


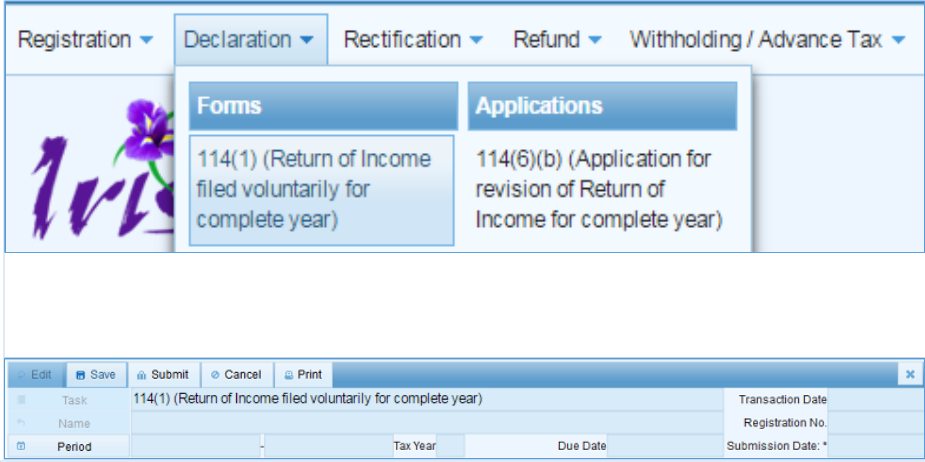
# Guidance for Income Tax Return for the year 5102

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Steps	Procedures	Screen reference
Iris I login	<ul style="list-style-type: none"> <li>Click on the following link or type this link into the internet browser on your computer. <a href="https://iris.fbr.gov.pk/infosys/public/txplogin.xhtml">https://iris.fbr.gov.pk/infosys/public/txplogin.xhtml</a></li> <li>You will see this screen.</li> <li>7. In the field of company or party, individuals must enter their 7 "Registration No." Enter the National Tax Number of digits and the individual's 01-digit National Identity Card Number without the "-".</li> <li>Enter your password in the "Password" field. Enter while keeping.</li> <li>Click on the button "Login".</li> <li>In case of incorrect registration number or password "Invalid You will get a message. Registration no. or Password"</li> </ul>	
Return Of At first T	<ul style="list-style-type: none"> <li>You will see this screen after login.</li> <li>The wealth statement must be entered in the system before starting the return, Wealth Statement Entry Method <a href="#">Wealth Statement User Guide</a> is described in</li> <li>From the Mega Menu "Click on "Declaration</li> <li>then "114 (1) (Return of Income filed voluntarily from "Forms Click on for complete year)"</li> <li>You will see this screen.</li> <li>"Click the button. "Period."</li> </ul>	

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- You will see this screen.
- Enter the relevant tax year in the field and "Tax Period"  On the button Click
- The system will display the list of relevant tax year periods.
- existing before the relevant period"Click on the link. "Select."
- The dialog box will close and the selected period" In the "Period" field will be moved.
- "Starting Return" I will move. "Draft"
- " in the left panel of the screen to reopen the return. On "Draft" Click
- then "Click on "Declaration"
- Then in the middle panel of the screen 114 (1) (Return of Income) Click on This field is filed voluntarily for complete year"
- The light will be on and The button will turn on. "Edit"
- Click the button. "Edit"

Search Period Date

Tax Period: \* 2015

Start Date	End Date	Action
01-JUL-2014	30-JUN-2015	Select

<div><div>Edit</div><div>View</div><div>Delete</div><div>Reply</div></div>							
<div><div>Draft</div></div>	<div><div>Select</div><div>Search by: Task or Registration No. or Name or Tax Year</div></div>						2 record(s) found
Declaration(2)	Task	Registration No.	Name	Tax Year	Task Date	Due Date	Assignment
<div><div>Inbox</div></div>	114(1) (Return of Income filed voluntarily for complete year)						

of data Enrollment

- Click the tab. "Data"
- You will see this screen.
- Select the relevant section on the left side of the screen.
- You will see this screen.
- Here the transactions according to the selected section will be displayed. In which enter the respective values.
- To enter income from salary", click on "Employment" then "Click on "Salary."

