

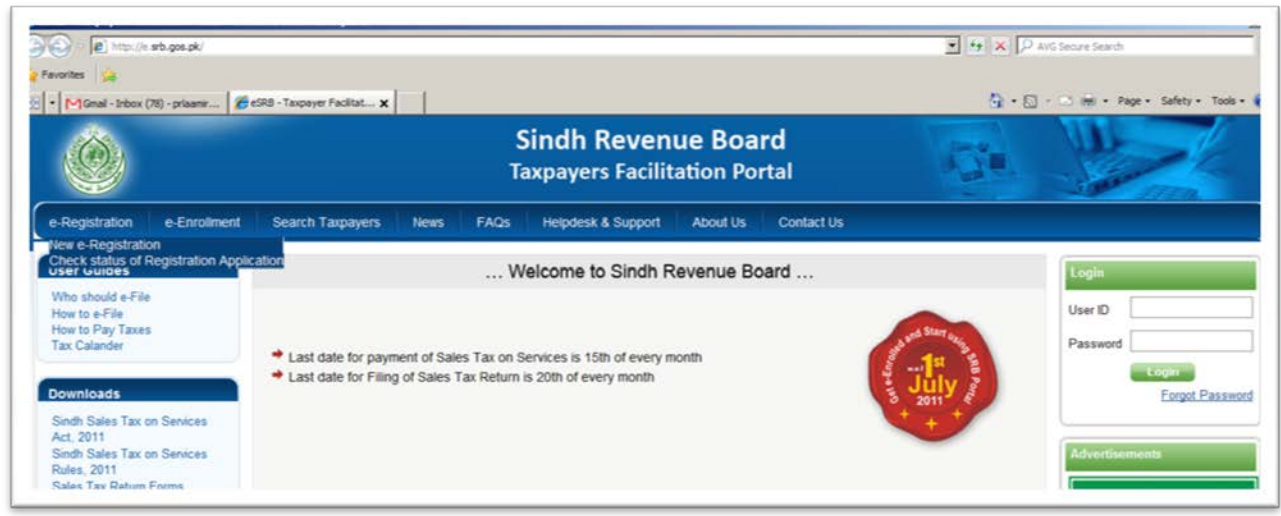
SINDH REVENUE BOARD

HOW TO E-REGISTER

TAXPAYERS' GUIDE

Date: 05th Jul 2011

Step 01: Website Visit



- To register yourself at eSRB Portal, please visit:
 - e.srb.gos.pk
 - click on “e-Registration”
 - Click on “New e-Registration”

Step 02: Enter Your NTN

2.1 If You Already Have NTN

A screenshot of the 'TAXPAYER REGISTRATION APPLICATION' form. The form is titled 'TAXPAYER REGISTRATION APPLICATION' and has a radio button selected for 'SRB Registration, who already have NTN'. Below this, there are input fields for 'NTN' and 'Taxpayer Type' with options for 'INDIVIDUAL', 'AOP', and 'COMPANY'. There are also input fields for 'CNIC' and 'Name'. A large, red, stylized number '394469' is displayed in a shaded box, representing the image character. Below this box is an 'Image Character' input field. At the bottom of the form are 'OK' and 'CLEAR' buttons.

- Please enter your NTN
- The system will automatically show your registration particulars as in FBR.
- Enter image character and press OK

- **Directors / Shareholders particulars**
Please provide Directors/ Shareholders particulars.

Directors / Shareholders

Please provide Information about Top 10 Directors/Shareholders/Partners. This portion is required for Company and AOP.

NTN/CNIC * Capital *

- **Add Other Activities**
If you have any other activity/activities other than principal please give details.

Other Activities

Other Business Activities in addition to the Principal Activity given at Sr-9 above

Activity

- **Business / Branches**
If you operate from more than one location through Businesses/Branches or outlets, please give details of all.

Business / Branches

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

Bus/Br. Type Business/Branch Name

Trade Name

Address

House/Flat/Plot No. Street/Lane/Plaza/Floor/Village Block/Mohala/Sector/Road/Post Office/etc

Province District City Dist. Code

Area/Town

Nature of Premises Possession Owned Rented Other Owner's CNIC/NTN/FTN Owner's Name

Electricity Ref. No. Gas Connection installed Yes No Gas Consumer No.

Phone

Business/Branch Start Date Day Mon Year

Business/Branch Close Date Day Mon Year

- **Add Bank Account**
Add your bank account.

Bank Accounts

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

- **Declaration**

Formally declare that information given is correct and complete.

Declaration	I, the undersigned solemnly declare that to the best of my knowledge and belief the information given above is correct and complete in all respects. It is further declared that any notice sent on the e-mail address or the address given in the registry portion will be accepted as legal notice served under the law. I also hereby authorize, Sindh Revenue Board to obtain my registration data from Federal Board of Revenue and other provincial tax administrations.			
	<input type="text" value="05/07/2011"/> Date	<input type="text"/> CNIC/Passport No	<input type="text"/> Name of Applicant	_____ Signature

- **Official Area**

This is official section and shows USER ID allotted to you and Tax Office.

Official Area	NTN Allotted	<input type="text" value="3700271-8"/>	User Id	<input type="text"/>	_____ Signature of Issuing Officer
	Date	<input type="text"/>	Tax Office	<input type="text" value="SRB-Karachi"/>	

- **Save**

Save you form.

You can make changes if necessary, save again after making changes.

Save	<input type="button" value="Print Application"/> <input type="button" value="Verify Application"/> <input type="button" value="Submit Application"/>		

- **Verification of Application**

- After completing your form click on “Verify Application”.
- A pop up window will ask for verification.
- Enter required information (CNIC/NTN/PP) to verify your application.

Verification [X]

Please Enter Representative CNIC/NTN/PP

- **Submit Your application**

- After verification click on “Submit Application”.
- After successful submission you will be allotted USER ID and PASSWORD through Email/SMS.
- Please e-enroll to activate your account and avail all facilities provided by SRB.

2.2 **Have NTN But No Record Found**

- If you have NTN but when you enter your NTN the error reports as “No Taxpayer Found”
 - Please make sure that you have entered the correct NTN and Check digit.
 - If NTN and its check digit is correct and still message appears “No Taxpayer Found for This NTN”, please email your particulars to [support@srb.gos.pk] as follow:
 - Subject of email: Add NTN in database
 - NTN
 - Business Name
 - Service Category
 - The support officer will forward your application and will reply you through email when done.

The screenshot shows a web form titled "TAXPAYER REGISTRATION APPLICATION". Below the title, a red error message reads "No Taxpayer Found For this NTN". Underneath, there is a radio button selected for "SRB Registration, who already have NTN". The form contains input fields for "NTN" (with the value "1234565" and a check digit "4") and "Taxpayer Type" (with radio buttons for "INDIVIDUAL", "AOP", and "COMPANY"). Below these are fields for "CNIC" and "Name", both of which are greyed out. A large red number "838046" is displayed in a shaded box. At the bottom, there is an "Image Character" input field and two buttons labeled "OK" and "CLEAR".

2.3 **If You Does Not Have NTN**

- SRB will allot you a Provisional Registration Certificate which will be valid for thirty days or until NTN is issued to you by FBR.
- You will enjoy all facilities as provided to other taxpayers who have NTN during your provisional registration.
- In case the NTN could not be issued to you within thirty days, your registration at SRB will be cancelled and informed to you through e-mail.

