

Regulatory Procedure

E-ENROLMENT FOR AN INDIVIDUAL TO USE THE FBR PORTAL



Small and Medium Enterprises Development Authority

Ministry of Industries & Production

Government of Pakistan

www.smeda.org.pk

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1. INTRODUCTION OF SMEDA

The Small and Medium Enterprises Development Authority (SMEDA) was established with the objective to provide fresh impetus to the economy through the launch of an aggressive SME development strategy.

Since its inception in October 1998, SMEDA has adopted a sectoral SME development approach. A few priority sectors were selected on the criterion of SME presence. In depth research was conducted and comprehensive development plans were formulated after identification of impediments and retardants. The all-encompassing sectoral development strategy involved overhauling of the regulatory environment by taking into consideration other important aspects including finance, marketing, technology and human resource development.

SMEDA has so far successfully formulated strategies for sectors, including fruits and vegetables, marble and granite, gems and jewelry, marine fisheries, leather, textiles, surgical instruments, transport and dairy.

Along with the sectoral focus a broad spectrum of services are now being offered to the SMEs by SMEDA, which are driven by factors like enhanced interaction amongst the stakeholders, need based sectoral research, over the counter support systems, exclusive business development facilities, training and development for SMEs and information dissemination through a wide range of publications.

2. ROLE OF LEGAL SERVICES CELL

The Legal Services Cell [LSC] is a part of Business Development Division of SMEDA and plays a key role in providing an overall facilitation and support to SMEs. The LSC provides guidance based on field realities and prevalent laws pertaining to SMEs in Pakistan.

LSC believes that information dissemination among the SMEs on the existing regulatory environment is of paramount importance and it can play a pivotal role in their sustainable development.

In order to facilitate SMEs at the micro level LSC has developed user-friendly systems, which provide them with detailed description of laws, rules and procedures including the processes and steps required for compliance.

3. Disclaimer

This information memorandum is to introduce the subject matter and provide a general idea and information on the said matter. 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 changes in laws and procedures at various times. SMEDA, its employees or agents do not assume any liability for any financial or other loss resulting from the use of this memorandum. The prospective user of this memorandum is encouraged to carry out due diligence and gather any information which is necessary for making an informed decision, including taking professional advice in addition to relying upon the memorandum.

For more information on services offered by SMEDA, please contact our website:

www.smeda.org.pk

4. e-Enrollment on the FBR Portal

Presently, taxpayers have the option to file their income tax and the returns/statements for the same using the online facility provided by the FBR. Online returns/statements can only be filed via the e-FBR Portal facility. In order to use the e-FBR facility/to begin e-filing, the taxpayer is required to enroll/register at the e-FBR Portal.

5. Pre-requisites for e-Enrollment

- An individual must have the following information handy before registering with the FBR portal and using the e-services for filing tax returns:
 - CNIC/NICOP/Passport number
 - Cell phone number in use
 - Active e-mail address
 - Nationality
 - Residential address
 - Accounting period
 - In case of business income:
 - o Business name
 - o Business address
 - Principal business activity
 - Name and NTN of employer in case of salary income
 - Address of property in case of property income
 - Scanned pdf files of:
 - Certificate of maintenance of personal bank account in his own name;
 - Evidence of tenancy / ownership of business premises, if having a business;
 - Paid utility bill of business premises not older than 3 months, if having a business.

6. e-Enrollment Procedure

An individual interested in enrolling at the FBR portal in order to become eligible to file his income tax online shall follow the steps mentioned below:

- Open browser
- Type www.fbr.gov.pk in browser
- The FBR website's home page will appear on the screen.
- Take the Browser to the Income Tax column and click on the Register for Income Tax option
- On that page you will find an option as follows:
- 'For income tax registration Individual can register online through Iris Portal'. The Iris Portal is the online income tax system provided by the FBR which is the only platform via which online income tax returns can be filed.
- Click on the term Iris Portal which will take you to a page that shall require you to fill out a login and password which you do not have yet as you are an registered person. Therefore, click on the tab below the login and password fields that says 'Registration for unregistered person'
- Once you click on the said tab, you will be taken to a page that shall require you to fill out your personal information as identified at Point 4 given above.
- Fill out the relevant information required and click on Submit
- Once you click submit, you will be sent two codes, one on your cell-phone and the other on your email address.
- At the same time, two more fields will appear on your Registration page wherein you have filled in your personal information.
- Please put in the codes sent on the cellphone and email address, in the two fields mentioned above and click Submit again.
- Once you click Submit, you will be sent a Login ID and Password on your cell phone and email again. This Login ID and password which you did not have earlier since you were an un-registered person can now be entered in the fields requiring the Login ID and Password of the individual on the Iris Portal and you can therefore easily begin the process for filing your income tax using the online method, as the process for e-enrollment /registration is now complete.

This Login ID and Password establishes that you have e-enrolled with the FBR and are now eligible to file your income tax return via the online system provided by the FBR through its Iris Portal.

7. Important Contacts

For any further information and queries you may contact FBR personnel at the:

FBR Telephone Helpline: 051-111772772

Email: helpline@fbr.gov.pk