Contents

Front Page

linked to home page

Getfiler Logo

TAX TOOLS | SERVICES PORTFOLIO | START PROCESS | TAX UPDATES | SIGN-UP | SIGN-IN

YOUR CORPORATE SERVICES, INCOME & SALES TAX PARTNER. GETFILER

Better Quality Services at more Reduced prices

GetFiler now provides Income Tax, Sales Tax, SECP Compliances, Annual Audit, Monthly retainership & Consultancy services

~~Click to Start Tax-filing~~

CLICK TO START SERVICES

Worked for Drafting of Income Tax Ordinance with Government of Pakistan and Australian Tax Expert Mr. Lee Burn

HEADED BY ASIF KASBATI

FCA, FCMA & LLB
28+ years of Core Tax Experience
Ex-Director Tax Services of PWC Pakistan
Ex-Head of Group Taxation of 8 Companies

Online E-file Provider

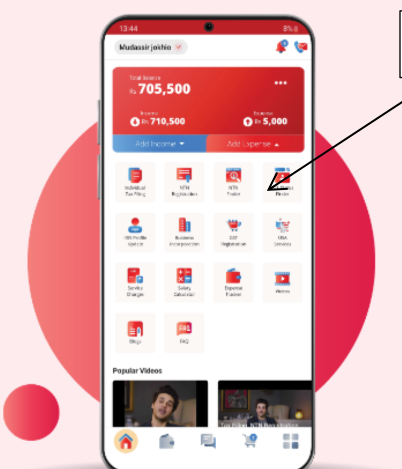
Completed draft IRIS forms review with FBR viz sandbox testing of FBR-IRIS

Safe & Secure

your information is private and secure on our site

OUR PARENT COMPANIES CLIENTELE

DHL, Gul Ahmed Textile, Searle, Qarshi, Pakistan Petroleum Limited, Foodpanda, Indus Motors, A.F.Ferguson, Thal Limited, Arif Habib Corporation, Bank Al Habib, NAFA Funds, Universal Shipping & Freight Forwarding, Youngs Foods, Tapal, Sui Southern Gas, Pakistan Cables, Century Paper, Foodpanda, Amreli Steel, Attock Cement, Dawlance, Continental Biscuits, OICCI, Abbot



Replace image

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To replace picture

What people has to say about us

To be taken from FB & MAPS Comments

"Its a great service to deal with the FBR issues. staff is very cooperative, helpful and responds quickly."
— *Muhammad Umair Umer*

"I was struggling in tax filing, Befiler helped me in the process. The team is really professional and competent in their work. Highly recommend."
— *Rizwan Muhammad*

"My experience have been quite good so far. They do focus on the significance of customer satisfaction."
— *Mamoon Javaid*

Headed by Mr Asif Kasbati FCA, FCMA & LLB having a team of Qualified & Experienced Professionals

Ex-Director Tax Services of A.F.Ferguson & Co (#1 Firm in Pakistan)

Worked for Drafting of Income Tax Ordinance with Australian Tax Expert Mr Lee Burn

Trained Thousands of Industry & Firm Tax Professionals

Chairman ICAP Sales Tax Committee

Core Tax & Legal Committee Member of Pakistan Business Council

FBR-GOP RRMC Harmonisation of tax laws Sub-group member

Individual NTN Registration

Just register your Individual NTN in 3 simple steps. Register, Upload, Pay.

Click here to start now

Tax Filing

No appointments, no documents, File your taxes within minutes.

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Business NTN Registration

The simplest and quickest way to start your business in pakistan.

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Sales Tax Registration

GST Registration was never this easy, Register your sales tax with Befiler Now.

Click here to start now

Business Tax Filing

Stop worrying about your taxes, Befiler team of experts got you covered.

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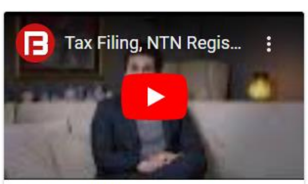
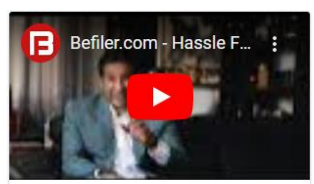
Featured Videos



Tax Filing, NTN Registration, Business...
Befiler is Pakistan's only online tax solution which all the wealth reconciliation realtime for your easy and...

