

BALUCHISTAN REVENUE AUTHORITY

HOW TO E-REGISTER

TAXPAYERS' GUIDE

Date: 05th Sep 2015

Step 01: Website Visit

The screenshot shows the homepage of the Balochistan Revenue Authority Taxpayer Facilitation Portal. The header includes the logo and navigation menu with options like e-Registration, e-Enrolment, Search Taxpayers, News, FAQs, Helpdesk & Support, About Us, and Contact Us. The main content area features a 'Swift e-Enrollment Process' section with a list of steps for registration. A sidebar on the left contains 'User Guides' and 'Downloads' sections. A login form is visible on the right side.

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

Step 02: Enter Your NTN

The screenshot displays the 'TAXPAYER REGISTRATION APPLICATION' form. It includes a radio button for 'BRA Registration, who already have NTN'. Below this, there are input fields for 'NTN' and 'Taxpayer Type' (with options INDIVIDUAL, AOP, COMPANY). There are also fields for 'CNIC' and 'Name'. A CAPTCHA image showing the number '679382' is displayed, with an 'Image Character' input field and 'OK' and 'CLEAR' buttons below it.

2.1

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

- A registration Form will appear (Taxpayer Registration Form)
- Form will show pre-filled your particulars as recorded in FBR.

- **First Section of form is “Registry”.**

- Please enter your registration particulars in this section.

Taxpayer Registration Form		<input checked="" type="checkbox"/> Preparing	<input type="checkbox"/> Verified	<input type="checkbox"/> Submitted
All Registry Portion fields/columns are mandatory				
Apply For	<input type="radio"/> New Registration, who have no NTN <input type="radio"/> DE-Registration <input type="radio"/> Duplicate Certificate		NTN <input type="text" value="2556381-5"/>	
Authorization	<input type="radio"/> Change in Particulars <input checked="" type="radio"/> BRA Registration, who already have NTN			
<input type="checkbox"/> Balochistan Revenue Authority is authorized to obtain my registration/enrollment particulars from FBR and other provincial boards of revenue. This option is applicable only to already registered taxpayer with FBR, and authorizing BRA Portal to transfer the registration & enrollment particulars from FBR Portal.				
Taxpayer Type	<input type="text" value="COMPANY"/>	<input type="text" value="PRIVATE LTD."/>		
Basis	<input type="radio"/> As per Law <input checked="" type="radio"/> Voluntary Registration <input type="radio"/> Compulsory Registration		Expected Annual Turnover Rs <input type="text"/>	
Reg.IncNo.	<input type="text" value="00011929/000112005"/> [For Company & Registered AOP only]			
Name	<input type="text" value="CHOICE CONSTRUCTION COMPANY (PRIVATE) LIMITED"/>			
Reg Date	<input type="text" value="13"/>	<input type="text" value="12"/>	<input type="text" value="2005"/>	Status <input type="text" value="Resident"/> Country <input type="text" value="PAKISTAN"/>
Address	<input type="text"/>		<input type="text"/>	
	<input type="text"/>		<input type="text"/>	
	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value=""/>
	<input type="text" value="Select"/>			
Type of Service	<input type="checkbox"/> Telecom <input type="checkbox"/> Advertisement <input type="checkbox"/> Banking/Non-Banking <input type="checkbox"/> Shipping/Customs/Freight agents, Stevedores/Ship Chandlers, etc. <input type="checkbox"/> Insurance <input type="checkbox"/> Courier <input type="checkbox"/> Contract Execution <input type="checkbox"/> Hotel/Restaurants <input type="checkbox"/> Stock Brokers/Money exchangers/Constructions/etc. <input type="checkbox"/> Others			
<input type="text" value="-----Select-----"/>				Service Code <input type="text" value="410000"/>
Principal Service	<input type="text" value="Construction of buildings"/>			

- **Agent Particulars u/s 67**

- Enter particulars of your representation.

Rep. Type	<input checked="" type="radio"/> Self <input type="radio"/> Agent u/s 67 in Capacity as		In Capacity as <input type="text" value="Select"/>
CNIC/NTN/PP	<input type="text"/>		
Name	<input type="text"/>		
Address	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
	<input type="text" value="Select"/>		
Phone	<input type="text" value="+92"/>	<input type="text"/>	Cell <input type="text" value="+92"/> <input type="text" value="000"/> <input type="text"/>
Fax	<input type="text" value="+92"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>		

- **Save Registry**

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

Save	Save Registry & Representative portion and complete remaining form ...	<input type="button" value="Save Registry"/>
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- **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 Business/Branch Close Date

- **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 Close Date

- **Declaration**

Formally declare that information given is correct and complete.

Declarations	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, Balochistan Revenue Authority to obtain my registration data from Federal Board of Revenue and other provincial tax administrations.			
	<input type="text" value="03/11/2015"/> 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="2556381-5"/>	User Id	<input type="text"/>	_____ Signature of Issuing Officer
	Date	<input type="text"/>	Tax Office	<input type="text" value="BRA-Balochistan"/>	

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"/>
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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.

- **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 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”
 - 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 [esupport@bra.gob.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" with a red error message: "No Taxpayer Found For this NTN". Below the message, there is a radio button selected for "BRA Registration, who already have NTN". The form fields include: NTN (1234565) and a check digit (4); Taxpayer Type (radio buttons for INDIVIDUAL, AOP, COMPANY, with INDIVIDUAL selected); CNIC (empty field); Name (empty field); and an image character (empty field). A red number "838046" is overlaid on the form. At the bottom, there are "OK" and "CLEAR" buttons.

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.