

# **PUNJAB REVENUE AUTHORITY**

## **HOW TO E-REGISTER**

## **TAXPAYER'S GUIDE**

Date: July, 2012

**If you have NTN, please follow steps given in Part –A & Part - C**

## Part - A

### Registration of Taxpayer's having NTN

**Step 01:**      **Visit PRA Portal**  
(<https://pra.punjab.gov.pk>)

- To register yourself at PRA Portal, please visit:
  - pra.punjab.gov.pk
  - click on "e-Registration"
  - Click on "New e-Registration" having NTN

**Step 02:**      **Enter Your NTN**

2.1 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.
- **Agent Particulars u/s 71**
  - Enter particulars of your representation.
- **Save Registry**
  - Save your particulars and move to other sections to complete form.
- **Directors / Shareholders particulars**
  - Please provide Directors/ Shareholders particulars.
- **Add Other Activities**
  - If you have any other activity/activities other than principal please give details.
- **Business / Branches**
  - If you operate from more than one location through Businesses/Branches or outlets, please give details of all.
- **Add Bank Account**
  - Add your bank account.

- **Declaration**
  - Formally declare that information given is correct and complete.
- **Official Area**
  - This is official section and shows USER ID allotted to you and Tax Office.
- **Save**
  - Save your form.
  - You can make changes if necessary, save it again after making changes.
- **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 PRA.

## **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@pra.punjab.gov.pk](mailto:esupport@pra.punjab.gov.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.

## **2.3 If You Does Not Have NTN**

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

## PART – B

### Steps after Application is Approved by CRO

Step 06: PRA will a lot PNTN

Step 07: Activation and Pass code will be sent through SMS and Email respectively

Step 08: Click on 'e-Enrollment' and select 'Enrollment Activation'

Step 09: Enter PNTN, Activation & Pass Codes, and Image Character

Step 10: Enter New Password and New PIN Code

## **Congratulations!**

**You have completed e-enrollment process.**

**Please Login.**