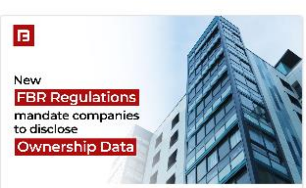
Tax Filing is easy with Befiler's App!
Register your NTN or file your tax return with Befiler's App within minutes. Its fast, simple, and accurate.

Benefits of Tax Filing | Why become a...
The video explains why a person should file the tax return and become tax filer to have his/her name /...



Befiler.com - Hassle Free way of filling t...
Wasim Akram talks about Befiler.com as a most convenient way to file returns in 3 easy steps. Watch...

Recent Blogs

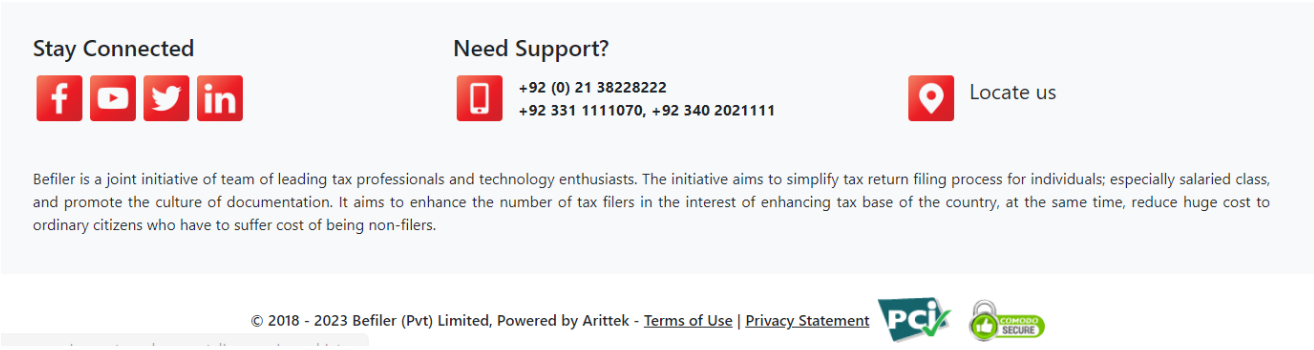


FBR introduces requirements for...
The Federal Board of Revenue has introduced new amendments to the Income Tax Rules, 2002 via a draf...

LLP vs PLC: Which Business Structure is...
The Securities and Exchange Commission of Pakistan introduced the concept of Limited Liability Partnershi...

Understanding Implications of Section ...
Welcome to our blog on the introduction of Section 7E i.e. Deemed Income on Capital Assets under the tax...

Befiler raises $1.5 million in Seed Funding
Befiler, Pakistan's leading online tax filing portal, has raised $1.5 million in seed funding from international...



Page 2

Tax Tools Same options as Befiler except tax calculator which will be more advanced and will be provided

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Page 3

Services Portfolio be copied as befiler business services page

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Page 4

Monthly Retainership should have one dynamic banner and two text box options where formatting text is available

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Page 5

Tax Updates page to to have (a) blogs (b) videos option which will be linked to home page and be dynamic like befiler resources page

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ALL PAGES TO CONTAIN START PROCESS LINK WHERE SIGNUP FORM WILL OPEN

Sigup option will be via OTP on mobile

MAIN WEB PORTAL & PLATFORM BEGINS HERE WHICH WILL BE VISIBLE JUST AFTER LOGIN

Dashboard

1. Personal NTN Registration
2. Sole Proprietor Business NTN Registration
3. Income Tax Filing - Individual
4. Income Tax Filing – Partnership & SECP Company
5. Quarterly & Annual Withholding Tax statement Filing
6. Federal Sales Tax Registration
7. Provincial Sales Tax Registration
8. Sales Tax Monthly Filing
9. Monthly Tax Retainership
10. Tax Notices Reply & Representaion
11. Tax Consultancy
12. SECP Company Formation
13. SECP Annual Compliance
14. External Annual Audit
15. PSW Import/Export license
16. PSEB Registration
17. Trust / NGO Registration
18. Intellectual Property Registration
19. Professional Tax Registration
20. Accounting & Book keeping Services
21. USA / UAE / UK / Canada / Australia Services
22. Referals , Promo Codes & Discount Program

