

How to e-Register

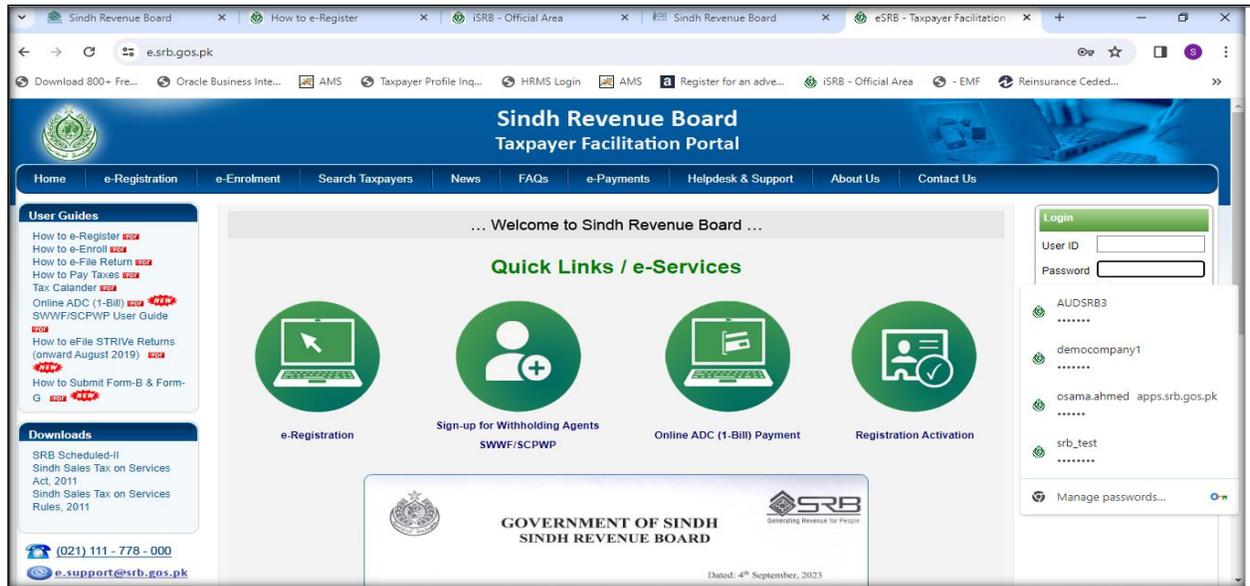
Welcome to 'e-Registration' module of Sindh Revenue Board (SRB)

This user guide will assist you for the purpose of registration in SRB under the Sindh Sales Tax on Services Act, 2011. Please follow the below-mentioned steps / guidelines for a seamless registration process:

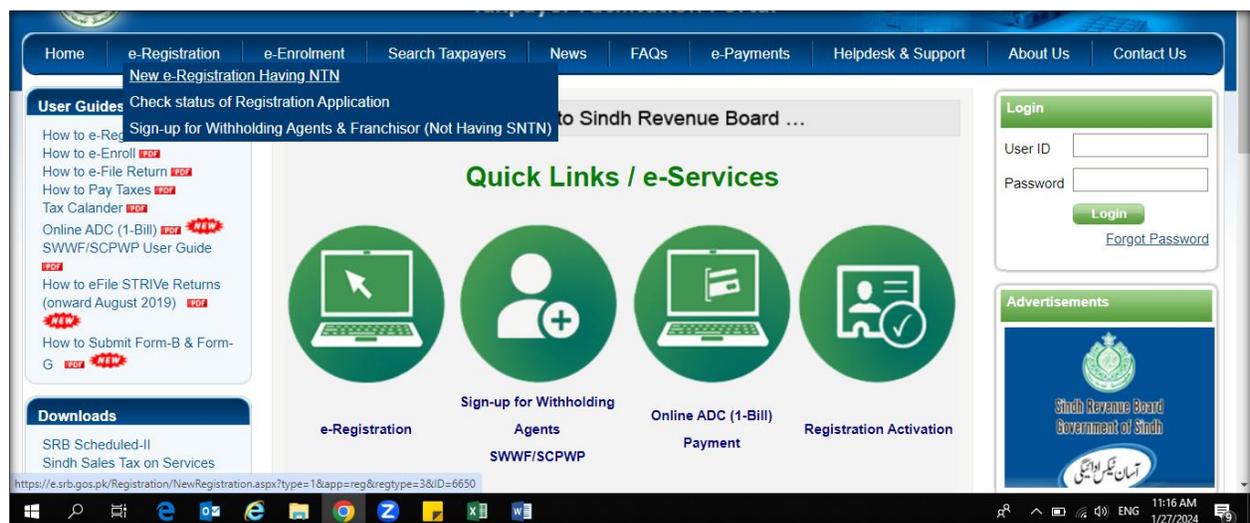
INDEX
Step 1: Visit the e-Registration portal available on the SRB website
Step 2: Enter the correct NTN
Step 3: Complete Captcha Verification
Step 4: Fill up the Registration Form
Step 5: Submit your Registration application
Step 6: Other Information

