

How to e Sign-up as Withholding Agent **/SWWF/SWPPF**

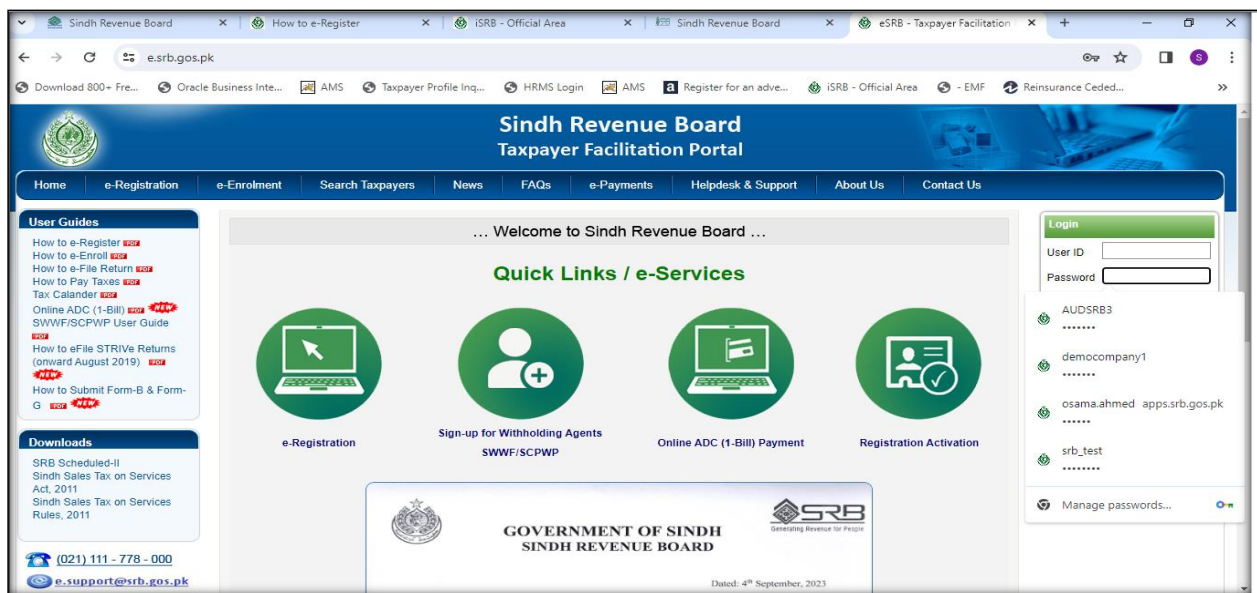
Welcome to ‘e-Sign-up for Withholding Agent/SWWF/SWPPF module of Sindh Revenue Board (SRB)

This user guide will assist you for the purpose of e-Sign-up as Withholding Agent/SWWF/SWPPF. Please follow the below-mentioned steps / guidelines for a seamless registration process:

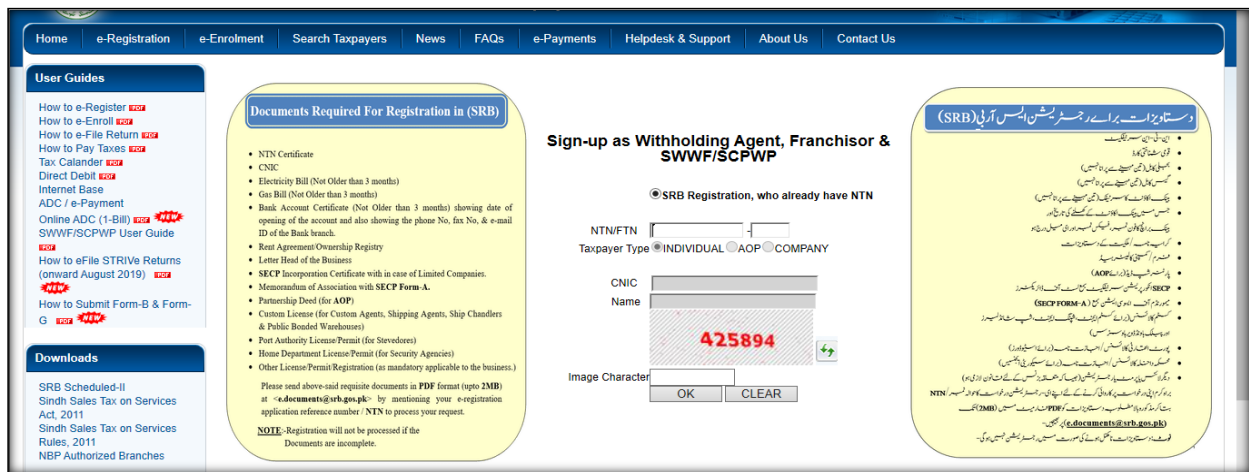
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Step 5: Submit your Registration Application

