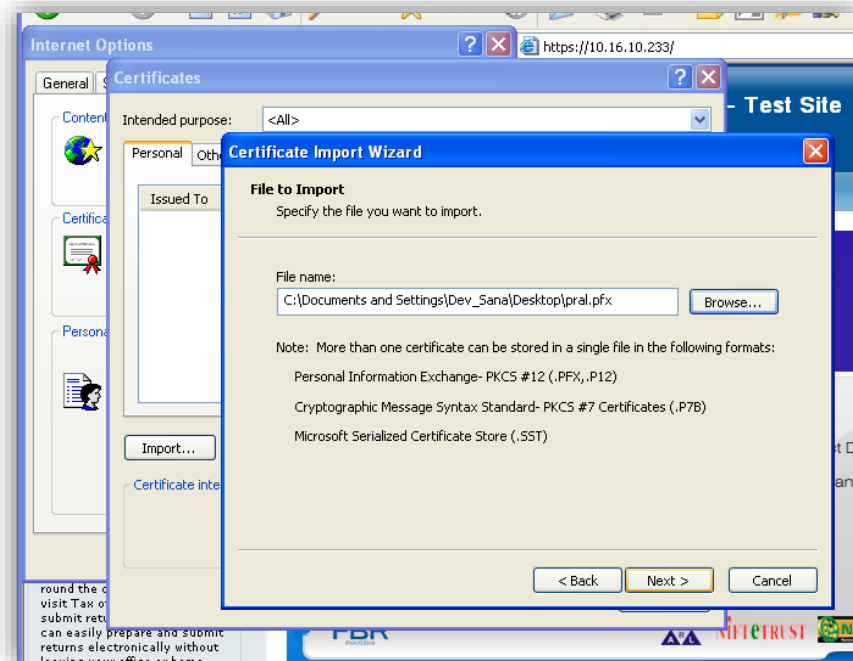


Figure 65

- Now enter the password and click on “Next.”

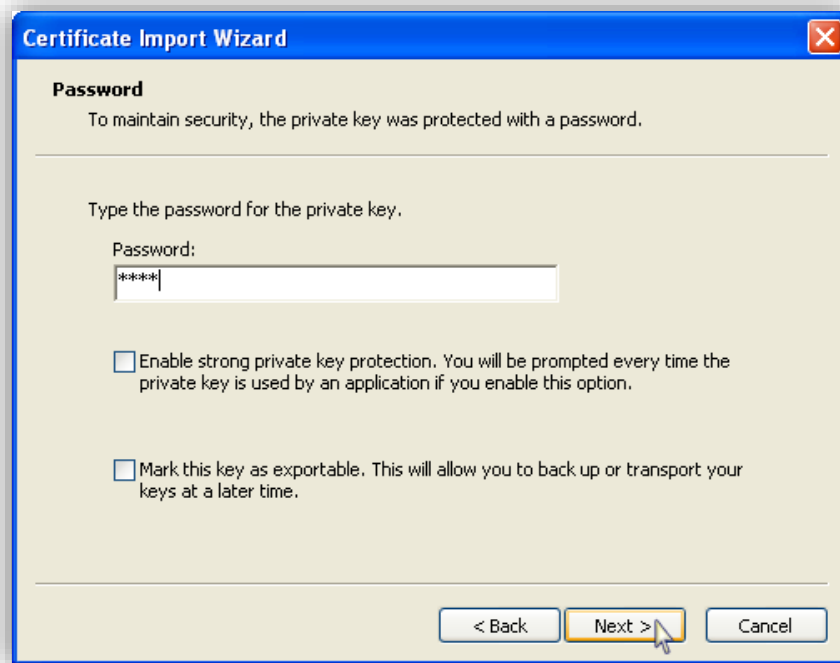


Figure 66

- Select the location to store the certificate or continue with the auto loaded certificate store location. Click on “Next” to proceed.
- Finish the certificate import wizard by clicking on “Finish” button.