Sign Up **Option**

- Mobile Number to be verified via OTP
- Set Password
- Confirm Password
- Referral code

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1. Personal NTN Registration

1.1 Fields-

a. CNIC Number (Text)
b. Mobile Number (Number)
c. Mobile Network (Dropdown menu) viz jazz, warid, telenor, ufone, zong
d. Email ID (Text)
e. Postal Address (Text)

1.2 redirect to payment option

1.3 after payment give following response

Final message after filling details- Your response has been received, you will be assigned our agent and contacted for OTP received on mobile and email ID, you can view your waitlist number by following this link for urgent queries please contact 03203207960 / 03139331111 / 03341283218.

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2. Sole Proprietor Business NTN Registration

Fields-

a. CNIC Number *(Text)*
b. Mobile Number *(Number)*
c. Mobile Network *(Dropdown menu) viz jazz, warid, telenor, ufone, zong*
d. Email ID *(Text)*
e. Business Name *(Text)*
f. Start date *(date)*
g. Business Activity description *(text)*
h. Business Address at which electricity bill available *(text)*
i. Sales Tax Registration required? – separate charges *(yes/No)*
j. Picture of business premises – *Attach or capture picture*
k. Paid utility bill not older than 3 months – *Attach/Upload*

2.2 redirect to payment option

2.3after payment give following response

Final message after filling details- Your response has been received, you will be assigned our agent and contacted for OTP received on mobile and email ID, you can view your waitlist number by following this link for urgent queries please contact 03203207960 / 03139331111 / 03341283218.

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3. Income Tax Filing – Individual *(Most Work to be done here)*

3.1 Select Tax Year or Years

a. Dropdown Selection menu
b. Options to multiple selection from 2017-2026

3.2 Select Sources of Income & Taxes paid & Then Attach relevant documents of each year

a. Salary Income	b. Rent Income	c. Business Income	d. Shares – Captal Gain	e. Other income	f. Withholding / Adjustable or Final Tax

a. **Salary Income**
   a. Salary Tax Certificate – (Multiple documents Attach or Capture)
   b. Salary Slip (June)

b. **Rent Income**
   a. Rent agreement (Multiple documents Attach or Capture)

c. **Business Income**
   a. Bank Statement from 1st july to 30 june (Multiple documents Attach or Capture)
   b. Financial statements / Accounts if any

d. **Shares – Capital gain**
   a. CDC Statement as at 30 june (Multiple documents Attach or Capture)
   b. Stock Broker Statement as at 30 June (Multiple documents Attach or Capture)
   c. NCCPL Capital Gain Tax Certificate from 1 july to 30 june (Multiple documents Attach or Capture)
   d. CDC Dividend Statement from 1 july to 30 june (Multiple documents Attach or Capture)

e. **Other Income**
   a. Relevant Income supporting evidence (Multiple documents Attach or Capture)

f. **Withholding / Adjustable or Final Tax**
   a. FBR Computerized payment slips like on Property buy & sell (Multiple documents Attach or Capture)
   b. Tax on Electricty Bill (Multiple documents Attach or Capture)
   c. Mobile Phone Tax Certificate (Multiple documents Attach or Capture)
   d. Car Purchase/transfer/annual tax (Multiple documents Attach or Capture)
   e. Any other tax paid (Multiple documents Attach or Capture)

3.3 Select Assets/expense available from list

a. Bank Statements from 1 july to 30 june of all banks (Multiple documents Attach or Capture)
b. Properties Purchased or sold during the year (Multiple documents Attach or Capture)
c. Prize Bond (Number)
d. Cash (Number)
e. Gold (Number)
f. Expense during the year (number)

3.4 redirect to payment option

3.5 after payment give following response

Final message after filling details & payment- Your response has been received, you will be assigned our agent and contacted for OTP received on mobile and email ID, you can view your waitlist number by following this link for urgent queries please contact 03203207960 / 03139331111 / 03341283218.

