



How to Register Business with Balochistan Revenue Authority (BRA)



Turn Potential into Profit

Small & Medium Enterprise
Development Authority

Government of Pakistan

<http://www.smeda.org.pk>

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Contents

1	Introduction to SMEDA.....	3
2	DISCLAIMER	3
3	Objectives.	4
4	Concept Business Registration.	4
5	Importance of Business Registration.	5
6	why business Registration is important.	5
7	Process of Registration.	6
7.1	Step 01: Website Visit.....	6
	6
7.2	Step 02: Enter Your NTN	7
	If You Already Have NTN.....	7
	8
8	Have ntn but not record found.	11
9	If You Does Not Have NTN	12
10	Conclusion	12

1 INTRODUCTION TO SMEDA

The Small and Medium Enterprises Development Authority (SMEDA) was established in October 1998 with an objective to provide fresh impetus to the economy through development of Small and Medium Enterprises (SMEs).

With a mission "to assist in employment generation and value addition to the national income, through development of the SME sector, by helping increase the number, scale and competitiveness of SMEs", SMEDA has carried out 'sectoral research' to identify policy, access to finance, business development services, strategic initiatives and institutional collaboration and networking initiatives.

2 DISCLAIMER

This information memorandum is to introduce the subject matter and provide a general idea and information on the said matter. Although, the material included in this document is based on data/information gathered from various reliable sources; however, it is based upon certain assumptions, which may differ from case to case. The information has been provided on as is where is basis without any warranties or assertions as to the correctness or soundness thereof. Although, due care and diligence has been taken to compile this document, the contained information may vary due to any change in any of the concerned factors, and the actual results may differ substantially from the presented information. SMEDA, its employees or agents do not assume any liability for any financial or other loss resulting from this memorandum in

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For more information on services offered by SMEDA, please contact our website: www.smeda.org.pk

3 OBJECTIVES.

- To review Business Registration Process in Pakistan
- To explain how to get your business Register with Balochistan Revenue Authority.
- To Provide brief introduction about BRA
- Step by Step Process of Registration.
- To provide a road map in Registration.

4 CONCEPT BUSINESS REGISTRATION.

Business registration means a business registration certificate issued by the Department of the Treasury or such other form or verification that a contractor or subcontractor is registered with the Department of Treasury; means a requirement of all telecommunications and cable providers who are not otherwise required to license or franchise with the city. Information on how long the business has been in existence (operating as a going concern) supported by Company or Business registration documents. Documents to Establish Conformity of the service

6.1 The supplier shall submit following documents along with the Registration document for evaluation:

- Data sheet of the product
- Form 20 (Company Director details)
- Business registration form
- ISO Certificates
- Halal Certificate
- HACCP certificate
- All other documents related to the Environmental Sustainability
- Financial statements of last 02 years/ Bank statements
- Client/sales details for last 03 year period

7.

5 IMPORTANCE OF BUSINESS REGISTRATION.

A business registration allows you to hire full-time employees and pay them in accordance to state laws. When you register your business with the state you'll receive a state identification number that allows you to route state taxes on the employee's behalf. If you are planning a startup then you should register it. We recommend you to use this service to register your company. Registration of business is very important, it will give you many benefits, and it will protect your business and secure your rights against the third party and in the case of failure of registration you may have to face legal consequences. Registration of business is a primary thing for any business during incorporation. Business Registration in Pakistan is not that difficult because there are types of form of business available you can register your business under Company law, LLP laws, or Partnership Laws. This Paper talks about the importance of business registration.

Remember it's just as easy to register and open a business, however, you also need to be careful about insolvencies and bankruptcies. If the business is not doing well and it is unable to pay its debts then it can be declared insolvent or bankrupt. This will have a very bad effect on the company and all the shareholders will lose their investment. So, it is important to take the help of an insolvency practitioner to save your company from such situations

6 WHY BUSINESS REGISTRATION IS IMPORTANT.

Registration of business will give you protection under the laws. For e.g., if you register your business under company laws or under LLP laws, then it will protect your business and you also. As you know that company and LLP are the separate legal entity so there is limited liability upon you and after registration, your company or LLP can sue or can be sue as it is the separate legal entity. In the case of failure of registration, you may have to face some legal consequences. Business Registration is also important for getting a loan from the bank because it will be difficult for the unregistered company to get a loan from the bank.