Data	Amortization	Depreciation	Minimum Tax	Option out of PTR	Verification	Payment	Attribute	Attachment	Bill
Employment									Calculate
Property									
Business	No records found.								
Capital Assets									
Other Sources									




Employment						Calculate
Salary	Description	Code	Total Amount	Amount Exempt from Tax / Subject to Fixed / Final Tax	Amount Subject to Normal Tax	Action
Property	Income from Salary	1000				
Business	Pay, Wages or Other Remuneration (including Arrears of Salary)	1009				
Capital Assets	Allowances (including Flying / Submarine Allowance)	1049				
Other Sources	Expenditure Reimbursement	1059				
	Value of Perquisites (including Transport Monetization for Civil Servants)	1089				

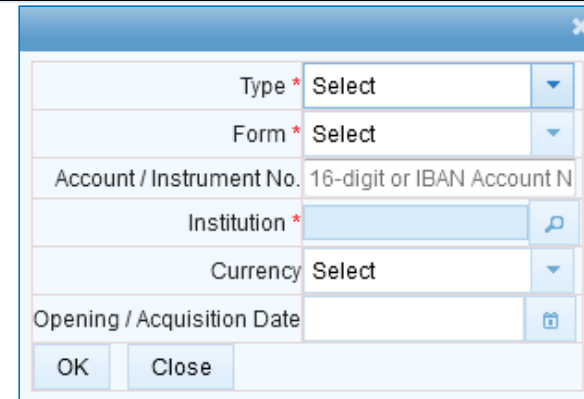
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- To register income from property"Click on , then "Property."  
Click on "Receipts / Deductions"
- To register income from business"Click on , then "Business."  
Click on the relevant section.
- To record income from investment"Click on "Capital Assets".  
do, then ")Click on "Capital Gains / (Loss
- To register income from other sources"Click on "Other Sources".  
do, then"Click on "Receipts / Deductions
- To register income from foreign sources/"Foreign Sources  
Click on Click on "Foreign Sources", then "Agriculture".
- To register income from agriculture/"Foreign Sources  
Click on Click on "Agriculture", then "Agriculture".
- To enter tax levy/payment related information"Tax  
Click on, then click on the relevant section "Chargeable / Payments".  
do
- To enter information related to adjustable tax"Tax  
Click on "Adjustable Tax", then "Chargeable / Payments".  
Click on
- To record the tax paid on the profit received from the loan  
granted Against "Profit on Debt to a Non-Resident u/s 152(2)"  
Click on the existing icon.

[illegible]

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- A dialog box will open. "Investment"
- On which fields "\*" is marked as mandatory to be filled.
- Select the corresponding value in the field. "Type"
- Select the corresponding value in the field. "Form"
- To enter account information / "Account Format / Instrument No." in the "IBAN" field containing 01 digits.  
Enter the bank account number.
- "Institution" in front of  Click the button.
- A dialog box will open. "Search"
- Enter the name of the concerned institution in the field and present it at the  Click the button front.
- A list of one or more entities will appear in the table below.
- Present before the relevant institution to select "Click on the "Select" link do The dialog box will close and the selected entity in the corresponding field will be moved.
- Select the corresponding value in the field. "Currency"
- "Opening / Acquisition Date" to select  Click on  
And select the relevant date, month, year.
- After providing the information On the dialog box "Investment Click the button. "okay"
- Information entered "Profit on Debt to a Non-Resident u/s") will appear under 2(152).
- Enter the tax paid on the total profit of the loan entered in the relevant fields.



A dialog box titled "Investment" with a close button (X) in the top right corner. It contains several fields:

- Type \* Select (dropdown menu)
- Form \* Select (dropdown menu)
- Account / Instrument No. 16-digit or IBAN Account N (text input)
- Institution \* (text input with a magnifying glass icon)
- Currency Select (dropdown menu)
- Opening / Acquisition Date (text input with a calendar icon)

At the bottom, there are two buttons: "OK" and "Close".