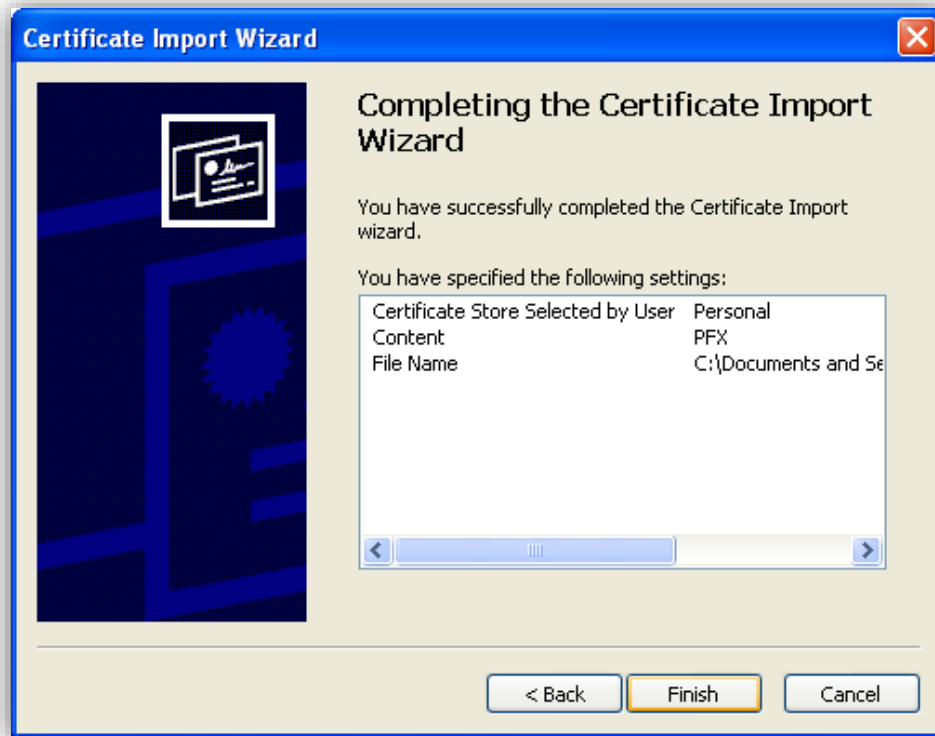


Figure 67

- A dialog message appeared after clicking **Finish**. Click on “**Ok.**”

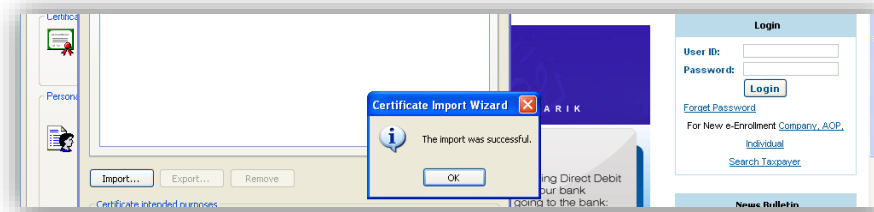


Figure 68

- The certificate installed (add) successfully and is visible in certificate wizard.



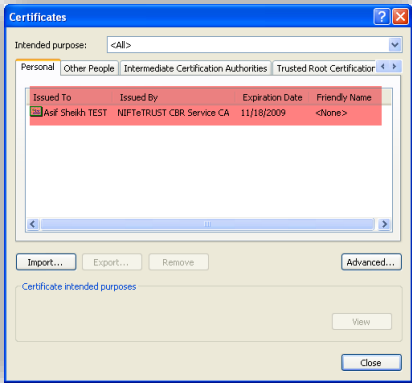


Figure 69



## 2.6 Creating e-Payment through Direct Debit

- When a debit account added and get activated successfully, login to system

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

- Get login-in by using your user-id and password.