It is important for obtaining benefits from the government schemes; you may have to face problems in the case of failure of registration. For e.g., if you want to register your business under BRA then you have to mention your registration number except if you are running a sole Proprietorship, if you want to get benefits from the BRA scheme then you have to register your business with BRA

It is important for creating a brand name because nowadays it is very important for any business to obtain a brand name, so it is important for creating a brand name. A brand name is a valuable asset of any business so before getting a brand name you have to register your business. To do so, you'll need to register a trademark also.

If you want to open a current account on behalf of your business then you have to register your business, without registration, it will be difficult for you to open a current account on behalf of your business.

7 PROCESS OF REGISTRATION.

There are few steps that you follow while registration with BRA which are explained Below.

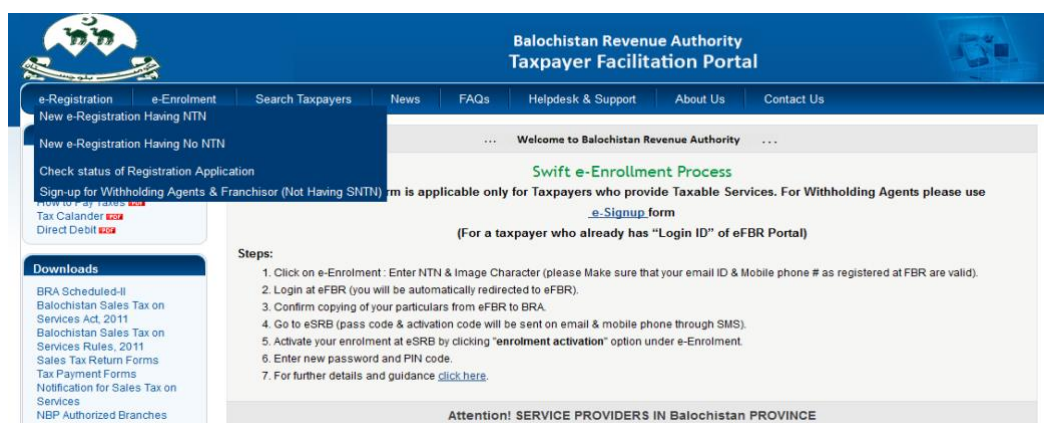
7.1 Step 01: Website Visit

To register yourself at BRA Portal, please visit:

bra.gob.pk

click on "e-Registration"

Click on "New e-Registration"



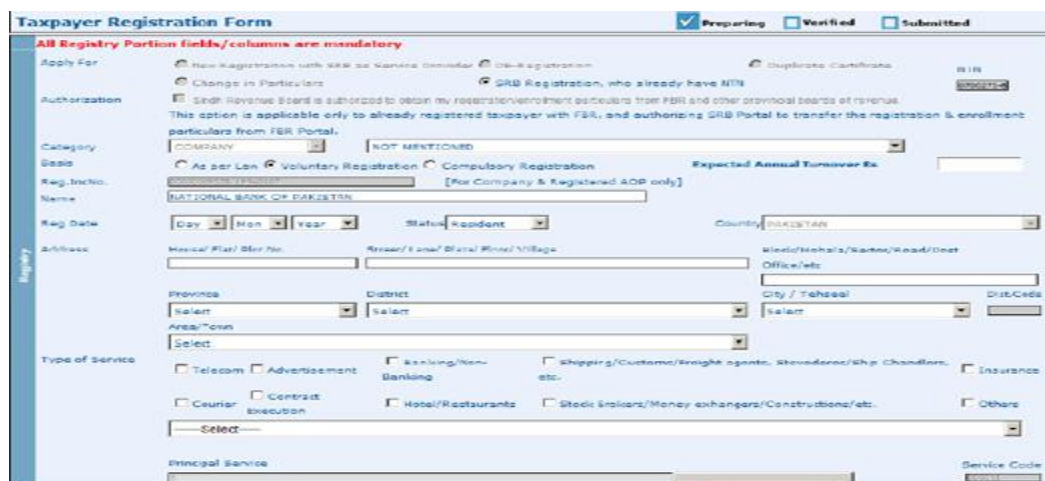
7.2 Step 02: Enter Your NTN

If You Already Have 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.
- **First Section of form is "Registry"**

Please enter your registration particulars in this section.



