

Taxpayer Guide

For

e- Enrolment

FBR Web Portal

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

Table of Contents

1. INTRODUCTION	3
2. e-Enrollment.....	3
2.1 Enrollment Application Procedure.....	3
Figure 2.1.10 Select the District form list.....	7
Figure 2.1.11 Select the City/Tehsil from list.....	7
Figure 2.1.12 Select Area/Town from list	7
Figure 2.1.13 Click Select Activity.....	8
Figure 2.1.14 Select Activity Dialog Box.....	8
Figure 2.1.15 Select Activity by search.....	8
Figure 2.1.16 Click on Search result to select your appropriate Activity.....	9
Figure 2.1.17 Activity Added	9
Figure 2.1.19 Activity added	10
Figure 2.1.20 Select Tax Type for Enrollment	10
Figure 2.1.22 Enter Information of Representative	11
Figure 2.1.23 Click Save Registry to save the Form	11
Figure 2.1.24 Enter Top 10 Director/Share Holder Info for Company/ AOP	11
Figure 2.1.26 Enter the Business/Branches Details	12
Figure 2.1.27 Click Add Business to add Business/Branch detail.....	12
Figure 2.1.28 Enter Bank Account Information	12
Figure 2.1.29 Declaration Section	13
Figure 2.1.30 Official Section of the Enrollment Form.....	13
2.2 Verify Application.....	13
Figure 2.2.1 Click Verify Application	13
Figure 2.2.3 after Clicking the Submit button Enrollment Status sets to Verified	14
Figure 2.2.4 to edit the application Click on Un-Verify Application Button	14
2.3 Activate Application	15

1. INTRODUCTION

Federal Board of Revenue (FBR) is in process of reforming its services and restructuring the Tax Enrollment System with major facilitation to its Tax Payers countrywide. In this direction a major milestone is achieved by providing single point services to taxpayers through web based e-Portal (<https://e.fbr.gov.pk>).

Pakistan Revenue Automation Pvt Limited [PRAL] is managing the e-Portal in accordance with the policies of Federal Board of Revenue, Government of Pakistan.

2. e-Enrollment

Three Categories are available for e-Enrollment

- a) Individual Taxpayer
- b) Company Taxpayer
- c) AOP Taxpayer

2.1 Enrollment Application Procedure

This module facilitates already registered taxpayers having NTN(s) to enroll at eFBR Portal to start e-Filing. Taxpayers without NTN and not registered with FBR are required to register first with FBR and after allotment of NTN they can enroll with FBR Portal.

2.1.1 Type <https://e.fbr.gov.pk> in browser as shown in figure 2.1.1



Figure 2.1.1 <https://e.fbr.gov.pk>

2.1.2 Place your mouse over Application Link and select **Application Form** as shown in figure 2.1.2

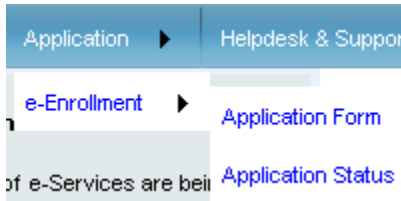


Figure 2.1.2 Select Application Form

2.1.3 Select **Taxpayer Type** from list as shown in figure 2.1.3

A screenshot of a web form titled 'Request for e-enrollment'. The 'Taxpayer Type' dropdown menu is open, showing options: 'AOP', 'AOP Company', and 'Individual'. 'AOP Company' is selected and highlighted in blue. Below the dropdown is a CAPTCHA image with the number '670175' in red. Below the CAPTCHA is a text input field labeled 'Enter Image chracters' and a 'Next' button.

Figure 2.1.3 Select Taxpayer Type

2.1.4 Select **Company** from Taxpayer Type List as shown in figure 2.1.4

A screenshot of a web form titled 'Request for e-enrollment'. The 'Taxpayer Type' dropdown menu is open, showing options: 'Company', 'NTN', 'Reg/Inc No.', and 'Director NTN'. 'Company' is selected and highlighted in blue. Below the dropdown are three text input fields. Below the input fields is a CAPTCHA image with the number '670175' in red. Below the CAPTCHA is a text input field labeled 'Enter Image chracters' and a 'Next' button.