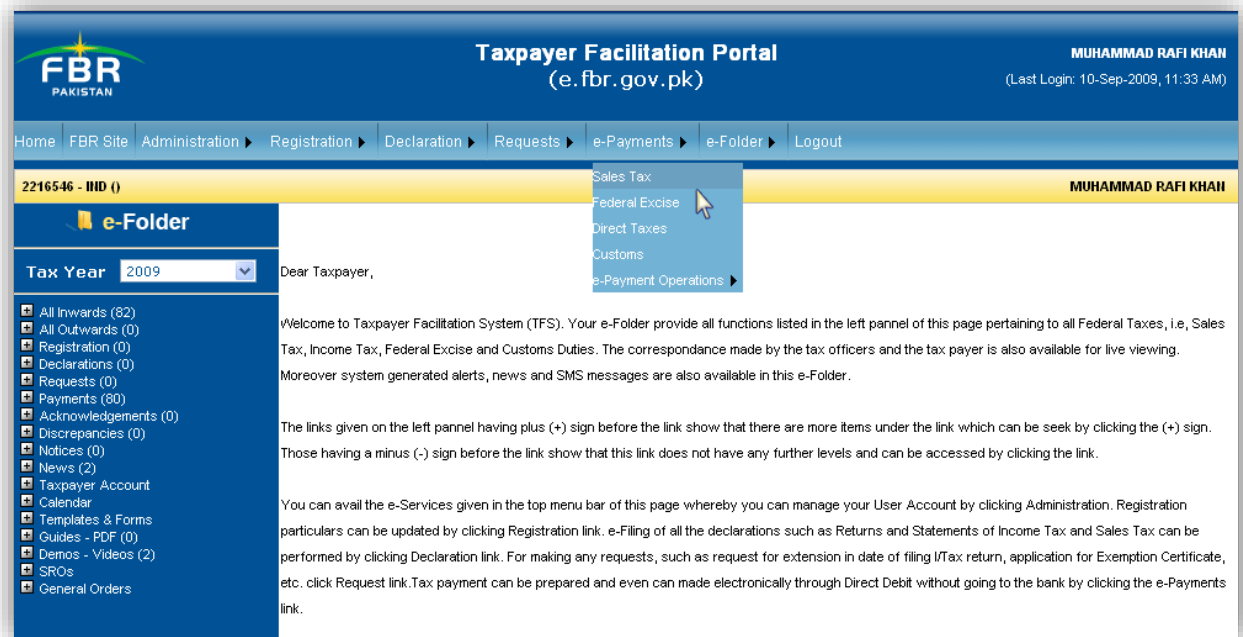


Figure 70

- From the top menu bar select **e-Payments** → **Sale Tax**. Or Federal Excise, Direct Taxes.
- Select the **Tax Month, Tax Year** from the left panel of Sale Tax e-Payments page.
- Click on **Sale Tax** from the **Create Payment Slip** section at left panel.
- The system loads the e-Payment slip creation page with taxpayer's particular pre-loaded.



**Sales Tax e-Payments**

**Tax Depositee Particulars**

Tax Month: 08/2009    NTN / FTN: 2216546-7    Name: MUHAMMAD RAFI KHAN

---

**Sales Tax Payment** Status: Preparing

**Particulars of Tax Payer**

Collectorate: RAWALPINDI  
 NTN: 2216546-7  
 CNIC: 6110109903697  
 Businesses: TestBusiness    STRN: 999999999996  
 Name: MUHAMMAD RAFI KHAN  
 Address:

---

**Details of Payment:**

Head of Account (NAM Code)	Description	Amount
B-02341	Sales Tax	5,000
B-02366	Sales Tax on Services	0
B-02367	Federal Excise Duty on in VAT mode	0
<b>Total</b>		<b>5,000</b>

**Particulars of Payment:**

**Figure 71**

- In **Payment Detail Section** enter the amount which you will pay.
- Select the mode of payment to “**Direct Debit**” from drop down list and then select the respective **PO/CH No** from **Particulars of Payment** section.
- When **CH No.** selected the system will automatically load the **Bank, City** and its **Branch**.