Step 01: Visit website for e Sign-up as Withholding Agent /SWWF/SWPPF

- To register yourself at eSRB Portal, please visit:
 - e.srb.gos.pk
 - click on "e-Sign-up for Withholding Agents / SWWF/SWPPF"



Step 02: Enter & Verify Your NTN

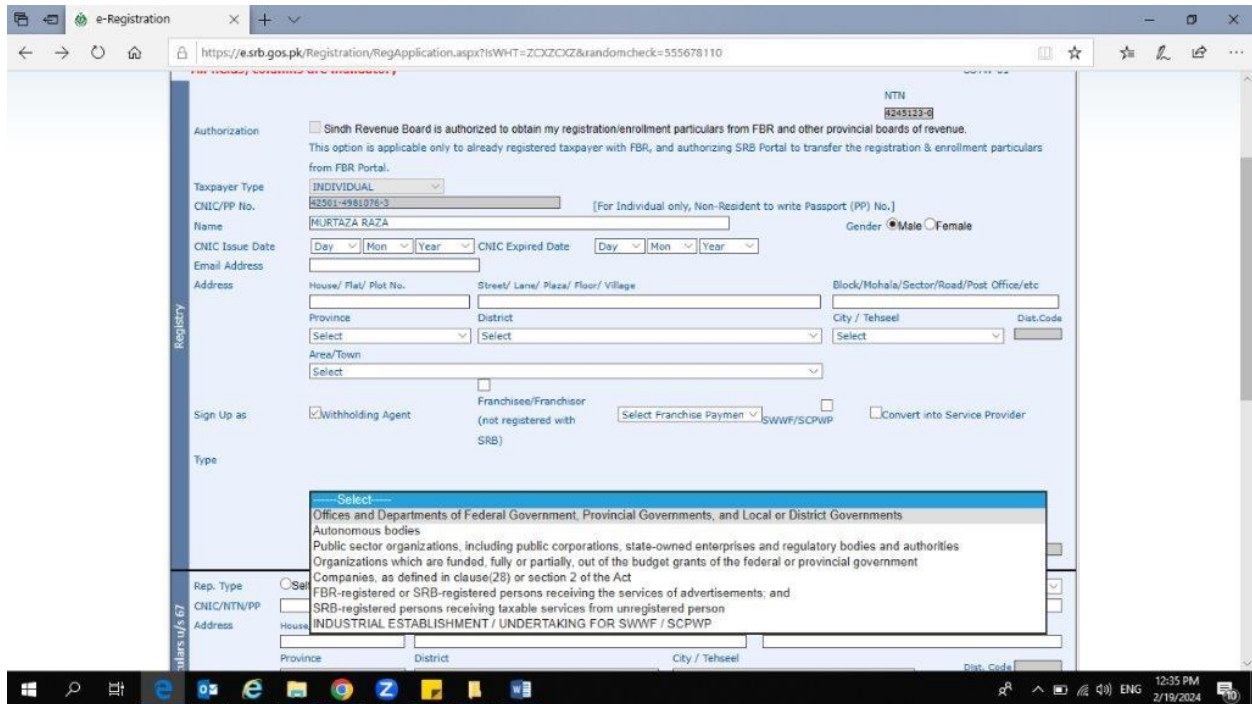


- Please enter your NTN

- 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.

Step 03: Fill up the Registration Form

- **First Section of form is "Registry"**
 - Please enter your registration particulars in this section.



*Check relevant box of “Sign Up as” option and select from “Type” dropdown

- **Agent Particulars u/s 67**
 - Enter particulars of your representation.

