



USER'S MANUAL

PRA- Registration Module



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PAKISTAN REVENUE AUTOMATION (PVT.) LTD

PRAL – Head office, Software Technology Park-III, Plot No. 156, Service Road (North), Industrial Area, I-9/3, Islamabad. Pakistan

Document Information

Category	Information
Document	User's Manual for Taxpayers End
Project-Module Title	PRA- Registration Module User's Manual
Version	0.1
Author	Jr. Quality Assurance Engineer
Status	Draft
Reviewer(s)	Sr. Quality Assurance Engineer
Review Date	January 23, 2024
Approver	Senior Manager QA
Issue Date	January 24, 2024
Distribution	SD Wing
Document Category	Internal <input checked="" type="checkbox"/> External <input type="checkbox"/>
Privacy Level	Public <input type="checkbox"/> PRAL Confidential <input checked="" type="checkbox"/> Customer Confidential <input type="checkbox"/>
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1 General Information

The Punjab Revenue Authority is responsible to keep a track of all the revenue activities that occur in the respective province. IRIS allows the taxpayers from PRA to get themselves registered and perform tax related different tasks and processes easily. The developed system provides fast-paced processing and facilitates saving time. This document is a guide on how a taxpayer can use the registration module of PRA in IRIS.

1.1 Acronyms and Abbreviations

Acronyms and abbreviations used in this document are as follows:

- **PRA:** Punjab Revenue Authority

2 Getting Started

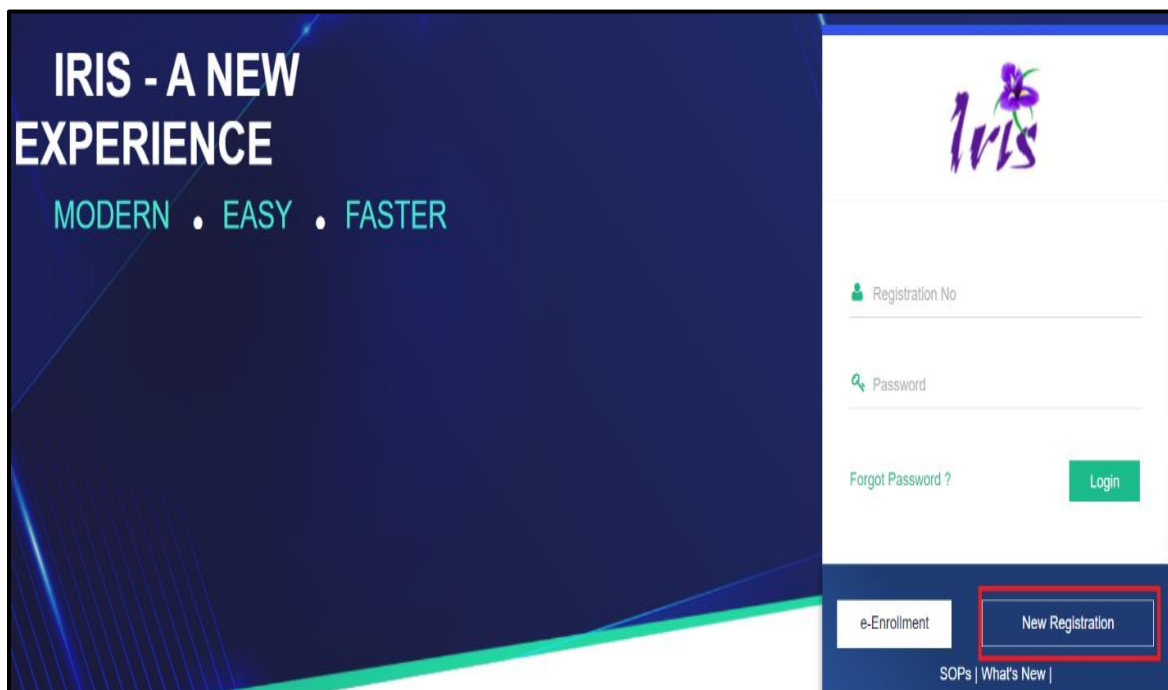
The following steps demonstrate how a user will be able to use the PRA registration module to avail of the services offered by the system.