**Particulars of Payment:**

Mode	Amount	PO/CH No.	PO/CH Date	Bank	City	Branch
Direct [v]		041800 [v]		NATIONAL BANK OF [v]	ISLAMABAD [v]	MAIN BRANCH, ISLA [v]

**Figure 72**

- Enter the amount, and click on “**Create**” button.
- If the amount entered is beyond the permitted amount, the system generates an error while creating the payment slip.

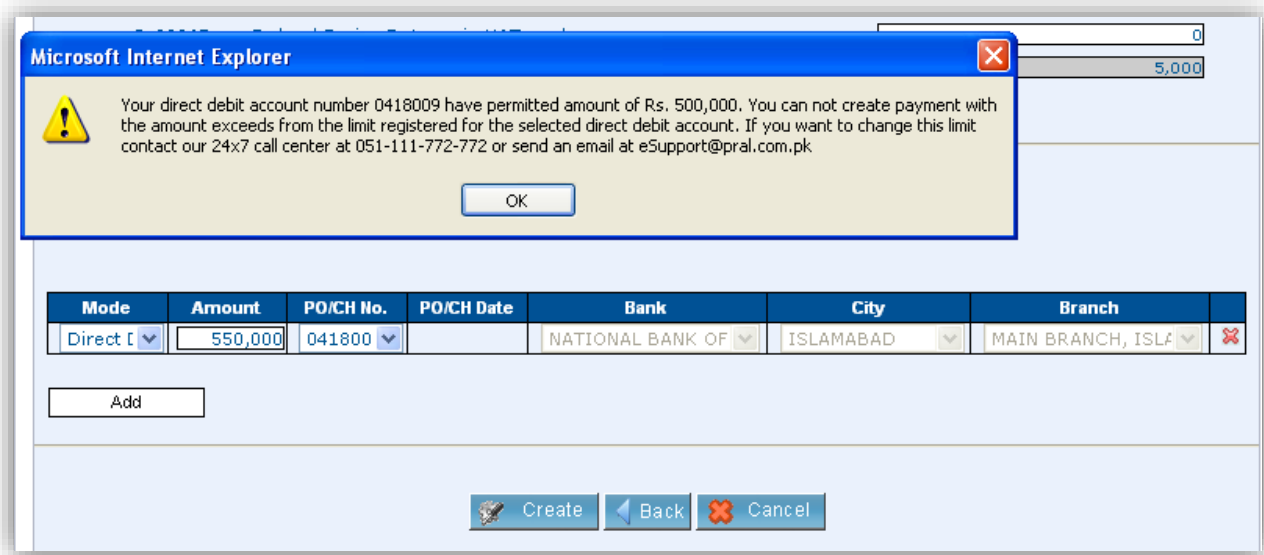


Figure 73

- Correct the payment and click on **“Create”** button.
- If the amount is in the limit of permitted amount, now the system will ask you to schedule your payment.
- The payment can be scheduled in two ways.
  - Immediate Payment
  - Schedule Payment.