Figure 2.1.4 Individual Taxpayer Type Selected

2.1.5 Enter NTN, Reg/Inc No. and Director NTN as shown in figure 2.1.5.

Request for e-enrollment

Taxpayer Type

NTN

Reg/Inc No.

Director NTN

670175

Enter Image chracters

Figure 2.1.5 Enter Basic Information

2.1.6 Enter the image Character (RED) into the last field and press the **Next** button for further processing as shown in figure 2.1.6

670175

Enter Image chracters

Figure 2.1.6 Enter Image Character and Press Next

2.1.7 Taxpayer Enrollment Form appears on Screen as shown in figure 2.1.7

Taxpayer Enrollment Form Preparing Verified Submitted

(For availing e-Services at FBR Portal)

Category Status Country

Reg.IncNo. * [For Company & Registered AOP only]

Name *

Figure 2.1.7 Taxpayer Enrollment Form

2.1.8 Fill the Registry Section First. Category, Status, Country, Reg.IncNo Name and Reg Date are not editable. Enter the address as shown in Figure 2.18.

Category	Company	DOMESTIC	Status	Resident	Country	Pakistan
Reg.IncNo.	I-00664/19910201 * [For Company & Registered AOP only]					
Name	FAUJI ELECTRIC POWER COMPANY LIMITED *					
Reg Date	21	2	1991			
Address	House/ Flat/ Plot No.	Street/ Lane/ Plaza/ Floor		Block/ Mohala/ Sector/ Road/ etc		
	HARLEY STREET P.O.BOX 84					
	Province	District	City / Tehseel	Area/Town	District Code	
	Punjab	RAWALPINDI	Select		374	
Activity	3489 * Select Activity			Activity Code		
Register For	<input type="checkbox"/> Income Tax <input type="checkbox"/> Sales Tax <input type="checkbox"/> Federal Excise <input type="checkbox"/> I.T W/H Agent <input type="checkbox"/> S.T W/H Agent				Nº	

Figure 2.1.8 Enter Address

2.1.9 Enter the House/Flat/Plot No, enter Street/Lane/Plaza/Floor, enter Block/Mohala/Sector/Road/etc and Select Province, District, City/Tehsil and Area/Town from the List as shown in figure 2.1.9

Address	House/ Flat/ Plot No.	Street/ Lane/ Plaza/ Floor	Block/ Mohala/ Sector/ Road/ etc			
	House No. 48	Street No. 96	Sector G-6			
	Province	District	City / Tehseel	Area/Town	District Code	
	Select	Select	Select			
Activity	Select * Select Activity			Activity Code		
Register For	<input type="checkbox"/> Income Tax <input type="checkbox"/> Federal Excise <input type="checkbox"/> I.T W/H Agent <input type="checkbox"/> S.T W/H Agent				Nº	
Self	<input type="checkbox"/>					
CNIC of L/R	<input type="checkbox"/> Islamabad <input type="checkbox"/> FATA <input type="checkbox"/> Northern Areas <input type="checkbox"/> Azad Kashmir					
Address	* Name		*			

Figure 2.1.9 Enter Address Information and Select Province details

2.1.10 Select Districts from the list as shown in figure 2.1.10

Address	House/ Flat/ Plot No.	Street/ Lane/ Plaza/ Floor	Block/ Mohala/ Sector/ Road/ etc	
	House No. 48	Street No. 96	Sector G-6	
Province	District	City / Tehseel	Area/Town	District Code
Islamabad	Select	Select	Select	
Activity	Select	* Select Activity		Activity Code
	ISLAMABAD			
Register For	<input type="checkbox"/> Income Tax	<input type="checkbox"/> Sales Tax	<input type="checkbox"/> Federal Excise	<input type="checkbox"/> I.T.WH Agent
	<input type="checkbox"/> S.T.WH Agent	N°		