A dialog box titled "Search" with a close button (X) in the top right corner. It contains a search input field with a magnifying glass icon. Below the input field is a table with the following structure:

Institutions	
Institution	Action
No records found.	

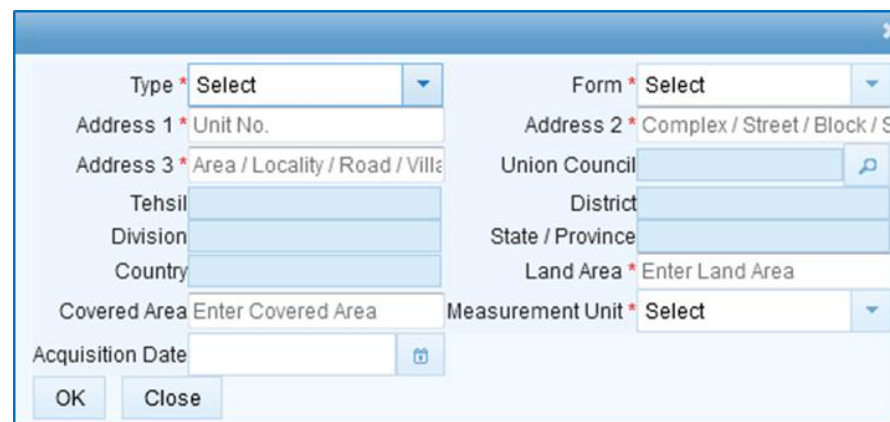
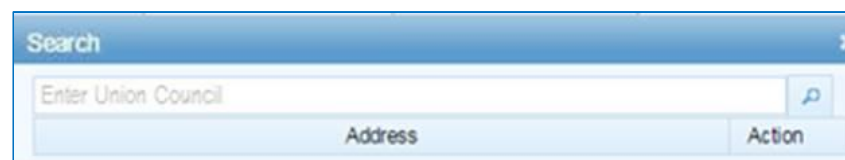
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- To enter the information of tax paid on the profit of multiple loans, first enter the information.
- To enter tax paid on rent of property "Rent of
- A dialog box will open. Property + Click on the icon.
- u/s 155" before "Property".




- On which fields "\*" are mandatory. Select the
- relevant value in the "Type" field. Select the
- relevant value in the "Form" field. Enter the unit
- number in the "1 Address" field.
- Enter the area/road/village in the field. "Enter Complex/
- Street/Block/Sector in the Address field. "3 "Address 2"
- "Union Council" in front of  Click the button.
- A dialog box will open. "Search"



- Enter the name of the Union Council concerned in the field and present at the front  On the button
- Click
- A list of one or more union councils will appear in the table below. present
- before to elect the Union Council concerned. On the link "Select
- Click. The dialog box will close and the selected union council
- will be transferred to the field. "Union Council"
- By virtue of the elected Union Council, "Tehsil", "District", "Division
- will appear. "State/Province", "Country"
- Enter the corresponding value in the field. "Land Area"
- Enter the corresponding value in the field. "Covered Area"
- Select the corresponding value in the field. "Measurement Unit"




Rent of Property u/s 155 64080001

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- Select "Acquisition Date"  Click on and related Select Date, Month, Year.
- After providing the information On the "OK" dialog box, click "Property Click the button.
- Listed property" appear under "Rent of Property u/s 155 will
- Enter the tax paid on the rent received on the listed property in the relevant fields.
- To provide information on tax paid on more than one property, enter the details of the first property.
- To record the tax paid on the amount withdrawn from the bank "Cash Withdrawal from Bank u/s 231A" in front of  Click on
- The "Investment" dialog box will open. "Investment" To enter information [previously stated](#) "In the dialog "Investment Instructions for entering information" Act on.
- To register the tax paid on motor vehicle registration fee "Motor Vehicle Registration Fee u/s 231 B(1)" of motor vehicle, To record the tax paid on the transfer fee, "Motor Vehicle and Transfer Fee paid on sale of motor vehicle u/s 231 B(2)" (for tax purposes) of "Motor Vehicle Sale u/s 231 B(3) Click on the  icon in front.