2.1 Registration Voluntarily

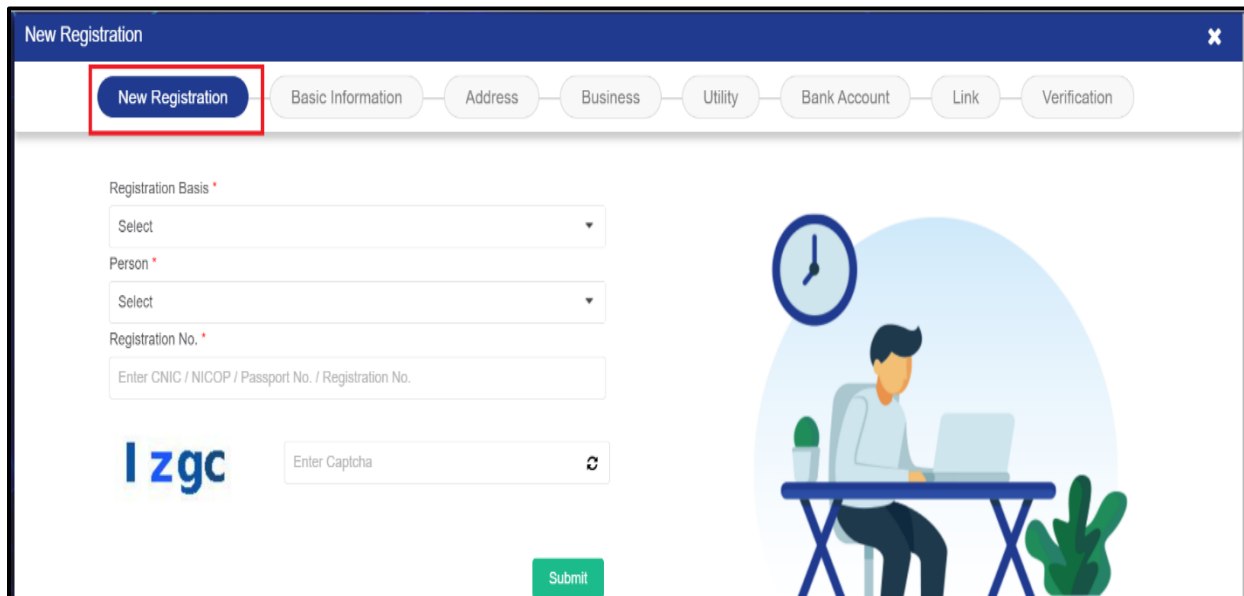
2.1.1 Using System

Upon opening the PRA website <https://reg.pra.punjab.gov.pk/public/txplogin.xhtml> the user will get to the following screen.

- Click on “New Registration” to proceed ahead.



- On the next screen of “New Registration”, the user will need to fill in the required information. The fields with “*” are mandatory, as shown below.



New Registration

Registration Basis *

Person *

Registration No. *

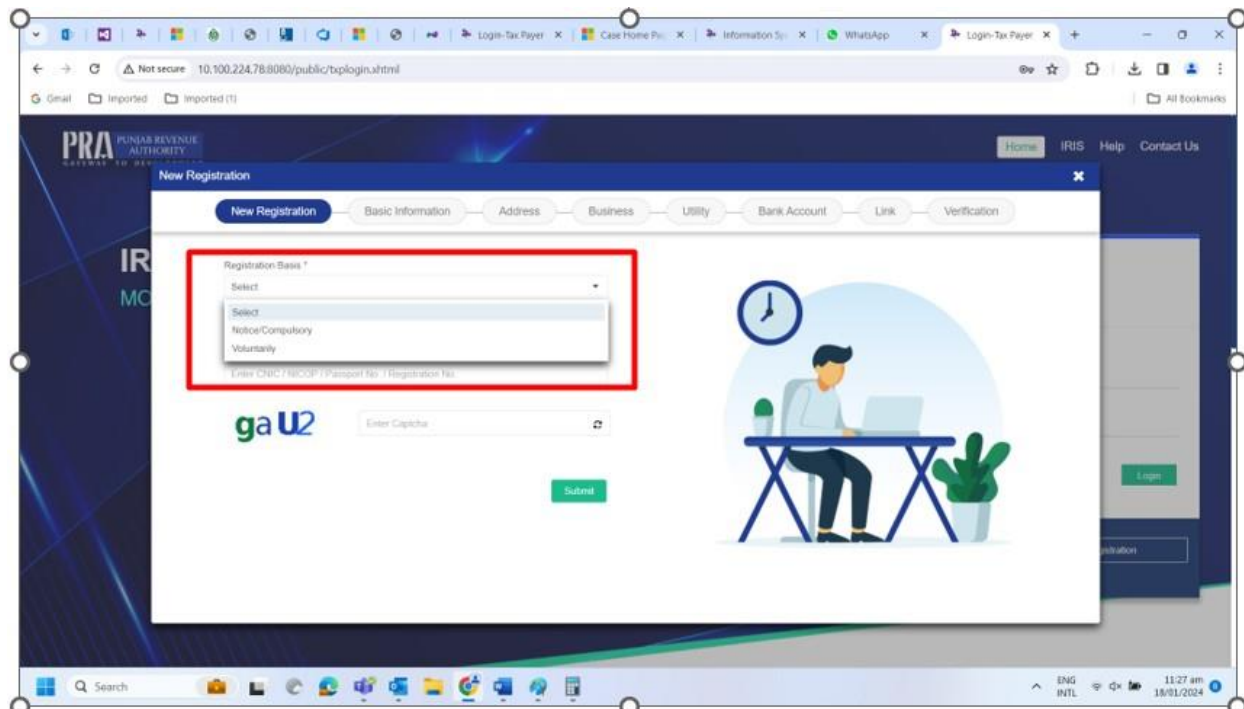
Enter CNIC / NICOP / Passport No. / Registration No.