The screenshot displays the 'Taxpayer Registration Form' with the 'Registry' section highlighted. The form includes the following fields and options:

- Apply For:** New Registration with SRS as Service Provider, On-line Registration, Duplicate Certificate, BIR.
- Authorization:** Sindh Revenue Board 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 SRS Portal to transfer the registration & enrollment particulars from FBR Portal.
- Category:** COMPANY, NOT MENTIONED.
- Reg. Basis:** As per Law, Voluntary Registration, Compulsory Registration.
- Expected Annual Turnover Rs.:** [Blank field]
- Reg. Incho.:** [Blank field]
- Name:** NATIONAL BANK OF PAKISTAN.
- Reg. Date:** Day, Mon, Year. Status: Resident. Country: PAKISTAN.
- Address:** House/Flat/Shop No., House/Flat/Shop/Village, Office/etc., Province, District, City/Tehsil, Dist.Code, Area/Town.
- Type of Service:** Telecom, Advertisement, Banking/Non-Banking, Shipping/Customs/Freight agents, Stockbrokers/Chy. Chambers, Insurance, Courier, Contract Execution, Hotel/Restaurants, Stock Brokers/Money exchangers/Constructions/etc., Others.
- Principal Service:** [Blank field]. Service Code: [Blank field].

How to Register Business with BRA.



TAXPAYER REGISTRATION APPLICATION

☒ BRA Registration, who already have NTN

NTN

Taxpayer Type ☒ INDIVIDUAL ☐ AOP ☐ COMPANY

CNIC

Name

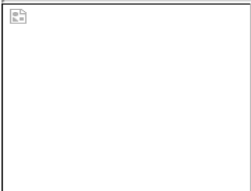


Image Character

Agent Particular U/S67

Enter Particulars of your representation.

Agent Particular 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/Whale/Sector/Road/Post Office/ etc.

Province District City / Tehsil Dist. Code

Area/Town

Phone Cell Fax

Email

How to Register Business with BRA.



- **Save Registry**
 - Save your particulars and move to other sections to complete form.

A screenshot of a web interface showing a 'Save Registry' button. Above the button, there is a text prompt: 'Save Registry & Representative portion and complete remaining form ...'. The button itself is labeled 'Save Registry'.

- **Directors / Shareholders particulars**
 - Please provide Directors/ Shareholders particulars.

A screenshot of a form titled 'Please provide Information about Top 10 Directors/Shareholders/Partners. This portion is required for Company and AOP.' It includes input fields for 'NTN/CNIC' and 'Capital', each with a red asterisk indicating a required field. There is an 'Add' button on the right.

- **Add Other Activities**
 - If you have any other activity/activities other than principal please give details.

A screenshot of a form titled 'Other Business Activities in addition to the Principal Activity given at Sr-9 above'. It features a dropdown menu labeled 'Select' and an 'Add Activity' button.

- **Business / Branches**
 - If you operate from more than one location through Businesses/Branches or outlets, please give details of all.

A screenshot of a detailed form titled 'Please provide details of all businesses/branches/outlets etc.' It contains multiple sections for input: 'Bus./Br. Type' (dropdown), 'Business/Branch Name', 'Trade Name', 'Address' (with sub-fields for House/Flat/Plot No., Street/Lane/Plaza/Floor/Village, Block/Mahala/Bedee/Road/Post Office/etc., Province, District, City, Dist. Code, Area/Town), 'Nature of Premises Possession' (radio buttons for Owned, Rented, Other), 'Owner's CNIC/NTN/PTN', 'Owner's Name', 'Electricity Ref. No.', 'Gas Connection installed' (radio buttons for Yes, No), 'Gas Consumer No.', 'Phone' (with country code dropdown), 'Business/Branch Start Date' (Day, Month, Year), and 'Business/Branch Close Date' (Day, Month, Year). An 'Add Business' button is at the bottom right.

- **Add Bank Account**
 - Add your bank account.

How to Register Business with BRA.



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

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

- **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.

05/07/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	CNIC/Passport No	Name of Applicant	Signature

- **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	SAB-Karachi
<input type="text" value="Signature of Issuing Officer"/>			

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

<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.

A screenshot of a web application window titled 'Verification'. The window has a yellow background and a red header text that reads 'Please Enter Representative CNIC/NTN/PP'. Below the text is a single-line text input field. At the bottom of the window is a button labeled 'Verify /Un-Verify'. The window also has a standard close button (X) in the top right corner.

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

8 HAVE NTN BUT NOT 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 [support@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.

○ .



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

9 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.

10 CONCLUSION

If you are planning a startup then you should register your business as you can see above that it is very important to register your business. Business registration in Pakistan is simple if you want to incorporate your business as a company or an LLP then you can apply your incorporation form to the Federal Board of Revenue or Regional revenue Authority. Nowadays process is simple as the whole process of

How to Register Business with BRA.



incorporation is governed online. So if you are planning a startup then you should register your business as it is very important, in the case of failure of registration you may have to face legal consequences.