Step 01: Website Visit

- To register yourself at eSRB Portal, please visit:
 - <https://e.srb.gos.pk/>



- click on "e-Registration"
- Click on "New e-Registration"



Step 02: Enter the Correct NTN

- Please enter your NTN
- The system will automatically show your registration particulars as in FBR.
- The window also show the details of required documents necessary for registration application

Sindh Revenue Board
Taxpayer Facilitation Portal

[e-Enrolment](#) | [Search Taxpayers](#) | [News](#) | [FAQs](#) | [e-Payments](#) | [Helpdesk & Support](#) | [About Us](#) | [Contact Us](#)

Documents Required For Registration in (SRB)

- NTN Certificate
- CNIC
- Electricity Bill (Not Older than 3 months)
- Gas Bill (Not Older than 3 months)
- Bank Account Certificate (Not Older than 3 months) showing date of opening of the account and also showing the phone No, fax No, & e-mail ID of the Bank branch.
- Rent Agreement-Ownership Registry
- Letter Head of the Business
- SECP Incorporation Certificate with in case of Limited Companies.
- Memorandum of Association with SECP Form-A.
- Partnership Deed (for AOP)
- Custom License (for Custom Agents, Shipping Agents, Ship Chandlers & Public Bounded Warehouses)
- Port Authority License-Permit (for Stevedores)
- Home Department License-Permit (for Security Agencies)
- Other License/Permit/Registration (as mandatory applicable to the business.)

Please send above-said requisite documents in PDF format (upto 2MB) at e.documents@srb.gos.pk by mentioning your e-registration application reference number / NTN to process your request.

NOTE-Registration will not be processed if the Documents are incomplete.

TAXPAYER REGISTRATION APPLICATION

SRB Registration, who already have NTN

NTN

Taxpayer Type INDIVIDUAL AOP COMPANY

CNIC

Name

962983

Image Character

دستاویزات برائے رجسٹریشن ایس آر بی (SRB)

- این ٹی این سرٹیفکیٹ
- قومی شناختی کارڈ
- برقی بل (تین مہینے سے پرانا نہیں)
- گیس بل (تین مہینے سے پرانا نہیں)
- بینک اکاؤنٹ سرٹیفکیٹ (تین مہینے سے پرانا نہیں)
- بینک اکاؤنٹ سرٹیفکیٹ کا کھولنے کی تاریخ اور
- بینک اکاؤنٹ سرٹیفکیٹ میں فون نمبر، فیکس نمبر اور ای میل ایڈریس
- کرایہ معاہدہ اور ملکیت کے دستاویزات
- مشورہ آگے مندرجہ ذیل
- پارٹنرشپ ڈیڈ (AOP کے لئے)
- SECP کو رجسٹریشن سرٹیفکیٹ کے ساتھ محدود ذمہ داری
- ممبروں کے نامی رجسٹریشن فرم (SECP FORM-A)
- سٹیمپ ڈیوٹی (رے کے ساتھ رجسٹریشن فرم کے ساتھ منسلک ہونا چاہئے)
- پورٹ اتھارٹی لائسنس (سٹیوڈورس کے لئے)
- گھرانہ ڈیپارٹمنٹ لائسنس (سیکیورٹی ایجنسیوں کے لئے)
- دیگر لائسنس/پرمٹ/رجسٹریشن (جو کاروبار کے لئے لازمی ہے)