1 zgc

Enter Captcha

Submit

- Next, from the drop-down menu select the relevant “Registration Basis” from the available two options.



New Registration

Registration Basis *

Select

Notice/Compulsory

Voluntarily

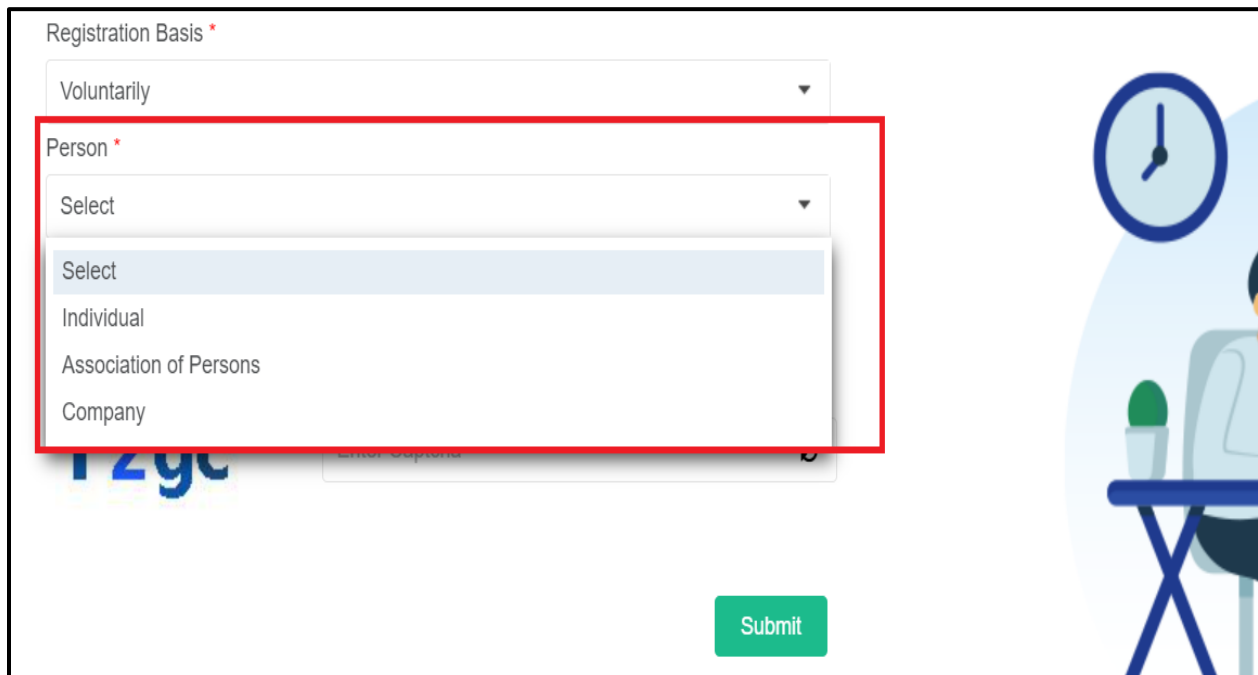
Enter CNIC / NICOP / Passport No. / Registration No.