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4. Income Tax Filing – Partnership & Company

4.1 Documents required

4.1.1 FBR ID *(alphanumeric)*

4.1.2 FBR Password *(alphanumeric)*

4.1.3 Bank Statement of all banks from 1 july to 30 june (Multiple documents Attach or Capture)

4.1.4 Financial Statements & accounts if any (Multiple documents Attach or Capture)

4.1.5 Business Assets details (Multiple documents Attach or Capture)

4.2 redirect to payment option

4.3 after payment give following response

Final message after filling details & payment- Your response has been received, you will be assigned our agent and contacted for OTP received on mobile and email ID, you can view your waitlist number by following this link for urgent queries please contact 03203207960 / 03139331111 / 03341283218.

5. Quarterly & Annual Withholding Tax Statement Filing

5.1 FBR ID *(alphanumeric)*

5.2 FBR PW *(alphanumeric)*

5.3 Invoices on which tax is withheld (Multiple documents Attach or Capture)

5.4 Employees Salary Sheet (Multiple documents Attach or Capture)

5.5 redirect to payment option

5.6 after payment give following response

Final message after filling details & payment- Your response has been received, you will be assigned our agent and contacted, you can view your waitlist number by following this link for urgent queries please contact 03203207960 / 03139331111 / 03341283218.

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6. Federal Sales Tax Registration

6.1 Documents Required

6.1.1 FBR ID

6.1.2 FBR Password

6.1.3 Electricity Bill

6.1.4 Bank Account Maintenance certificate

6.1.5 Business Premises Picture

6.1.6 Biometric Verification (for which you will need to visit office)

6.2 redirect to payment option

6.3 after payment give following response

Final message after filling details & payment- Your response has been received, you will be assigned our agent and contacted, you can view your waitlist number by following this link for urgent queries please contact 03203207960 / 03139331111 / 03341283218.

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7. Provincial Sales Tax Registration

7.1 Select checkboxes in which authority you want to register

7.1.1 SRB

7.1.2 PRA

7.1.3 KPRA

7.1.4 BRA

7.2 Select your Status

7.2.1 Individual

7.2.2 Firm/Partnership

7.2.3 SECP Company

7.3 Documents Required (for Individual)

7.3.1 Copy of NTN

7.3.2 Copy of CNIC

7.3.3 Mobile Number and Email Address

7.3.4 Paid Electricity Bill

7.3.5 Tenancy Agreement along with owner CNIC or Ownership

7.3.6 Documents of Business Premises

7.3.7 Bank Maintenance Certificate

7.4 Documents Required (for Firm/AOP)

7.4.1 Copy of Firm NTN

7.4.2 CNIC copy of Partners

7.4.3 Mobile Number and Email Address

7.4.4 Form C

7.4.5 Partnership Deed

7.4.6 Paid Electricity Bill

7.4.7 Tenancy Agreement along with owner CNIC or Ownership
7.4.8 Documents of Business Premises
7.4.9 Bank Maintenance Certificate

7.5 Documents Required (SECP Company
7.5.1 Copy of Company NTN
7.5.2 CNIC copy of Partners
7.5.3 Mobile Number and Email Address
7.5.4 Form II
7.5.5 Incorporation Certificate
7.5.6 MOA and AOA
7.5.7 Paid Electricity Bill
7.5.8 Tenancy Agreement along with owner CNIC or Ownership Documents of Business Premises
7.5.9 Bank Maintenance Certificate

7.6 redirect to payment option
7.7 after payment give following response

Final message after filling details & payment- Your response has been received, you will be assigned our agent and contacted you can view your waitlist number by following this link for urgent queries please contact 03203207960 / 03139331111 / 03341283218.

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8. Sales Tax Monthly Filing

8.1 Select Authority
8.1.1 Options FBR / SRB / PRA/ KPRA / BRA
8.2 Select Year
8.2.1 Dropdown from 2023-2026
8.3 Select Month
8.3.1 Dropdown from Jan – Dec

8.4 Upload Purchase Invoices
8.5 Upload Sales Invoices
8.6 Upload Sales / Purchase sheet (Download Sample Template)

8.7 redirect to payment option
8.8 after payment give following response

Final message after filling details & payment- Your response has been received, you will be assigned our agent and contacted , you can view your waitlist number by following this link for urgent queries please contact 03203207960 / 03139331111 / 03341283218.

