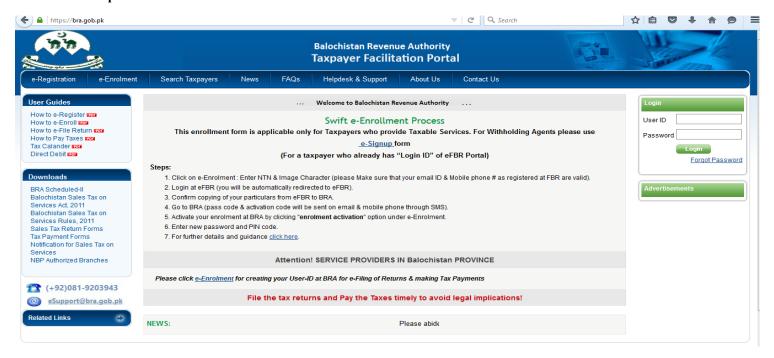
# **BALOCHISTAN REVENUE AUTHORITY**

# HOW TO E-REGISTER TAXPAYERS' GUIDE

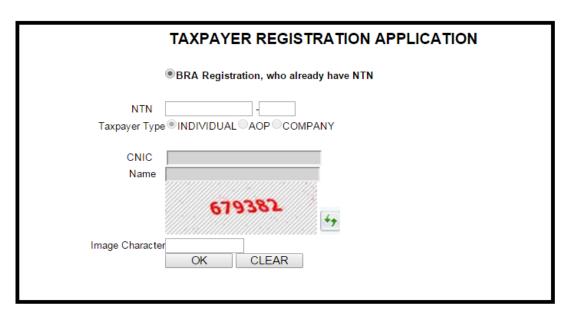
Date: 05<sup>th</sup> Sep 2015

Step 01: Website Visit



- To register yourself at eBRA Portal, please visit:
  - o bra.gob.pk
  - o click on "e-Registration"
  - o Click on "New e-Registration"

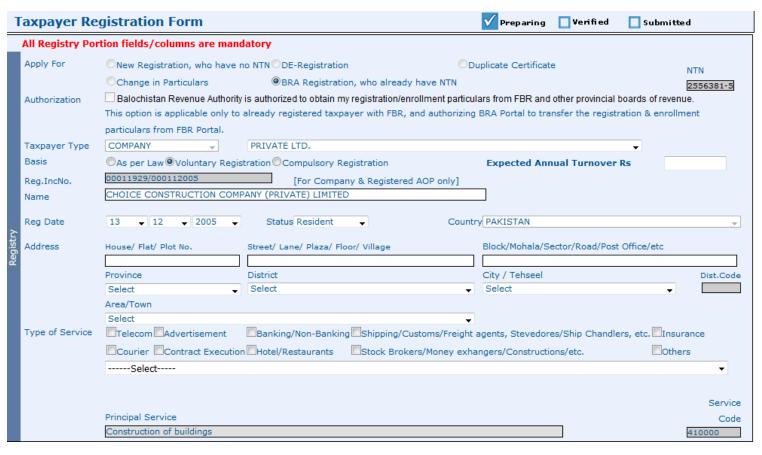
Step 02: Enter Your NTN



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

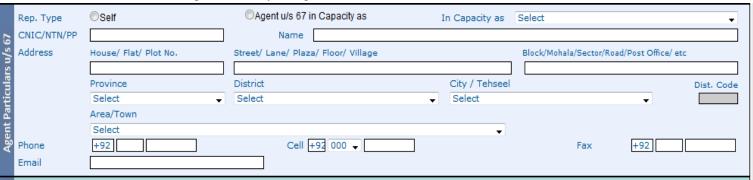
2.1

- o A registration Form will appear (Taxpayer Registration Form)
- o Form will show pre-filled your particulars as recorded in FBR.
- First Section of form is "Registry".
  - o Please enter your registration particulars in this section.



# Agent Particulars u/s 67

o Enter particulars of your representation.



#### Save Registry

Save your particulars and move to other sections to complete form.

Save Registry & Representative portion and complete remaining form ...

Save Registry

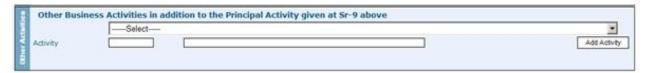
# • <u>Directors / Shareholders particulars</u>

Please provide Directors/ Shareholders particulars.

ehabbers	Please provide Information about Top 10 Directors/Shareholders/Partners. This portion is required for Company and AOP.				
Brechors/Shareh	NTN/CNIC		•	Capital	* [Add]
1					

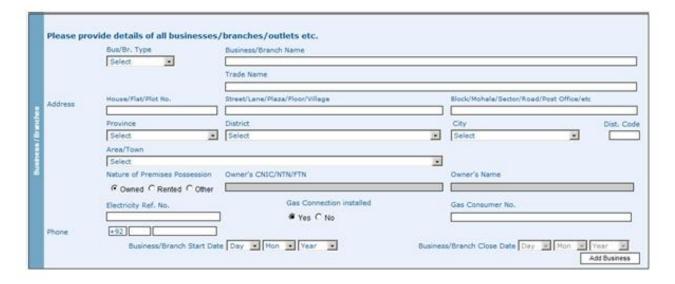
# • Add Other Activities

If you have any other activity/activities other than principal please give details.



# • Business / Branches

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



# · Add Bank Account

Add your bank account.



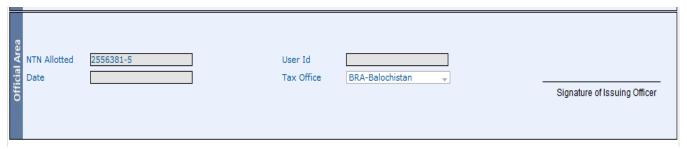
#### Declaration

Formally declare that information given is correct and complete.



#### Official Area

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



## Save

Save you form.

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



# Verification of Application

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

### · Submit Your application

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

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



#### 2.3 If You Does Not Have NTN

- BRA 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 BRA will be cancelled and informed to you through e-mail.