ga u2

Enter Captcha

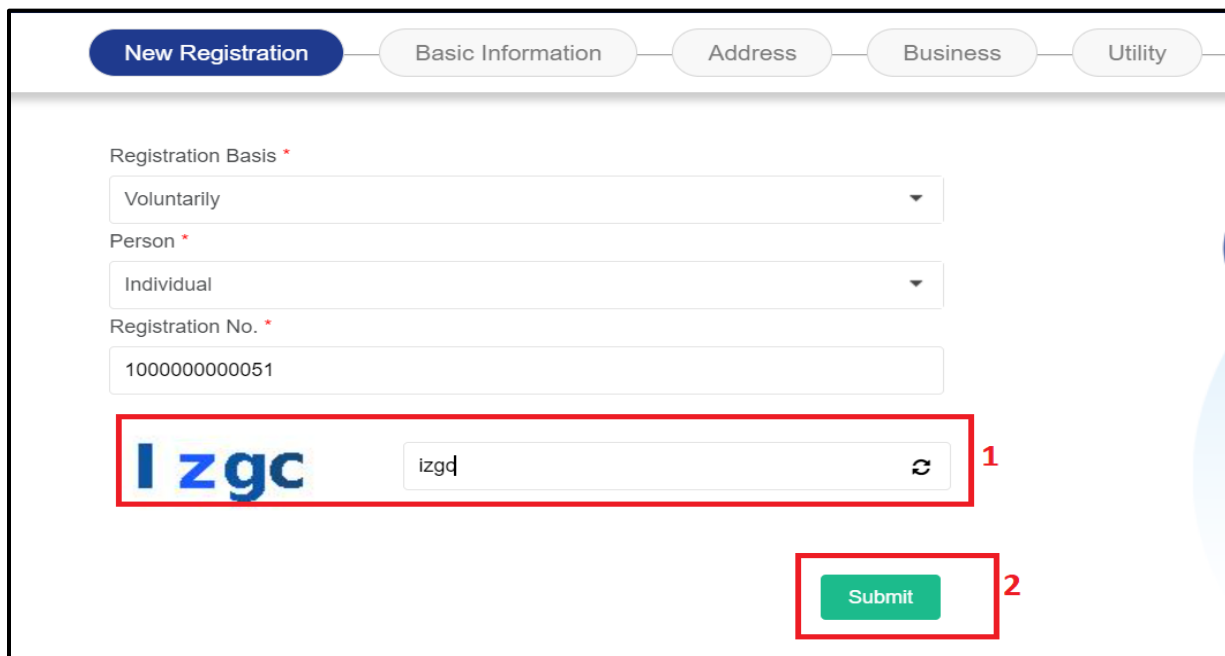
Submit

- Furthermore, the user will select the “Person” type from the drop-down menu to proceed ahead.



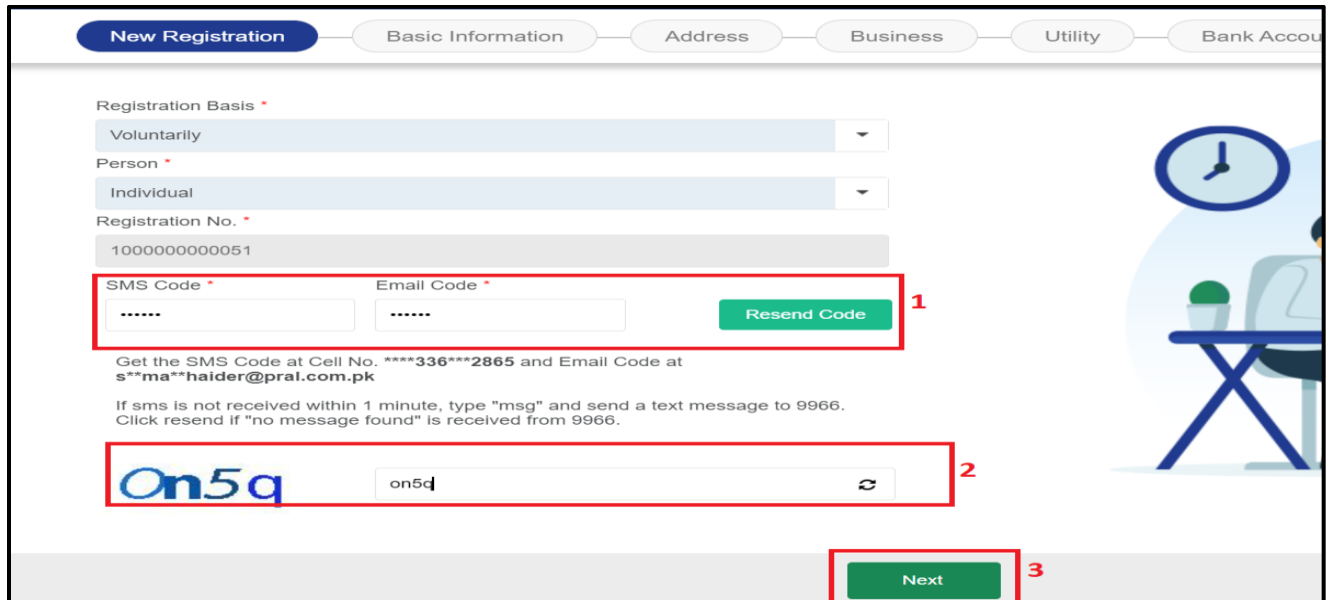
The screenshot shows the 'Registration Basis' dropdown menu. The 'Person' option is selected, and the dropdown list is open, showing options: 'Select', 'Individual', 'Association of Persons', and 'Company'. A red box highlights the 'Person' dropdown and its list. A 'Submit' button is visible at the bottom right.