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9. Monthly Tax Retainership

9.1 Select Services (Check Boxes)
9.1.1.1 FBR Sales Tax Monthly Filing
9.1.1.2 SRB Sales Tax Monthly Filing
9.1.1.3 PRA Sales Tax Monthly Filing
9.1.1.4 KPRA Sales Tax Monthly Filing
9.1.1.5 BRA Sales Tax Monthly Filing
9.1.1.6 FBR Withholding Tax Challan Preparation
9.1.1.7 Quarterly Withholding Tax Statement Filing
9.1.1.8 Income and Sales Tax Planning for tax savings
9.1.1.9 Queries on Tax matters

Your response has been received, you will be assigned our agent and contacted, you can view your waitlist number by following this link for urgent queries please contact 03203207960 / 03139331111 / 03341283218.

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10. Tax Notices Reply & Representaion

10.1 Upload Notice
10.2 Describe your case
10.3 FBR ID
10.4 FBR Password
10.5 Amount involved (Numeric)
10.6 Mobile number
10.7 Email ID

Your response has been received, you will be assigned our agent and contacted, you can view your waitlist number by following this link for urgent queries please contact 03203207960 / 03139331111 / 03341283218.

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11. Tax Consultancy

11.1 Describe your query, advice required, tax audit, tax planning, etc (Text)
11.2 Mobile number
11.3 Email ID

Your response has been received, you will be assigned our agent and contacted, you can view your waitlist number by following this link for urgent queries please contact 03203207960 / 03139331111 / 03341283218.

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12. SECP Company Formation

12.1 Type of registration (Selection)
12.1.1 Single Member Company
12.1.2 Private Limited
12.1.3 Limited Liability Partnership
12.1.4 Non Profit Organisation

12.2 Documents required
12.2.1 3 suggested Name
12.2.2 NIC Front Back of all partners
12.2.3 Blood Relative CNIC
12.2.4 Email and Mobile number registered on their CNIC of all Partners
12.2.5 Company address
12.2.6 Business Description
12.2.7 2 witness CNICs other than partners

Your response has been received, you will be assigned our agent and contacted, you can view your waitlist number by following this link for urgent queries please contact 03203207960 / 03139331111 / 03341283218.

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13. SECP Annual Compliance

13.1 Personal & Company information

13.1.1 Name of company
13.1.2 Name of contact person
13.1.3 Status of company
13.1.4 Address & Location of company
13.1.5 NTN Number

13.1.6 Mobile Number

13.2 Tick mark the services required

13.2.1 Filing of Annual Return (Form A) - All companies are required to file an annual return (Form A) with the SECP within 30 days from the date of the annual general meeting (AGM). The form contains information such as the company's financial statements, auditor's report, and details of the company's directors and officers.

13.2.2 Filing of Balance Sheet and Profit and Loss Account: Every company is required to file its balance sheet and profit and loss account with the SECP within 30 days from the date of the annual general meeting.

13.2.3 Filing of Form 29: Every company is required to file Form 29 with the SECP within 14 days of any changes made in the company's shareholding or directorship.

13.2.4 Filing of Income Tax Returns: All companies are required to file their income tax returns with the Federal Board of Revenue (FBR) by the due date

13.2.5 Filing of Sales Tax Returns: Companies that are registered for sales tax are required to file monthly or quarterly withholding tax statements with the Federal Board of Revenue

13.2.6 Compliance with Companies Act, 2017: All companies are required to comply with the provisions of the Companies Act, 2017, which includes maintaining proper books of accounts, holding annual general meetings, appointing auditors, and making timely filings with the SECP.

13.2.7 Compliance with Securities and Exchange Commission of Pakistan (SECP) Rules and Regulations: Companies are also required to comply with the SECP rules and regulations, which includes obtaining necessary approvals for various transactions, complying with disclosure requirements, and maintaining proper records.