بروز کو اپنی درخواست پر مبنی کارڈ کے لئے اپنی رجسٹریشن درخواست کا نمبر / NTN بتا کر e.documents@srb.gos.pk پر درخواستیں (2MB تک) ارسال کی جائیں۔

نوٹ:- رجسٹریشن مکمل نہیں ہوگی اگر دستاویزات نامکمل ہوں۔

Step 03: Complete Captcha Verification

- Enter “Image Character” and press OK button.
- After that a registration Form will appear (Taxpayer Registration Form)
- Form will show pre-filled your particulars as recorded in FBR.

Step 04: Fill up the Registration Form

4.1 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 <input type="radio"/> Change in Particulars <input checked="" type="radio"/> SRB Registration, who already have NTN			NTN #245123-0
Authorization	<input type="checkbox"/> Sindh Revenue Board is authorized to obtain my registration/enrollment particulars from FBR and other provincial boards of revenue. <small>This option is applicable only to already registered taxpayer with FBR, and authorizing SRB Portal to transfer the registration & enrollment particulars from FBR Portal.</small>			
Taxpayer Type	INDIVIDUAL			
Basis	<input type="radio"/> Self applied u/s 24 <input checked="" type="radio"/> Voluntary Registration <input type="radio"/> Compulsory Registration			Expected Annual Turnover Rs
CNIC/PP No.	#2501-4981076-3 [For Individual only, Non-Resident to write Passport (PP) No.]			
Name	MURTAZA RAZA			Gender <input checked="" type="radio"/> Male <input type="radio"/> Female
CNIC Issue Date	Day Mon Year	CNIC Expired Date	Day Mon Year	
Email Address				
Date of Birth	Day Mon Year	Status	Resident	
			Country PAKISTAN	
Address	House/ Flat/ Plot No.	Street/ Lane/ Plaza/ Floor/ Village	Block/Mohala/Sector/Road/Post Office/etc	
	Province	District	City / Tehseel	Dist.Code
	Select	Select	Select	
	Area/Town	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="checkbox"/> TOLL			

4.2 Agent Particulars u/s 67

Enter particulars of your representation.

Rep. Type	<input type="radio"/> Self <input type="radio"/> Agent u/s 67 in Capacity as		In Capacity as	Select
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
	Select	Select	Select	
	Area/Town	Select		
Phone	+92	Cell +92	000	Fax +92
Email				

4.3 Save Registry

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



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

4.4 Directors / Shareholders particulars

Please provide Directors/ Shareholders particulars.

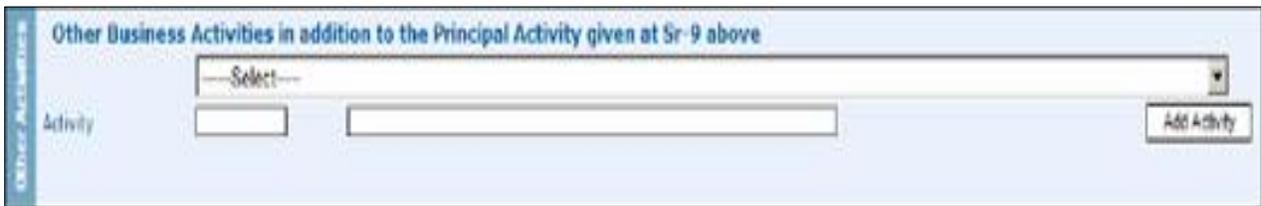


Please provide information about Top 10 Directors/Shareholders/Partners. This portion is required for Company and AOP.