- Once all the required information is provided, the user will enter the Captcha and click on the “Submit” button to proceed to the next screen.
- Upon clicking on the “Submit” button, a verification code will be sent to the registered mobile number and email address.

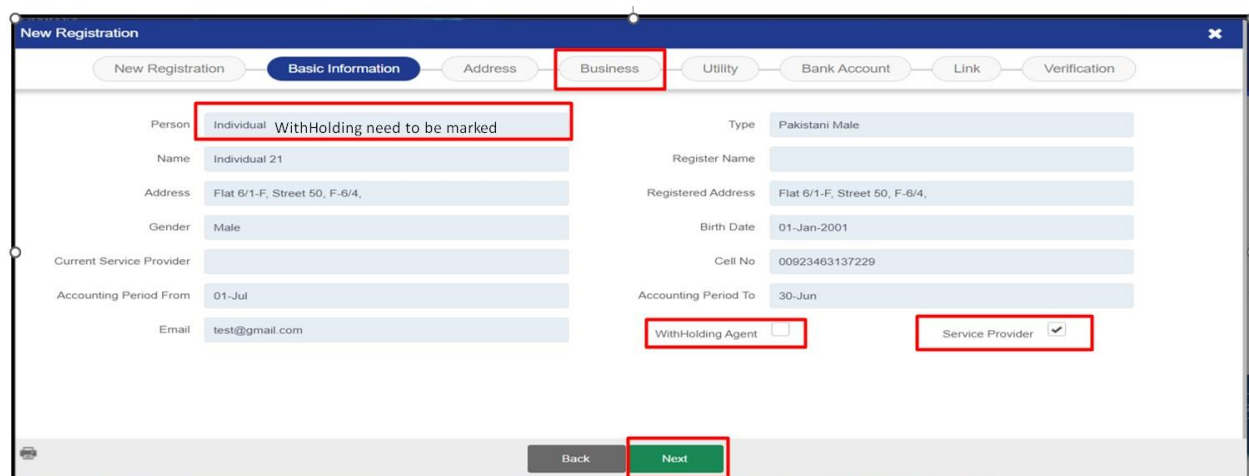


The screenshot shows the 'New Registration' form. The 'Registration Basis' is set to 'Voluntarily' and 'Person' is set to 'Individual'. The 'Registration No.' is '1000000000051'. A red box highlights the Captcha area, which includes the text 'I zgc' and a text input field containing 'izgd'. A red box labeled '1' points to the Captcha input field. Another red box labeled '2' points to the 'Submit' button.