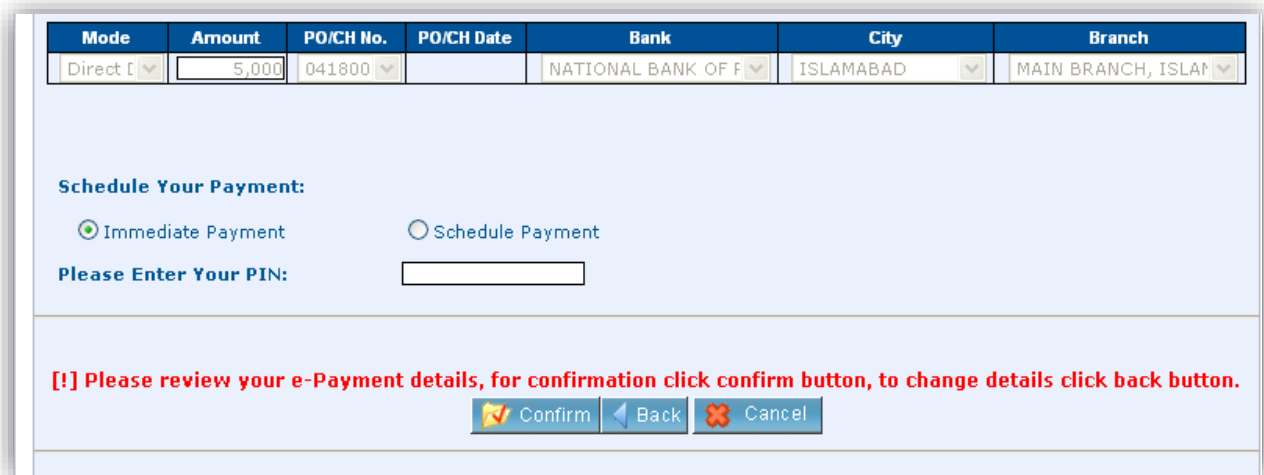
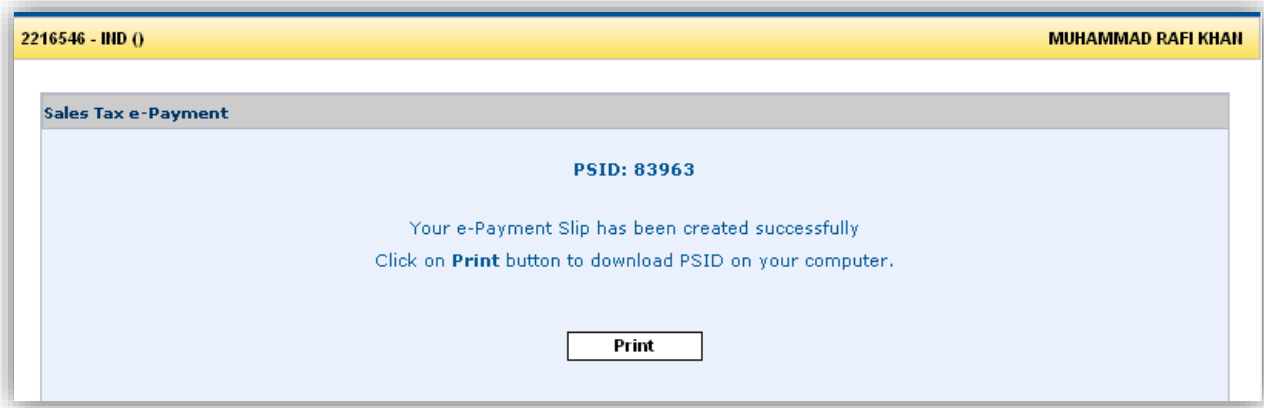


Figure 74

- For **Immediate Payment**, enter the **PIN** and create the payment.
- For payment schedule, select the date for which you want the payment done.
- Enter the **PIN** and create the payment.



- Click on “**Confirm**” button.
- The **e-Payment slip** has been created successfully.
- Can print the payment challan by clicking on “**Print**” button.



**Figure 75**



### 2.6.1 Creating Scheduled Direct Debit e-Payment

- If **Scheduled Payment** option is selected; system will ask further details from taxpayer.
- Select the **Schedule Date**, on which this transaction will be automatically sent to its bank. The date of schedule must be of future date.
- Currently system does not allow changing the **Schedule Time**; all the scheduled payments are transferred at 9:00 am on scheduled date.
- Taxpayer will select the option **Notify on Failure** to get SMS message, if his transaction could not be processed due to any reason.

Figure 76

- Enter the **PIN** and create the payment.
- Click on “**Confirm**” button.
- The **e-Payment slip** has been created successfully.

Figure 77

- Can print the payment challan by clicking on “**Print**” button.