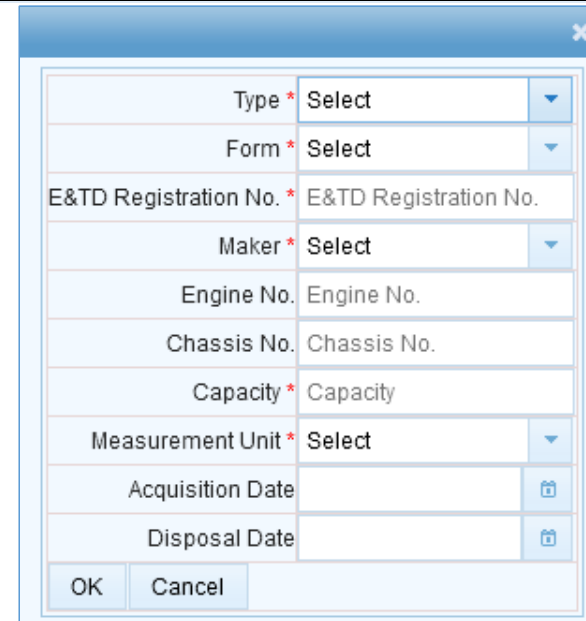
Cash Withdrawal from Bank u/s 231A	64100101				
Certain Banking Transactions u/s 231AA	64100201				

Motor Vehicle Registration Fee u/s 231B(1)	64100301				
Motor Vehicle Transfer Fee u/s 231B(2)	64100302				
Motor Vehicle Sale u/s 231B(3)	64100303				





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- A dialog box will open. "Vehicle"
- On which fields "\*" is marked as mandatory to be filled.
- Select the corresponding value in the field. "Type"
- Select the corresponding value in the field. "Form"
- Motor vehicle registration in the field "E&TD Registration No."
- Enter the number.
- Select the corresponding value in the field. "Maker"
- Enter the relevant engine number in the field. "Engine No."
- Enter the relevant chassis number in the field. "Chassis No."
- Enter the capacity of the vehicle in the field. "Capacity"
- Select the corresponding value in the field. "Measurement Unit"
- Select "Acquisition Date"  Click on and related  
Select Date, Month, Year.
- "Disposal Date" to select  Click on and related  
Select Date, Month, Year.
- After providing the information On the "OK" dialog box, select "Vehicles"  
Click the button.
- The motor vehicle information entered will appear below the relevant
- field. Enter the tax paid on the registered motor vehicle in the relevant
- fields. To enter details of more than one motor vehicle, enter the details  
of the first motor vehicle.
- To enter the tax paid on utilities, click on the icon in front of  
the relevant utility bill.



Electricity Bill of Domestic Consumer u/s 235A	64140101				+
Telephone Bill u/s 236(1)(a)	64150001				+
Cellphone Bill u/s 236(1)(a)	64150002				+
Prepaid Telephone Card u/s 236(1)(b)	64150003				+
Phone Unit u/s 236(1)(c)	64150004				+

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- A dialog box will open. "Utility Connection"
- On which fields "\*" is marked as mandatory to be filled.
- Select the corresponding value in the field. "Type"
- Select the corresponding value in the field. "Form"
- Enter the corresponding value in the field. "Reference / Consumer No."
- Select the corresponding value in the field. "Provider"
- "Connection Date" to select  Click on and related  
Select Date, Month, Year.
- After providing the information On the "Utility Connection" dialog box  
Available "Click the button. "Okay"
- The utility connection entered will appear below the corresponding field.
- Enter the tax paid on the listed utility connection in the relevant  
fields. To provide information for multiple utility connections, enter  
the utility connection information first.
- For final / fixed / minimum / average / applicable / less tax "Final / Fixed  
Click on "Minimum/Average/Relevant/Reduced Tax"  
do
- You will see this screen.
- of the corresponding debit to record the annual interest on loans given  
Click on the  icon in front.
- The "Investment" dialog box will open. "Investment"  
To enter information [previously stated](#) "In the dialog "Investment  
[Instructions for entering information](#) Act on.
- To enter information about multiple loans, enter  
the loan information first.