Figure 2.1.10 Select the District form list

2.1.11 Select the City/Tehsil from the list as shown in figure 2.1.11

Address	House/ Flat/ Plot No.	Street/ Lane/ Plaza/ Floor	Block/ Mohala/ Sector/ Road/ etc	
	House No. 48	Street No. 96	Sector G-6	
Province	District	City / Tehseel	Area/Town	District Code
Islamabad	ISLAMABAD	ISLAMABAD	Select	611
Activity	Select	* Select Activity		Activity Code
	ISLAMABAD			
Register For	<input type="checkbox"/> Income Tax	<input type="checkbox"/> Sales Tax	<input type="checkbox"/> Federal Excise	<input type="checkbox"/> I.T.WH Agent
	<input type="checkbox"/> S.T.WH Agent	N°		

Figure 2.1.11 Select the City/Tehsil from list

2.1.12 Select the Area/Town from the list as shown in figure 2.1.12

Province	District	City / Tehseel	Area/Town	District Code
Punjab	LAHORE	LAHORE CANTT	Select	352
Activity	* Select Activity		Activity Code	
Register For	<input type="checkbox"/> Income Tax	<input type="checkbox"/> Sales Tax	<input type="checkbox"/> Federal Excise	<input type="checkbox"/> I.T.WH Agent
	<input type="checkbox"/> S.T.WH Agent	N°		
<input type="checkbox"/> Self	CNIC of L/R	Name	Address	
			House/ Flat/ Plot No. Street/ Lane/ Plaza/ Floor	
			Block/ Mohala/ Sector/ Road/ etc	

Figure 2.1.12 Select Area/Town from list

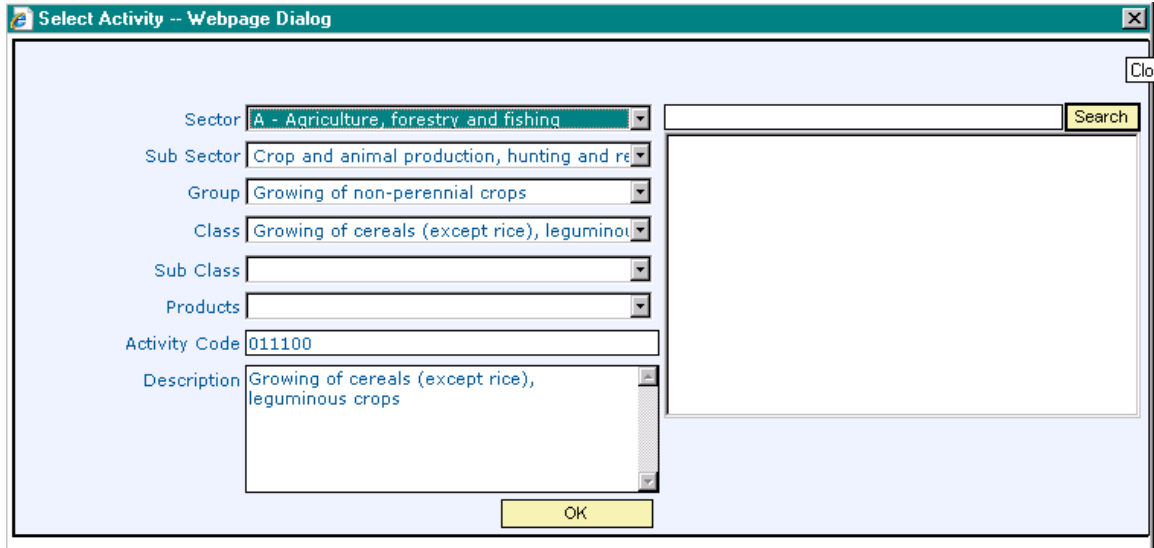
2.1.13 To select the Principal Activity click on Select Activity as shown in figure 2.1.13



Activity * [Select Activity](#) Activity Code

Figure 2.1.13 Click [Select Activity](#)

2.1.14 Select Activity Web Dialog appears on screen as shown in figure 2.1.14



Select Activity -- Webpage Dialog

Sector: A - Agriculture, forestry and fishing

Sub Sector: Crop and animal production, hunting and re

Group: Growing of non-perennial crops

Class: Growing of cereals (except rice), leguminou

Sub Class:

Products:

Activity Code: 011100

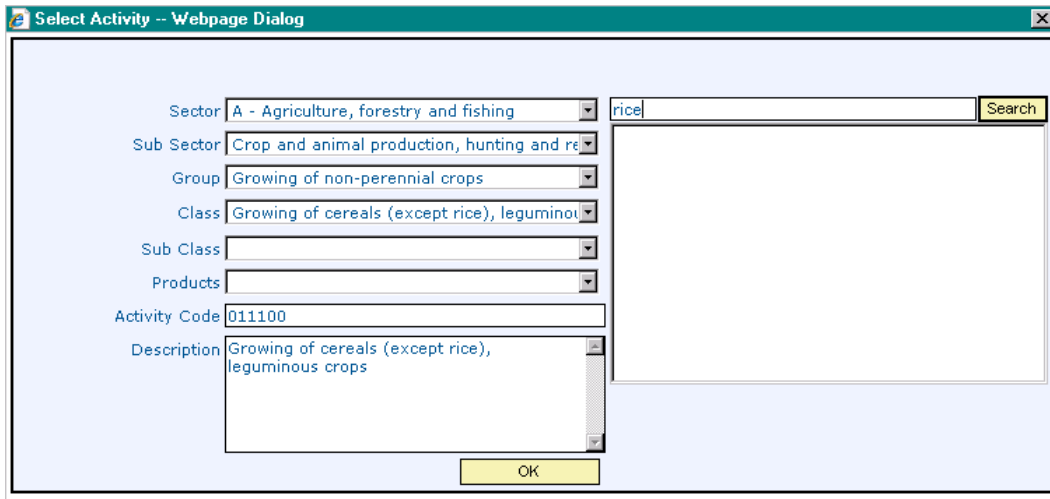
Description: Growing of cereals (except rice), leguminous crops

Search

OK

Figure 2.1.14 Select Activity Dialog Box

2.1.15 Two options are available to Select the Activity and Type at least three characters into Search field and press the search as shown in figure 2.1.15



Select Activity -- Webpage Dialog

Sector: A - Agriculture, forestry and fishing

Sub Sector: Crop and animal production, hunting and re

Group: Growing of non-perennial crops

Class: Growing of cereals (except rice), leguminou

Sub Class:

Products:

Activity Code: 011100

Description: Growing of cereals (except rice), leguminous crops

Search: rice

OK

Figure 2.1.15 Select Activity by search

2.1.16 Result appears into the Text Area, Select the Activity and appropriate Sector, Sub Sector, Group , Class , Sub Class, Products, Activity Code and Description appears on respective fields as shown in figure 2.1.16

The screenshot shows a dialog box titled "Select Activity - Webpage Dialog". It features several dropdown menus and text input fields. The "Sector" dropdown is set to "A - Agriculture, forestry and fishing". The "Sub Sector" dropdown is set to "Crop and animal production, hunting and re...". The "Group" dropdown is set to "Growing of non-perennial crops". The "Class" dropdown is set to "Growing of rice". The "Sub Class" dropdown is empty. The "Products" dropdown is empty. The "Activity Code" text field contains "011200". The "Description" text area contains "Growing of rice". To the right of these fields is a search bar with the text "rice" and a "Search" button. Below the search bar is a list of search results, with "Growing of rice" selected. At the bottom center of the dialog is an "OK" button.

Figure 2.1.16 Click on Search result to select your appropriate Activity

2.1.17 Press OK to add the Principal Activity as shown in figure 2.1.17

The screenshot shows a form with two main fields. The first field is labeled "Activity" and contains the text "Blankets, including traveling rugs". To the right of this field is a blue link that says "* Select Activity". The second field is labeled "Activity Code" and contains the text "139211".