### 2.6.2 Search Scheduled e-Payments

- To search the schedule e-Payment, from top menu click on **e-Payments → e-Payment Operations → Scheduled e-Payments**

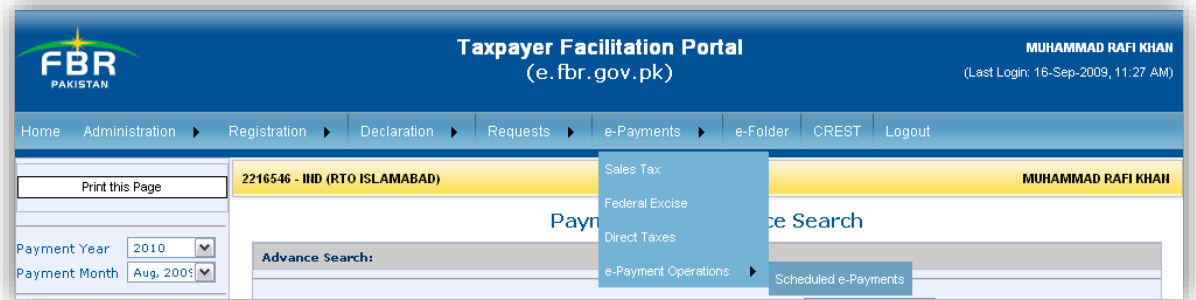
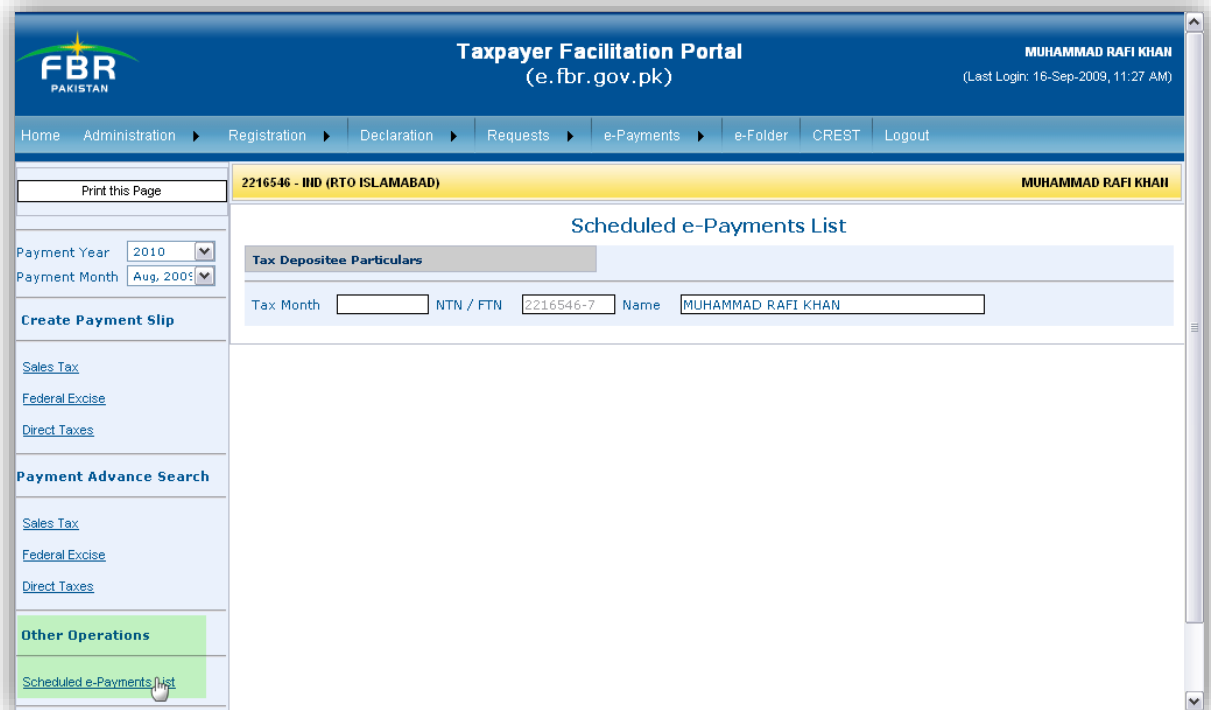




Figure 78

- The Scheduled e-Payment List page opened, with pre-load **Tax Depositee Particulars**.
- From left Panel, in **Other Operations** section, click on **Scheduled e-Payments List**.




