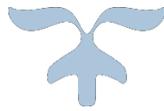


DIRECT DEBIT SERVICE FOR SRB

User Guide



NOVEMBER 8, 2013
PAKISTAN REVENUE AUTOMATION (Pvt.) LTD.

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.gov.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:

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

A/C No: A/C Title: Type:

Bank: City: Branch:

Account Start Date: Day Mon Year Close Date: Day Mon Year

Sr.	Bank Account No	Bank Account Title	Bank Name	Branch Address	Branch City	Account Opening - Close Date		
1	3300204562	NTL PVT LTD-2ND ACC	NBP	MAIN BAZAR DRIGH COLONY	KARACHI	02/02/2013	Edit	Close
2	4400104561	NTL PVT LTD- 1ST A/C	NBP	MAIN BRANCH, KARACHI.	KARACHI	01/01/2013	Edit	Close
3	2200304563	NTL PVT LTD-3RD ACC	NBP	MAIN BRANCH KKI EREMIT	KARACHI	30/03/2013	Edit	Close

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:

Sindh Revenue Board Taxpayer Facilitation Portal

FARAZ LATIF (Last Login: 9-Nov-2013, 4:29 PM)

Home Administration Registration Declaration Requests e-Payments e-Folder Logout

Print this Page

(Control Center)

List All Prepared, Submitted, Revised, Summary Report

Add Bank Accounts

Create Direct Debit Authority (DDA) Create DDA for NBP

Create Payment

Search Payment

Direct Debit Authority (DDA) Management For NBP

Accounts Information

Manage Payment Schedule

Manage Alerts

Sr.	Account No	Type	Branch Name	Bank Name	City	Action	Print
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Figure 2

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

Direct Debit Authority (DDA) Management For NBP

Accounts Information

Sr.	Account No	Account Title	Type	Branch Name	Bank Name	City	Action	Print
1	MA007	tst4	PLS	MAIN BRANCH, THE MALL LAHORE	NATIONAL BANK OF PAKISTAN	LAHORE	Activate	Re-Print
2	HUS910	Verification1	PLS	MAIN BRANCH, THE MALL LAHORE	NATIONAL BANK OF PAKISTAN	LAHORE	View	
3	HUS911	Verification1	PLS	MAIN BRANCH, THE MALL LAHORE	NATIONAL BANK OF PAKISTAN	LAHORE	Activate	Re-Print
4	HUS912	Verification1	PLS	MAIN BRANCH, THE MALL LAHORE	NATIONAL BANK OF PAKISTAN	LAHORE	Activate	Re-Print
5	AccPK_0014	Verification	PLS	MAIN BRANCH, THE MALL LAHORE	NATIONAL BANK OF PAKISTAN	LAHORE	Activate	Re-Print
6	AccPK_0015	Verification	PLS	MAIN BRANCH, THE MALL LAHORE	NATIONAL BANK OF PAKISTAN	LAHORE	Activate	Re-Print
7	AccPK_0085	Verification	PLS	MAIN BRANCH, THE MALL LAHORE	NATIONAL BANK OF PAKISTAN	LAHORE	Generate	
8	TST_Prod	Testing	PLS	MAIN BRANCH, THE MALL LAHORE	NATIONAL BANK OF PAKISTAN	LAHORE	View	
9	TST_Prod2	Testing2	PLS	MAIN BRANCH, THE MALL LAHORE	NATIONAL BANK OF PAKISTAN	LAHORE	View	
10	AccPK_0085	Verification	PLS	MAIN BRANCH, THE MALL LAHORE	NATIONAL BANK OF PAKISTAN	LAHORE	Generate	
11	AccPK_0089	Verification	PLS	MAIN BRANCH, THE MALL LAHORE	NATIONAL BANK OF PAKISTAN	LAHORE	Generate	
12	AccPK_0080	Verification	PLS	MAIN BRANCH, THE MALL LAHORE	NATIONAL BANK OF PAKISTAN	LAHORE	Generate	
13	AccPK_00NW	Verification	PLS	MAIN BRANCH, THE MALL LAHORE	NATIONAL BANK OF PAKISTAN	LAHORE	View	
14	AccPK_00NW	Verification	PLS	MAIN BRANCH, THE MALL LAHORE	NATIONAL BANK OF PAKISTAN	LAHORE	Generate	
15	AccPK_00NW1	Verification	PLS	MAIN BRANCH, THE MALL LAHORE	NATIONAL BANK OF PAKISTAN	LAHORE	View	

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	<input type="text" value="+92"/> <input type="text"/> <input type="text" value="e.g. +92 300 1234567"/>
PIN Code	<input type="text"/> <input type="text" value="e.g. 7186"/>
<input type="button" value="Generate"/> <input type="button" value="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:



EPADD-2013917-26978

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

The Manager
MAIN BRANCH
NATIONAL BANK OF PAKISTAN
THE MALL LAHORE

Sep-17, 2013

Original

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@tnl.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	ts14
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 : Original => 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:
 Agreement No:
 PIN Code:

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

Figure 7

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

Particulars of Payment:

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

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 only

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.