Figure 2.1.17 Activity Added

2.1.18 Second option available for Selection of Activity is to select appropriate Sector, Sub Sector, Group, Class, Sub Class, Products one by one from the list Activity Code and Description automatically appears on respective fields

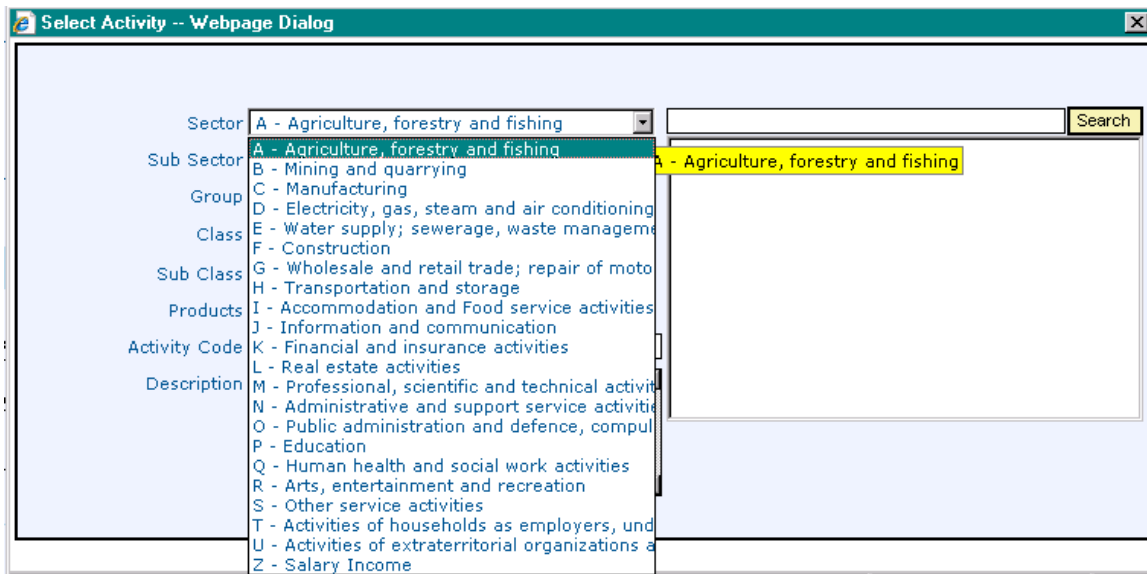


Figure 2.1.18 Select Sector

2.1.19 Press OK to add the Principal Activity as shown in figure 2.1.19



Figure 2.1.19 Activity added

2.1.20 Click the Check box for which you like to be registered as shown in figure 2.1.20

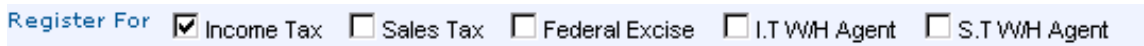


Figure 2.1.20 Select Tax Type for Enrollment

2.1.21 After Completing the Registry Section complete the Representative Section as u/s 172 of Income Tax.

2.1.22 If applicant himself/herself is his/her Representative then check the Self check box, CNIC, Name and Address fields populated. Otherwise enter the data into field to complete the Representative Section as shown in figure 2.1.22.

Figure 2.1.22 Enter Information of Representative

2.1.23 After completing the Registry and Representative sections, press **Save Registry** button as shown in figure 2.1.23. Reference No mailed to email address mentioned in Representative section

Figure 2.1.23 Click Save Registry to save the Form

2.1.24 Enter Director/share holder information, not available for Individual Taxpayer as shown in figure 2.1.24

Figure 2.1.24 Enter Top 10 Director/Share Holder Info for Company/ AOP

2.1.25 Select & add Secondary activities up to maximum of three (3) as mentioned above as shown in figure 2.1.25

Figure 2.1.25 Add the Secondary Activities maximum up to 3

2.1.26 Enter Branch Name, Select Type of Branch from List, Enter Address details, Select Start Date from the Day, Mon and Year Lists as shown in figure 2.1.26. If you want to close some business, click on Close link and add close date and press update.