- The Scheduled e-Payments List page opened.
- Displaying all the scheduled e-payments, either which were executed or in process.



2216546 - IHD (RTO ISLAMABAD)		MUHAMMAD RAFI KHAN					
<b>Scheduled e-Payments List</b>							
<b>Tax Depositee Particulars</b>							
Tax Month	08/2009	NTN / FTN	2216546-7	Name	MUHAMMAD RAFI KHAN		
<b>Scheduled e-Payments</b>							
View	Sr. No.	Payment Slip ID	e-Payment Type	Scheduled Date	Scheduled Time	Failure Notification	Status
	1	485610	Sales Tax	17/09/2009	09:00 AM	N	Under Progress
	2	385812	Direct Taxes	18/08/2009	09:00 AM	N	Executed

**Figure 79**

- The e-Payment can be viewed by the taxpayer, by clicking on view icon 





### 2.6.3 Modify/ Delete Schedules

- While the e-Payment is in **Preparing** mode, can be modified.

View	Sr. No.	Payment Slip ID	e-Payment Type	Scheduled Date	Scheduled Time	Failure Notification	Status
	1	485764	Sales Tax	19/09/2009	09:00 AM	Y	Preparing
	2	485610	Sales Tax	17/09/2009	09:00 AM	N	Under Progress
	3	385812	Direct Taxes	18/08/2009	09:00 AM	N	Executed

Figure 80

- To modify the scheduled date, click on .
- The selected scheduled e-Payment opened, with the **PSID**

**Scheduled e-Payments List**

Tax Depositee Particulars

Tax Month: 08/2009 NTN / FTN: 2216546-7 Name: MUHAMMAD RAFI KHAN

Scheduled e-Payments Status: Preparing

Payment Slip ID: 485764

Scheduled Date: 19/09/2009

Scheduled Time: 09:00 AM (HH:MM)

Notify on Failure

Please Enter Your PIN:

Figure 81

- To modify the scheduled date, select the new future date.
- Enter the **PIN**.
- Click on button labeled as **“Update”**



### Scheduled e-Payments List

**Tax Depositee Particulars**

Tax Month  NTN / FTN  Name

**Scheduled e-Payments** **Status: Preparing**

Payment Slip ID

Scheduled Date

Scheduled Time  (HH:MM)

Notify on Failure

Please Enter Your PIN:

**Figure 82**

- After the successful update, system redirects to the Schedule e-Payment List page.
- The e-payment with updated scheduled date is showing.

### Scheduled e-Payments List

**Tax Depositee Particulars**

Tax Month  NTN / FTN  Name

**Scheduled e-Payments**

View	Sr. No.	Payment Slip ID	e-Payment Type	Scheduled Date	Scheduled Time	Failure Notification	Status
	1	485764	Sales Tax	22/09/2009	09:00 AM	Y	Preparing

**Figure 83**

- To **Delete** the **Scheduled e-Payment**. View the e-Payment with **Status Preparing**.



**Scheduled e-Payments List**

**Tax Depositee Particulars**

Tax Month  NTN / FTN  Name

**Scheduled e-Payments**

View	Sr. No.	Payment Slip ID	e-Payment Type	Scheduled Date	Scheduled Time	Failure Notification	Status
	1	486140	Sales Tax	19/09/2009	09:00 AM	Y	Preparing
	2	486114	Sales Tax	18/09/2009	09:00 AM	Y	Preparing
	3	485764	Sales Tax	22/09/2009	09:00 AM	Y	Preparing
	4	485610	Sales Tax	17/09/2009	09:00 AM	N	Under Progress

**Figure 84**

- **The scheduled e-Payment opened in context to delete the payment.**



**Tax Depositee Particulars**

Tax Month: 08/2009    NTN / FTN: 2216546-7    Name: MUHAMMAD RAFI KHAN

**Scheduled e-Payments**    Status: Preparing

Payment Slip ID: 486140  
Scheduled Date: 19/09/2009  
Scheduled Time: 09:00 AM (HH:MM)  
 Notify on Failure  
Please Enter Your PIN:

Update    Delete    Cancel

Figure 85

- Click on **Delete** button, the system prompts for **PINCODE**.