▼ Tax Chargeable / Payments						Calculate
	Description	Code	Receipts / Value	Tax Collected / Deducted / Paid	Tax Chargeable	Action
Deductible Allowances	Final / Fixed / Minimum / Average / Relevant / Reduced Tax	640001				
Tax Reductions	Import u/s 148 @1%	64010052				
Tax Credits	Import u/s 148 @2%	64010054				
Adjustable Tax	Import u/s 148 @3%	64010056				
Final / Fixed / Minimum / Average / Relevant / Reduced Tax	Import u/s 148 @4.5%	64010059				
	Import u/s 148 @6%	64010062				
	Import of Edible Oil u/s 148 @5.5%	64010161				
Computations						

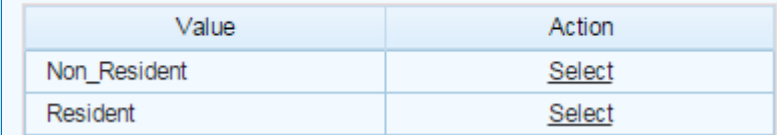


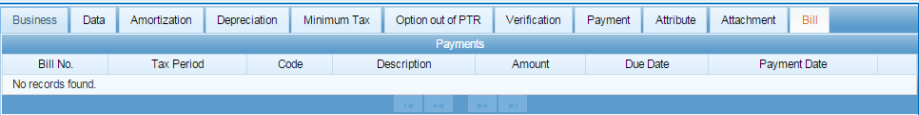
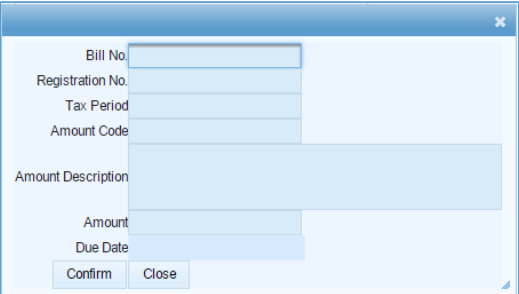
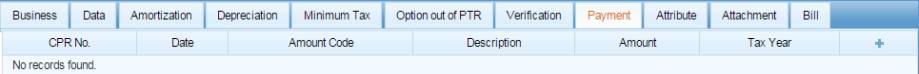
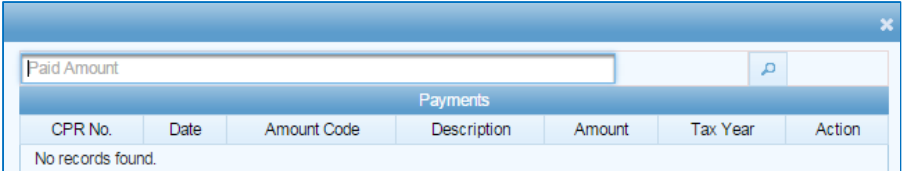
## Guidance for Income Tax Return for the year 5102