The screenshot shows a web form titled 'Business / Branches'. It contains several input fields and dropdown menus. The 'Branch Name' field is marked with an asterisk. The 'Address' section is divided into three parts: 'House/ Flat/ Plot No.', 'Street/ Lane/ Plaza/ Floor', and 'Block/ Mohala/ Sector/ Road/ etc'. Below this are dropdown menus for 'Province', 'District', 'City', 'Area/Town', and 'Dist. Code'. The 'Electricity No' and 'Gas No' fields are followed by 'Start Date' and 'Close Date', each with dropdowns for 'Day', 'Mon', and 'Year'. An 'Add Business' button is located at the bottom right.

Figure 2.1.26 Enter the Business/Branches Details

2.1.27 After pressing Add Business button a message like one shown in figure 2.1.27 will appear.

The screenshot shows the same 'Business / Branches' form, but with a red success message at the top: 'Business Branch has been added successfully'. The 'Start Date' dropdowns are now populated with '28', '12', and '199'. Below the form is a table with the following data:

Sr.	Branch Name	City	Start Date	End Date	Gas No	Electricity No	
1	F-7 Outlet	MANSEHRA	28/12/1992				Edit Close

Figure 2.1.27 Click Add Business to add Business/Branch detail

2.1.28 Enter Account No. in A/C No. field, Enter Account Title in A/C Title field, Select Account Type PLS/Current from the List, Select Bank from list, Select City from the list and Select Branch from the list as shown in figure 2.1.28.

The screenshot shows a web form titled 'Bank Accounts'. It contains several input fields and dropdown menus. The 'A/C No' and 'A/C Title' fields are marked with an asterisk. The 'Type' dropdown is set to 'PLS'. Below this are dropdown menus for 'Bank', 'City', and 'Branch'. The 'Animation' field is labeled '(1024 x 768) (X:0; Y:0)'. The 'Start Date' and 'End Date' fields have dropdowns for 'Day', 'Mon', and 'Year'. An 'Add Account' button is located at the bottom right. Below the form is a table with the following data:

Sr.	A/C No	Account Title	Bank	City	From - To Date	
1	1019987	Muhammad Ali	NBP	ISLAMABAD	29/03/1995	Edit Close

Figure 2.1.28 Enter Bank Account Information

2.1.29 Declaration section auto fetch CNIC/Passport No. and Name of Applicant as shown in figure 2.1.29

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.

Date CNIC/Passport No Name of Applicant Signature

Figure 2.1.29 Declaration Section

2.1.30 Official Area for Enrollment Officer as shown in figure 2.1.30

Official Area

NTN Alloted User Id
Date Tax Office _____

Signature of Issuing Officer

Figure 2.1.30 Official Section of the Enrollment Form

2.2 Verify Application

2.2.1 Click Verify Application button to verify the application as shown in figure 2.2.1

Save

Figure 2.2.1 Click Verify Application

2.2.2 Enter CNIC no to verify the application, click Submit Button .In case of successful verification "Verification Successful" message appears as shown in figure 2.2.2

Verification Successful

CNIC

Figure 2.2.2 Enter CNIC Number, If verification successful clicks on Submit

2.2.3 Click Close button to complete the Verification Process

Taxpayer Registration Form	<input type="checkbox"/> Preparing <input checked="" type="checkbox"/> Verified <input type="checkbox"/> Submitted
-----------------------------------	---

Figure 2.2.3 after Clicking the Submit button Enrollment Status sets to Verified

2.2.4 If you want to edit the application, click on edit button as shown in figure 2.2.4

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

Figure 2.2.4 to edit the application Click on Un-Verify Application Button

2.2.5 Press print button to print the application. An application as shown in figure 2.2.5 will be printed.

Federal Board of Revenue
 Government of Pakistan

Page No. 1 of 1 Application No. N° 42285

Registry					
Category	Individual	Status	Resident	Country	Pakistan
CNIC/PP No	61101-0850147-9				
Name	Muhammad Rafi Khan			Gender	M
Birth Date	19/06/1977				
Address	House No. 48, Street No. 98, Sector G-6, ISLAMABAD, District ISLAMABAD, Islamabad				
Main Activity	Starkehs, including traveling rups			Activity Code	139211
Register for	<input checked="" type="checkbox"/> Income Tax <input type="checkbox"/> Sales Tax <input type="checkbox"/> Federal Excise <input type="checkbox"/> IT WH Agent <input type="checkbox"/> ST WH Agent				
	N*				