**Tax Depositee Particulars**

Tax Month: 08/2009    NTN / FTN: 2216546-7    Name: MUHAMMAD RAFI KHAN

**Scheduled e-Payments**

Payment Slip ID  
Scheduled Date  
Scheduled Time  
 Notify on Failure  
Please Enter Your PIN:

Update    Delete    Cancel

**Microsoft Internet Explorer**

Please enter your pin code

OK

Figure 86

- Enter the **PIN**. And then proceed with **Delete** button.
- System asks for the confirmation to proceed with it. Click on **Ok**.

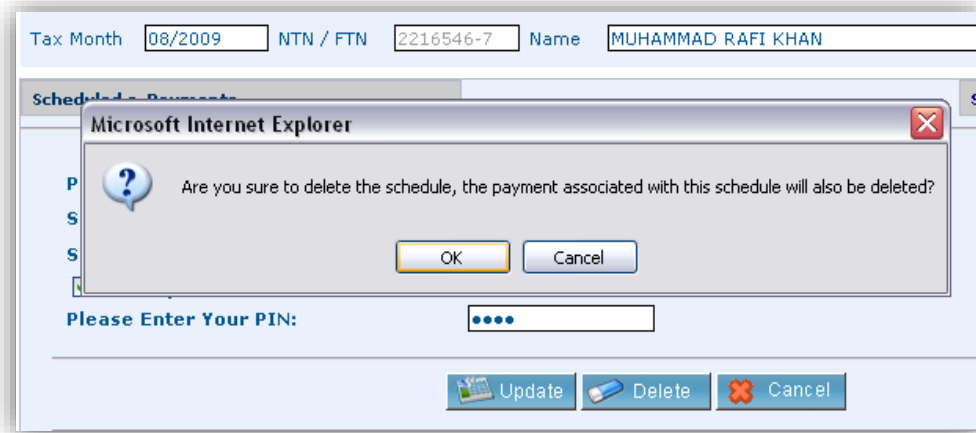


Figure 87

- When click on Ok, system redirects to the **Scheduled e-Payment List** page, where the message appears for the successful delete.

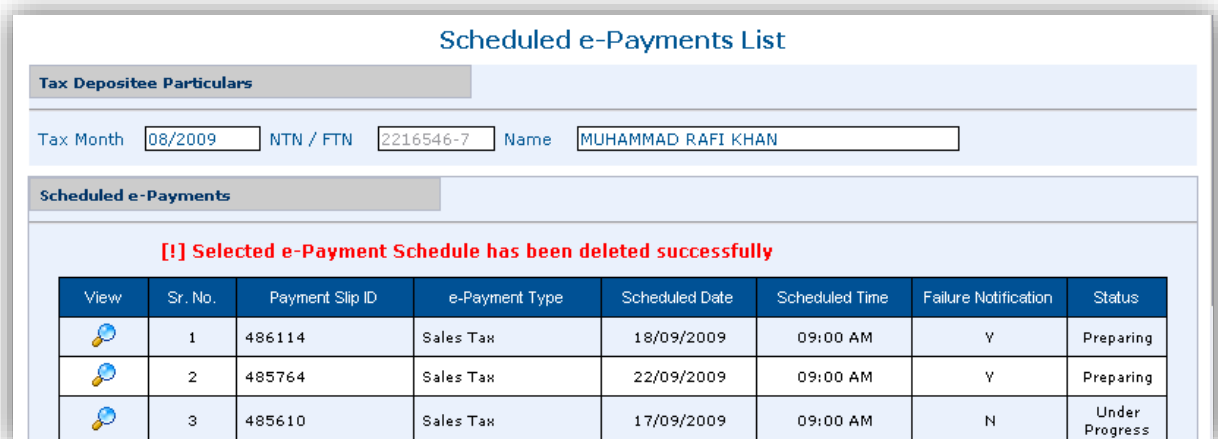


Figure 88