Agent Particulars u/s 67

Rep. Type Self Agent u/s 67 in Capacity as In Capacity as

CNIC/NTN/PP Name

Address House/ Flat/ Plot No. Street/ Lane/ Plaza/ Floor/ Village Block/Mohala/Sector/Road/Post Office/ etc

Province District City / Tehseel Dist. Code

Area/Town

Phone +92 Cell +92 000 Fax +92

Email

- **Save Registry**

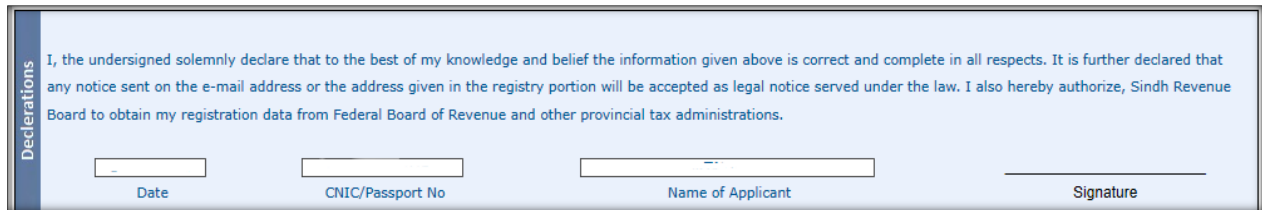
Save your particulars and move to other sections to complete form.



A horizontal bar with a light blue background. On the left, the word "Save" is written vertically. In the center, the text "Save Registry & Representative portion and complete remaining form ..." is displayed. On the right, there is a button labeled "Save Registry".

- **Declaration**

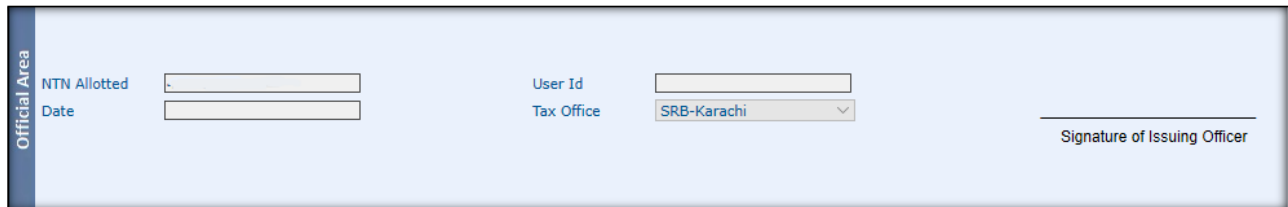
- Formally declare that information given is correct and complete.



A form titled "Declarations" on the left side. The main text reads: "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, Sindh Revenue Board to obtain my registration data from Federal Board of Revenue and other provincial tax administrations." Below the text are four input fields: "Date", "CNIC/Passport No", "Name of Applicant", and "Signature".

- **Official Area**

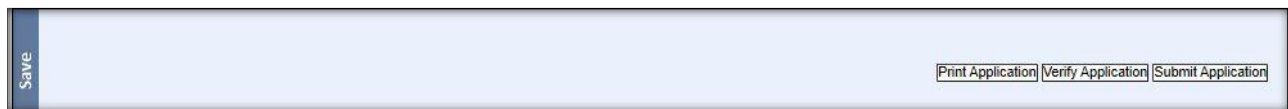
- This is official section and shows USER ID allotted to you and Tax Office.



A form titled "Official Area" on the left side. It contains several input fields: "NTN Allotted" and "Date" (two fields), "User Id" and "Tax Office" (two fields), and a dropdown menu for "Tax Office" with "SRB-Karachi" selected. There is also a "Signature of Issuing Officer" line on the right.

- **Save**

- Save you form.
You can make changes if necessary, save again after making changes.



A horizontal bar with a light blue background. On the left, the word "Save" is written vertically. On the right, there are three buttons: "Print Application", "Verify Application", and "Submit Application".

Step 04: 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.



A pop-up window titled "Verification" with a yellow background. It contains the text "Please Enter Representative CNIC/NTN/PP" in red. Below the text is a single input field and a button labeled "Verify /Un-Verify".

Step 05: 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 SRB.