Legal Rep.					
CNIC of L/R	61101-0850147-9	Name	Muhammad Rafi Khan		
Address	House No. 48, Street No. 98, Sector G-6, ISLAMABAD, District ISLAMABAD, Islamabad				
Phone	+92-51-2670524	Cell	+92-321-2380215	Fax	+92-51-9204454
E-mail	rouf01@gmail.com				

Owners				
Sr.	Owner CNIC	Owner Name	Share	Capital
1				

Activities	
Sr.	Business Activity
1	

Business / Branches						
Sr.	Business Name	City Name	Start Date	End Date	Electricity No	Gas No
1	AERIO ASIA INTERNATIONAL (PRIVATE) LIMITED					

Bank Account				
Sr.	Bank Account No	Bank Account Title	Bank	City Name
1				

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 legal notice sent on the email address given above will be accepted.

22/9/2016
61101-0850147-9
Muhammad Rafi Khan
SIGNATURES

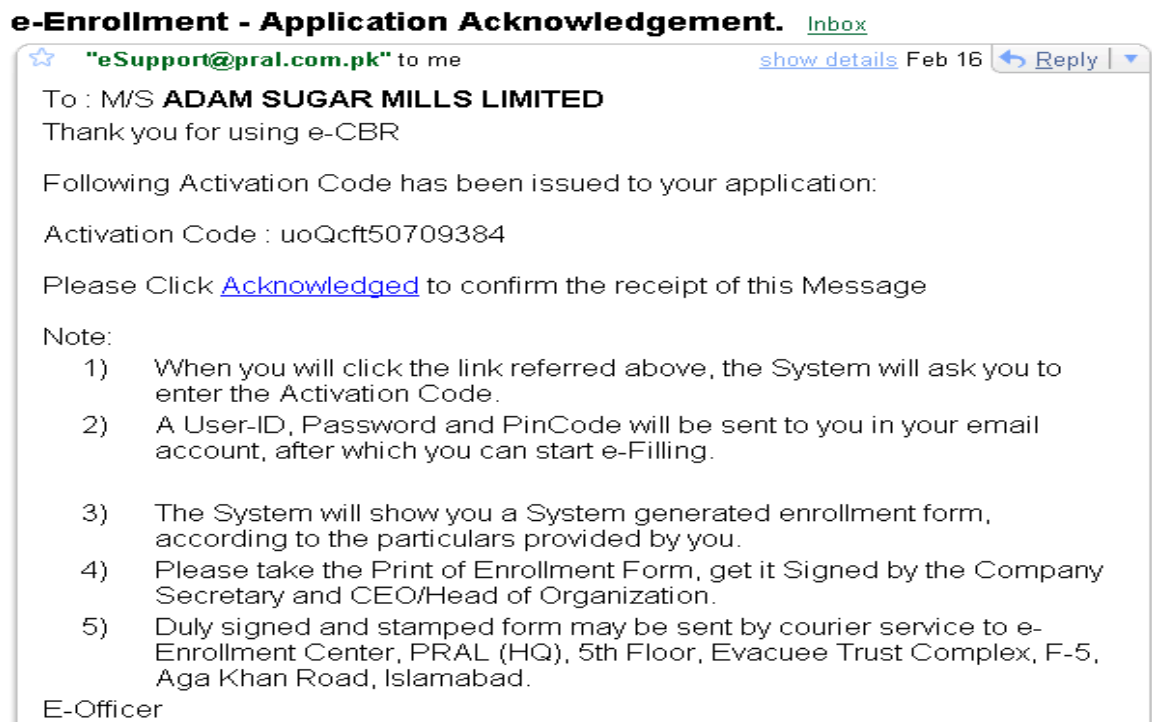
Date
CNIC/Passport No
Name of Applicant

42285

Figure 2.2.5 Print and sign the Enrollment Application

2.3 Activate Application

- 2.3.1 After submitting the form, Taxpayer will receive an email on email address mention in representative section to activate his/her Enrollment Application. Click the [Acknowledged](#) link to activate your application.