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14. External Annual Audit

14.1 Company Status (Selection option)

14.1.1 Single member Company

14.1.2 Private limited Company

14.1.3 Public unlisted Company

14.1.4 Public Listed Company

14.1.5 Trust

14.1.6 Non Profit Orginazation

14.1.7 NGO

14.2 Company Financials

14.2.1 Share Capital

14.2.2 Annual Turnover

14.2.3 Annual Profit

14.2.4 Current Auditor

14.2.5 Reason of change of Auditor

14.2.6 Companies incorporation year

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15. PSW Import/Export license

15.1Documents required

15.1.1 . CNIC Copy of owner, partner, director (Upload)

15.1.2 . Mobile number registered against your CNIC (write)

15.1.3 Email address associated with your NTN (write)

15.1.4 . Business Letterhead(write)

15.1.5 . Biometric Verification (for which you will need to visit office or nearest Nadra E-Sahulat)

15.2redirect to payment option

15.3after payment give following response

Final message after filling details & payment- Your response has been received, you will be assigned our agent and contacted , you can view your waitlist number by following this link for urgent queries please contact 03203207960 / 03139331111 / 03341283218.

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16. PSEB Registration

16.1 Select Type of Registration

16.1.1 Individual without business name

16.1.2 Individual with business name / Company / Partnership

16.2 Upload Documents and fill form

16.2.1 For 15.1.1

16.2.1.1 Scanned copies of:

16.2.1.2 1. Personal NTN (With No Business Name)

16.2.1.3 2. CNIC (Both Sides)

16.2.1.4 3. Personal Bank Account Letter/Certificate

16.2.2 For 15.1.2

16.2.2.1 Business NTN

16.2.2.2 CNIC of all Directors / Shareholders / Partners / Proprietor (Both sides)

16.2.2.3 Passports of Directors / Shareholders / Partners (for foreign nationals only)

16.2.2.4 Memorandum and Articles of Association (for SECP registered companies only)

16.2.2.5 Form 29 (for SECP registered companies only)

16.2.2.6 Incorporation certificate (for SECP registered companies only)

16.2.2.7 Partnership deed (for Partnership based firms)

16.2.2.8 Firm registration certificate (for registered firms)

16.2.2.9 Business Bank Statement of the preceding six months OR Business Bank Account Letter/Certificate (In case of new account)

redirect to payment option

after payment give following response

Final message after filling details & payment- Your response has been received, you will be assigned our agent and contacted , you can view your waitlist number by following this link for urgent queries please contact 03203207960 / 03139331111 / 03341283218.

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17. Trust / NGO Registration

17.1 Type of registration (Selection)

17.1.1 Trust

17.1.2 NGO

17.1.3 NPO

17.2 Feilds

17.2.1 Name

17.2.2 Estimate yearly donation

17.2.3 Foreign funding – Yes or No

17.2.4 Work description

Your response has been received, you will be assigned our agent and contacted, you can view your waitlist number by following this link for urgent queries please contact 03203207960 / 03139331111 / 03341283218.

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18. intellectual Property Registration

18.1 Type of intellectual Property (checkboxes)

18.1.1 Trademark

18.1.2 Copyright

18.1.3 Patent
18.1.4 ISO Certification
18.1.5 Halal Certification
18.1.6 Other certification / Approval (text)

18.2 Feilds
18.2.1 Business Name
18.2.2 Yearly revenue
18.2.3 Yearly Profit
18.2.4 NTN Copy
18.2.5 Visiting Card
18.2.6 Products (text)
18.2.7 Business description
18.2.8 PICS of working area
18.2.9 Tax return

Your response has been received, you will be assigned our agent and contacted, you can view your waitlist number by following this link for urgent queries please contact 03203207960 / 03139331111 / 03341283218.