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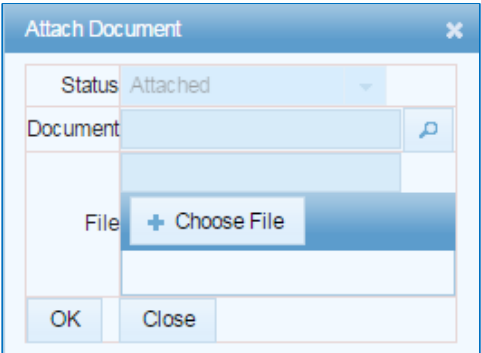
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<p>"At least less"</p> <p><b>Tax of</b></p> <p>Enrollment</p>	<ul style="list-style-type: none"> <li>- Click the tab. "Minimum Tax"</li> <li>- You will see this screen.</li> <li>- Enter the minimum tax values in the respective fields.</li> </ul>	
<p><b>PTR From</b></p> <p>outside</p> <p>optional of you</p> <p>Enrollment</p>	<ul style="list-style-type: none"> <li>- Click the tab. "Option Out of PTR"</li> <li>- You will see this screen. Enter</li> <li>- values in the corresponding fields.</li> </ul>	
<p>In the data</p> <p>Change</p>	<ul style="list-style-type: none"> <li>- Available in front of the relevant records at any time for viewing or making any changes in the details entered. Enter the new amount in the "Amount" field do</li> <li>- To delete a record, click on the button in front of the respective record. </li> </ul>	
<p><b>Tax</b></p> <p>Calculation</p>	<ul style="list-style-type: none"> <li>- Click the tab. "Data"</li> <li>- on the left side of the screen. "On "Tax Chargeable / Payments Click</li> <li>- then "Click on "Computations</li> <li>- You will see this screen. then"</li> <li>- Click the button. "Calculate"</li> <li>- Click the tab. "Attribute"</li> <li>- You will see this screen.</li> <li>- On the right side of the screen to change residency status  of the</li> <li>- Click on the icon.</li> <li>- "A dialog box will open. "Residence Status</li> </ul>	

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	<ul style="list-style-type: none"> <li>- "" in front of you to select the relevant status. Select the link <b>Luck</b></li> <li>- do The dialog box will close and the selected status corresponding field <b>I</b> will be moved.</li> </ul>	
<p>Obligatory Apart from <b>Tax Of</b> payment</p>	<ul style="list-style-type: none"> <li>- To view bill details "Click the tab. "Bill"</li> <li>- The bill may change until it is confirmed.</li> <li>- "Present to confirm the bill.". Click on the link "Review"</li> <li>- A dialog box will open. "Bill"</li> <li>- Satisfy that the bill is correct and complete and "Click on the "Confirm" button</li> <li>- Click Remember that no change can be made in the bill after this. To take a</li> <li>- printout of the bill will be given in front of the bill. Click on the link "Print</li> <li>- do</li> <li>- A printout of the bill and the amount of tax due "National Bank of</li> <li>- deposited in the authorized branch of "State Bank of Pakistan" or "Pakistan"</li> <li>- do it bank to you") "Computerized Payment Receipt (CPR</li> <li>- Will issue.</li> <li>- Click the tab. "Payment"</li> <li>- You will see this screen.</li> <li>- Click on the right side of the screen to enter the  On the sign of</li> <li>- payment.</li> <li>- A dialog box will open. "Search Payment"</li> <li>- Enter the amount in the field and click on the  button in front.</li> <li>- "One or more" in the table below. A list of will be displayed. "CPR</li> </ul>	   

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	<ul style="list-style-type: none"> <li>- relevant"Click on the link "Select" in front of "CPR do The dialog box will close and the selected "In the relevant field "CPR will be moved.</li> </ul>	
Files m Naslak to do	<ul style="list-style-type: none"> <li>- Click on the tab. "Attachment"</li> <li>- You will see this screen.</li> <li>- On the right side of the screen to attach a file + On the sign of Click</li> <li>- The "Attach Document" dialog box will open.</li> <li>- to select a file from your system"Choose File +on the " button Click and select the relevant file.</li> <li>- file for you to load"On the "Attach Document" dialog box Click on the button. "Ok"</li> <li>- The dialog box will close and the selected file will be moved to the corresponding field.</li> </ul>	
Return Of Completion	<ul style="list-style-type: none"> <li>- After entering all the information related to the return its correct and correct Ensure completion. then"Click</li> <li>- the tab. "Verification"</li> <li>- Enter your 4-digit code in the field and "Button "Verify Code". Click on</li> <li>- then"Click the button. Remember that after that in the information "Submit." There can be no change.</li> <li>- To temporarily store the information provided at any time"Click the button. "Save"</li> <li>- To take a printout of the return at any time"Click the button. "Print"</li> </ul>	