NTN/CNIC * Capital * Add

4.5 Add Other Activities

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

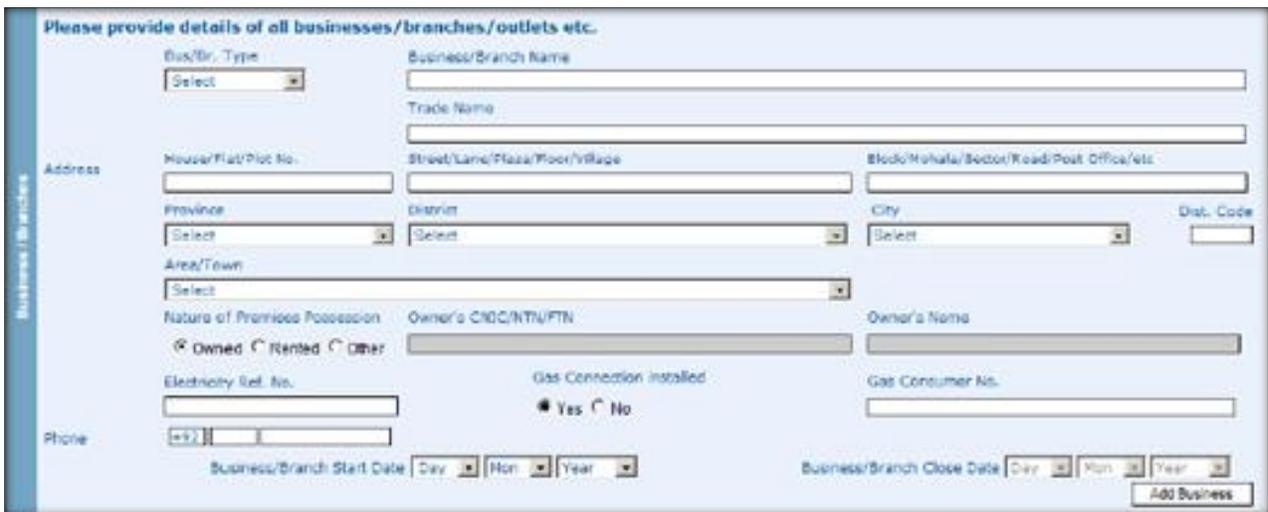


Other Business Activities in addition to the Principal Activity given at Sr-9 above

Activity Add Activity

4.6 Business / Branches

If you operate from more than one location through Businesses/Branches or outlets, please provide details of the same.



Please provide details of all businesses/branches/outlets etc.

Biz/Br. Type Business/Branch Name

Trade Name

Address

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

Province District City Dist. Code

Area/Town

Nature of Premises Possession Owned Rented Other Owner's CNIC/NTN/PTN Owner's Name

Electricity Ref. No. Gas Connection installed Yes No Gas Consumer No.

Phone

Business/Branch Start Date Day Mon Year Business/Branch Close Date Day Mon Year Add Business

4.7 Add Bank Account

Add your bank account.

Please provide details of all bank accounts. All fields are mandatory.

A/C No	<input type="text"/>	A/C Title	<input type="text"/>	Type	<input type="text" value="Select"/>		
Bank	<input type="text" value="Select"/>	City	<input type="text" value="Select"/>	Branch	<input type="text" value="Select"/>		
Account Start Date	<input type="text" value="Day"/>	<input type="text" value="Mon"/>	<input type="text" value="Year"/>	Close Date	<input type="text" value="Day"/>	<input type="text" value="Mon"/>	<input type="text" value="Year"/>

4.8 Declaration

Formally declare that information given is correct and complete.

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.

<input type="text" value="-"/>	<input type="text"/>	<input type="text" value="--"/>	_____
Date	CNIC/Passport No	Name of Applicant	Signature

4.9 Official Area

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

NTN Allotted	<input type="text"/>	User Id	<input type="text"/>	_____
Date	<input type="text"/>	Tax Office	<input type="text" value="SRB-Karachi"/>	

Signature of Issuing Officer

4.10 Save Form

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

4.11 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.



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.

Step 06: Other Information

6.1 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 [e.support@srb.gos.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.

TAXPAYER REGISTRATION APPLICATION
No Taxpayer Found For this NTN

SRB Registration, who already have NTN

NTN

Taxpayer Type INDIVIDUAL AOP COMPANY

CNIC

Name

838046

Image Character

6.2. If You Do Not Have NTN

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