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19. Professional Tax Registration / renewal

19.1 Select Legal Status
19.1.1 Public limited company
19.1.2 Private limited company
19.1.3 Foreign company
19.1.4 Modaraba Mutual fund
19.1.5 Partnership
19.1.6 Sole Proprietor
19.1.7 Others
19.2 Fileds
19.2.1 Attach Certificate of incorporation (for company)
19.2.2 Attach NTN Certificate
19.2.3 Attach Copy of Audited Financial Statements (for company)
19.2.4 Attach Copy of last paid challan of professional tax, if any
19.2.5 Attach list of contractor/suppliers
19.2.6 Attach Income Tax Returns
19.2.7 Attach List containing names and numbers of owners
19.3 redirect to payment option
19.4 after payment give following response
19.5 Final message after filling details & payment- Your response has been received, you will be assigned our agent and contacted , you can view your waitlist number by following this link for urgent queries please contact 03203207960 / 03139331111 / 03022238607

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20. Accounting & Book keeping Services

20.1 Entity Status (Selection option)
20.1.1 Sole proprietor
20.1.2 Unregistered Partnership
20.1.3 Registered Partnership with registrar of firms
20.1.4 Limited liability Partnership
20.1.5 Single member Company
20.1.6 Private limited Company
20.1.7 Public unlisted Company
20.1.8 Public Listed Company
20.1.9 Trust
20.1.10 Non Profit Orginazation

20.1.11 NGO

20.2 Entity Financials

20.2.1 Capital
20.2.2 Annual Turnover
20.2.3 Annual Profit
20.2.4 Yearly number of transactions
20.2.5 Year established

Your response has been received, you will be assigned our agent and contacted , you can view your waitlist number by following this link for urgent queries please contact 03203207960 / 03139331111 / 03022238607

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21. USA / UAE / UK / Canada / Australia Services (Least Priority)

21.1 Fields

21.1.1 Select Region

21.1.1.1 USA
21.1.1.2 UAE
21.1.1.3 UK
21.1.1.4 Canada
21.1.1.5 Australia

21.1.2 Fill Personal Information

21.1.2.1 Name
21.1.2.2 Address
21.1.2.3 phone number
21.1.2.4 email
21.1.2.5 Social Security Number or Tax ID Number
21.1.2.6 date of birth

21.2 Select type of service

21.2.1 Income Taxation
21.2.2 Sales Taxation
21.2.3 Company formation

21.3 In case Income taxation Selected (Attach supporting document, describe or enumerate)

21.3.1 Employment information

21.3.1.1 Employer name and address
21.3.1.2 job title
21.3.1.3 salary and wage information
21.3.1.4 employment start and end dates.

21.3.2 Income information

21.3.2.1 Attach W-2 forms
21.3.2.2 Attach 1099 forms
21.3.2.3 investment income
21.3.2.4 rental income
21.3.2.5 self-employment income
21.3.2.6 retirement income
21.3.2.7 any other sources of income

21.3.3 Deductions and credits

21.3.3.1 Medical expenses
21.3.3.2 charitable donations
21.3.3.3 mortgage interest
21.3.3.4 property taxes

21.3.3.5 education expenses
21.3.3.6 any other tax deductions or credits

21.4 In case of Sales tax selected

21.4.1 Business information

21.4.1.1 Name
21.4.1.2 Address
21.4.1.3 phone number
21.4.1.4 email
21.4.1.5 Tax ID Number
21.4.1.6 business type

21.4.2 Sales information

21.4.2.1 Sales receipts
21.4.2.2 Invoices
21.4.2.3 other documents that show the total amount of sales made in each state
21.4.2.4 Any exemptions or exclusions that apply to the business, such as sales to tax-exempt organizations or sales of certain products.

21.5 In case Company formation selected

21.5.1 Business information

21.5.1.1 Name
21.5.1.2 Address
21.5.1.3 phone number
21.5.1.4 email
21.5.1.5 proposed business activity
21.5.1.6 select business type
21.5.1.6.1 sole proprietorship
21.5.1.6.2 partnership
21.5.1.6.3 corporation
21.5.1.6.4 LLC
21.5.1.6.5 proposed business name.