- 2.3.2 Following screen appears after click on [Acknowledged](#) link, enter activation code to activate your application

Please Enter the Activation Code to Confirm your Application

Activation Code :

(Note : you will be sent User-ID, Password and PinCode after this step, you can then start e-Filing immediately)

Figure 2.3.2 Enter Activation Code to Activate Application

2.3.3 After activation Taxpayer will receive an e-Enrollment - Application Acknowledgement as shown below. Click the [Acknowledged](#) to retrieve application.

☆ "support@pral.com.pk" to me [show details](#) 7/16/07 [Reply](#) | ▾

Thank you for using E-CBR

Please Click [Acknowledged](#) to confirm the receipt of this Message

Note:

- 1) When you will click the link referred above, the System will show you a System generated enrollment form, according to the particulars provided by you.
- 2) Please take the Print of Enrollment Form, get it Signed.
- 3) Dully signed and stamped form may please be submitted to the commissioner of IP(Information Processing) Division of nearest LTU/RTO.
- 4) Your User-id and Password will be sent to you thereafter.

E-Officer
PRAL (HQ), Islamabad

2.3.4 Submit duly signed application at following address:
PRAL, Head Quarters

5th Floor Evacuee Trust Complex

F-5/1 Agha Khan Road

Islamabad

FBR FEDERAL BOARD OF REVENUE		Federal Board of Revenue Government of Pakistan	
Page No. 1 of 1		Application No. N° 42288	
Registry			
Category	Individual	Status	Resident
CNIC/PP No	81101-0880147-9	Country	Pakistan
Name	Muhammad Rafiq Khan	Gender	M
Birth Date	1906/1977		
Address	House No. 48, Street No. 96, Sector G-8, ISLAMABAD, District ISLAMABAD, Islamabad		
Main Activity	Blankets, including traveling rugs	Activity Code	130211
Register for	<input checked="" type="checkbox"/> Income Tax <input type="checkbox"/> Sales Tax <input type="checkbox"/> Federal Excise <input type="checkbox"/> IT WH Agent <input type="checkbox"/> ST WH Agent N*		
Legal Rep.			
CNIC of LIR	81101-0880147-9	Name	Muhammad Rafiq Khan
Address	House No. 48, Street No. 96, Sector G-8, ISLAMABAD, District ISLAMABAD, Islamabad		
Phone	+92.51.2870824	Cell	+92.321.2380215
E-mail	rouf81@gmail.com	Fax	+92.51.9204404
Owners			
Sr.	Owner CNIC	Owner Name	Share
1			Capital
Activities			
Sr.	Class Code	Business Activity	
1			
Business / Branches			
Sr.	Business Name	City Name	Start Date
1	AERO ASIA INTERNATIONAL (PRIVATE) LIMITED		End Date
			Electricity No
			Gas No
Bank Account			
Sr.	Bank Account No	Bank Account Title	Bank
1			City Name
			From-To Date
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 legal notice sent on the email address given above will be accepted.			
22/3/2026	81101-0880147-9	Muhammad Rafiq Khan	
Date	CNIC/Passport No	Name of Applicant	SIGNATURES



42288

- 2.3.5 Finally e-Enrollment intimation by FBR email containing User id, Password and PIN Code will send to Taxpayer for filing of Statements and Returns on eFBR Portal.

e-Enrollment intimation by CBR. [Inbox](#)

☆ "eSupport@pral.com.pk" to me

[show details](#) Feb 20

[Reply](#) | ▼

Dear Taxpayer

Congratulations!

You have been enrolled with e.cbr.gov.pk, subject to post verification/approval.
You can now start e-Filing, by using following User-ID, Password and PinCode

User-Id : ADAMSUGAR

Password : lqu3Uxfs

Pin : 9277

Thank you for using e-CBR

E-Officer

PRAL (HQ), Islamabad

***** THIS IS A SYSTEM-GENERATED EMAIL. *****

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error, please notify us at eSupport@cbr.gov.pk. The message and attachment, if any, has been scanned for all known viruses.

Please do not reply to this e-mail. Thank You
