DIRECT DEBIT SERVICE FOR SRB

User Guide
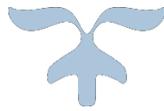
1. Taxpayer should have an active bank account with any online branch of, National Bank of Pakistan and a valid Digital Certificate (purchased from NIFT) installed on their computer, in order to avail the Direct Debit Facility for ePayments on the eSRB portal.
2. Taxpayer will login to e.srb.gos.pk with their provided user id and password.
3. In order to activate their bank account, the taxpayer first needs to add the relevant bank account information in their registration profile as shown below:

Figure 1

4. After adding the bank account information in their registration profile, the same bank account will become available in the "Create DDA for NBP" which can be accessed from the ePayments menu as shown below:

Figure 2

5. Upon clicking "Create DDA for NBP" link system will show all NBP bank accounts and their status regarding Direct Debit Authorities.

Figure 3

Note the following status links will be available for generating and activating their account:

a. Generate: This status shows that taxpayer has yet to generate their Direct Debit Authority Letter against the relevant account.

b. Activate: This status shows that taxpayer has generated their Direct Debit Authority letter and the relevant account needs to be activated.

c. View: This status shows that taxpayer has successfully activated the relevant account for Direct Debit.

6. After the taxpayer clicks on the Generate status link, the screen below will appear:

Generate Direct Debit Authority

Bank Name	NATIONAL BANK OF PAKISTAN
Branch	MAIN BRANCH, THE MALL LAHORE
City	LAHORE
Account No	AccPK_0085
Account Type	PLS
Please enter following information	
Mobile No	+92 e.g. +92 300 1234567
PIN Code	e.g. 7186

Generate   Back

Figure 4

7. The taxpayer will provide their Mobile Number and PIN code, after clicking the "Generate" button (shown in the screen above), the system will generate the Direct Debit Authority Letter in PDF format as shown in the screen below:

NBP
National Bank of Pakistan

EPADD-2013917-26978

Part-I Debit Authority to be signed by the Account holder

The Manager   Sep-17, 2013
MAIN BRANCH
NATIONAL BANK OF PAKISTAN   Original
THE MALL LAHORE

Subject :   **DEBIT AUTHORITY**

I/ We whose particulars are given bellow:

NTN	0712431-7	STRN
CNIC/RegInc.No	6289/19801207	
Name	NTL PVT LTD	
E-Mail	munam.zaheer@tnt.com.pk	
Phone	+92-021-111868111	
Address	37/E, P.E.C.H.S, BLOCK 6, KARACHI	

hereby authorize National Bank of Pakistan to debit my/our Account as per following particulars for E-Transactions made from time to time through SRB:

A/C No.	MA007
A/C Title	tst4
A/C Type	PLS
Branch	0300- MAIN BRANCH

This debit authority is **only valid for tax payments of SRB.**

Official Stamp of
Company/Business, if applicable

_____   _____
Authorized Signature   Authorized Signature

Part II VERIFICATION By Branch Manager/ Manager (Operations)

VERIFIED

_____   _____
Signature   **Date**

Part-III Debit Authority Number allotted by Manager (I.T)/ Branch Manager

Debit Authority No. [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

Agreement No.   26978

Signature   Date:

_____   _____

Note : Upon receipt of **Debit Authority Number,** the applicant will access the SRB Portal (https://e.sbr.gos.pk) and activate his account for Direct debit by feeding the Bank PIN Code.

Distribution : Origional => Branch Manager, Duplicate => Account Holder, Triplicate => I.T Manager

Figure 5

8. The taxpayer will print this authority letter and present it to their NBP branch (where his account exists).
9. The NBP Branch will provide the taxpayer with their Activation Code.
10. After getting the activation code, the user will again navigate to the "Create DDA for NBP" link and click the "Activate" status link against the relevant account, in order to activate Direct Debit authority. The screen below shall appear:

Activate Direct Debit Authority

Bank Name	NATIONAL BANK OF PAKISTAN
Branch	MAIN BRANCH, THE MALL LAHORE
City	LAHORE
Account No	AccPK_0014
Account Type	PLS
Please enter following information	
Activation Code	
Permitted Amount	0
Agreement No	
PIN Code	e.g. 7186

[Activate] [Print Authority] [Back]

Figure 6

11. The taxpayer will enter the following required information and press "Activate" button.
    a. Activation Code (Provided by NBP)
    b. Permitted Amount (Maximum amount for which user can make single transaction)
    c. Agreement No. (Printed on Direct Debit Authority Letter)
    d. PIN Code
    The System will validate the information and upon successful validation, Direct Debit Authority against relevant account will be activated.
12. The taxpayer will go to the payment creation screen in order to make payment with direct debit payment mode.
13. After giving all the payment particulars, the taxpayer will select "Direct Debit" as payment mode and after entering the required amount, the user will select the account number from the list of accounts with active Direct Debit Authorities as shown below:

Mode	Amount	PO/CH/AC No.	PO/CH Date	Bank	City	Branch	
Direct Debit	0	878888		NATIONAL BANK OF PAKIST	KARACHI	KORANGI INDUSTRIAL AREA	✖

Direct Debit
Add Payment Mode

[Create] [Back] [Cancel]

Figure 7

14. To create the payment, the taxpayer will then click on the "Create" button, and the screen below will be shown:

Mode	Amount	PO/CH/AC No.	PO/CH Date	Bank	City	Branch
Direct Debit ▼	1	878888 ▼		NATIONAL BANK OF PAKISTAN ▼	KARACHI ▼	KORANGI INDUSTRIAL AREA I ▼

Particulars of Payment:

Transaction to take effect (*):

○ Immediate Payment   ○ Schedule Payment

Enter PIN Code:

(*) Transaction will be communicated to the Bank during 09:00 AM to 12:30 PM on Bank working days onlyonly

[Confirm] [Back] [Cancel]

Figure 8

15. The taxpayer will have two option for payment "Immediate Payment" and "Schedule Payment" as shown in the screen above. Immediate payment (selected by default), will be processed immediately however scheduled payment will be processed on a future date (as selected by the user).
16. After providing their PIN code, the taxpayer will click the "Confirm" button and a PSID will be created.
17. The taxpayer can check the status of this payment from Advance Search.
18. A Direct Debit payment can have the following status.
    a. Receive status shows that payment has been received successfully by NBP.
    b. Pending Status shows that the payment has not been received by NBP.
    c. Confirm Status shows that the payment has been confirmed by NBP.
    d. Rejected status shows that the payment has been rejected by NBP.