21.5.2 Attach Ownership information document containing Names and addresses of all business owners, percentage of ownership for each owner, and citizenship or residency status of each owner

21.5.3 Financial information

21.5.3.1 Initial capital contribution
21.5.3.2 proposed funding sources

21.6 Your response has been received, you will be assigned our agent and contacted , you can view your waitlist number by following this link for urgent queries please contact 03203207960 / 03139331111 / 03022238607

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22. Referals , Promo Codes & Discount Program (To be brainstormed by Tech Team)

22.1 Get Discount

22.1.1 15% - 2 Referals – Supporters Club
22.1.2 20% - 5 referals – Promoters Club
22.1.3 30% - 10 refferals – Founders Club

22.2 Referral program: Create a referral program that rewards current customers for referring new customers to the website or app. Offer a discount or cashback for each successful referral. To encourage customers to refer more people, consider offering higher rewards for multiple referrals.

22.3 Promo codes: Offer promo codes that customers can use to get discounts on their tax preparation fees. You can distribute these codes through social media, email marketing, or other digital marketing channels.

22.4 Early bird discount: Offer early bird discounts for customers who file their taxes early. This will help you attract customers who want to get their tax returns done early, and it can also help you manage your workload during the busy tax season.

22.5 Bundle discount: Offer a bundle discount for customers who use multiple services on your website or app. For example, you could offer a discount for customers who use your tax preparation service and your financial planning service.

22.6 Loyalty program: Create a loyalty program that rewards customers for using your website or app repeatedly. Offer discounts, cashback, or other rewards for customers who reach certain milestones or spend a certain amount of money.

22.7 Social media contests: Host social media contests that encourage customers to share their experience with your website or app. Offer prizes for the best submissions, such as discounts or cashback.

22.8 Partner discounts: Partner with other companies to offer discounts on their products or services to your customers. This can help you attract new customers and build relationships with other businesses.

22.9 Special occasion discounts: Offer discounts or promo codes for special occasions such as tax season or holidays. This will help you attract customers who are looking for deals during these times.

General points

1. Option to save FBR ID & Password in client area
2. Option to save Client Filed Tax Return & Income Tax Challan & NTN Certificate
3. Option to individually chat with specific client where **chat history is saved** and client can and questions and get answers
4. Option to assign particular clients work to one of tax employee/agent using agent ID
5. Option to arrange a zoom meeting
6. Option to contact us on whatsapp numbers more than 1 numbers with name appearing or chat with specific agent
7. Option to upload Invoice & Client documents on clients ID
8. Option to self create client ID PW from Admin portal
9. Option to generate e-invoice
10. Option to generate invoice liability in customer ID so that customer can pay via web and app
11. Waitlist & Queue option
12. Get Discount
    a. 15% - 2 Referals – Supporters Club
    b. 20% - 5 referals – Promoters Club
    c. 30% - 10 refferals – Founders Club
13. Signup should have referral code where person will get 10% discount for each
14. Prompt on all forms to attach documents available or else we will manage
15. Admin portal should have additionally
    a. Create user option
    b. Create ID of client
    c. User roles Like Sales Team has access to new clients
    d. Operations team can assign tasks to different employees
    e. Tracking of work stage of completion
    f. Employees IDs where they can access their work and mark stage of completion
    g. Option to manage waitlist of clients work
    h. Notification panel
    i. To upload videos and blogs om web and app
    j. Option to change prices
    k. Option to view type of orders
    l. Chat option with customers
16. User Management: An admin dashboard should have a section where the admin can manage users, including creating and deleting user accounts, updating user information, and viewing user activity logs.
17. Tax Filing Status: A dashboard should display the status of tax filings, such as the number of returns filed, the percentage of returns filed on time, and the number of returns pending review.
18. Revenue Management: The dashboard should include information on revenue generated by the website, including a breakdown of revenue by service and payment status.
19. Tax Law Updates: The admin dashboard should have a section that provides information on the latest tax laws and updates from the IRS and other tax agencies.
20. Analytics: An admin dashboard should include analytics on website traffic, user engagement, and other key metrics to help the admin understand how the website is performing and where improvements can be made.
21. Customer Support: The dashboard should provide a section for customer support, including a ticketing system, live chat, and a knowledge base for common questions and issues.
22. Security and Compliance: The admin dashboard should include a section for managing security and compliance, such as managing user access controls and ensuring the website meets the necessary data privacy regulations.

23. Reports: The dashboard should include reporting capabilities that allow the admin to generate reports on user activity, revenue, and other key metrics to provide insights into the website's performance.