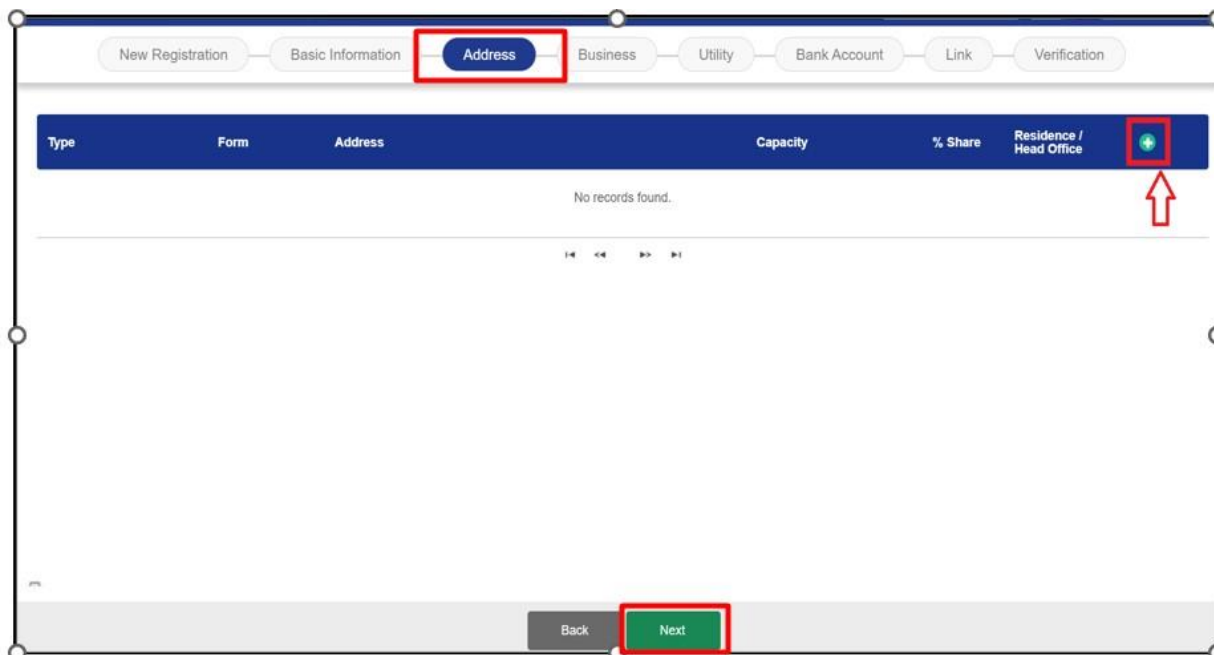
- On the next screen, the user will enter the verification codes which were sent to the provided addresses.
- Enter the codes and Captcha and click on the “Next” button to proceed ahead.



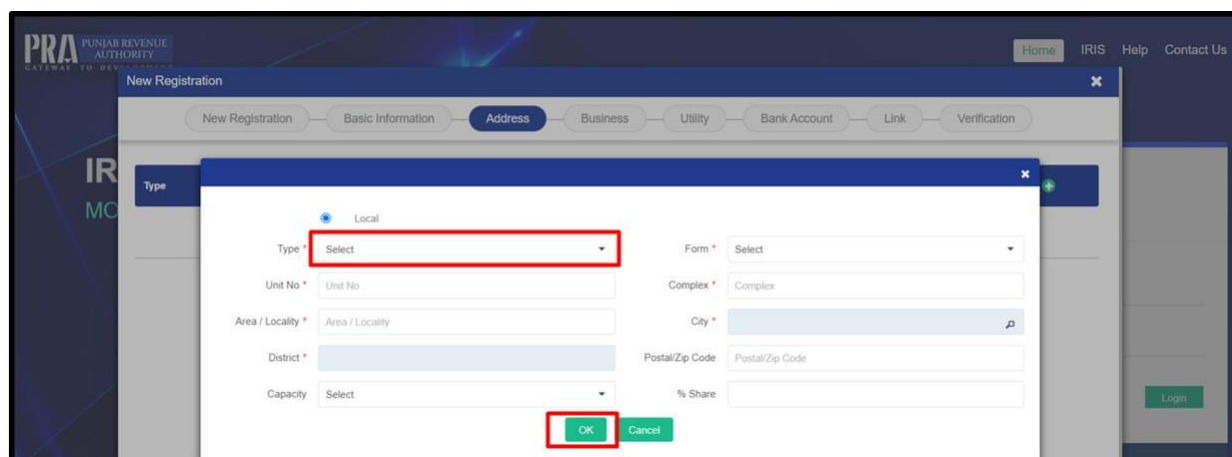
- The next step will land the user on the “Basic Information” screen.
- All information will be pre-filled from the records fetched from FBR. The information cannot be edited.
- “Withholding Agent” box will be auto marked and not editable in case of Company User.
- Business will be mandatory only in case, Service Provider is marked by Taxpayer.
- Click on “Next” to proceed.



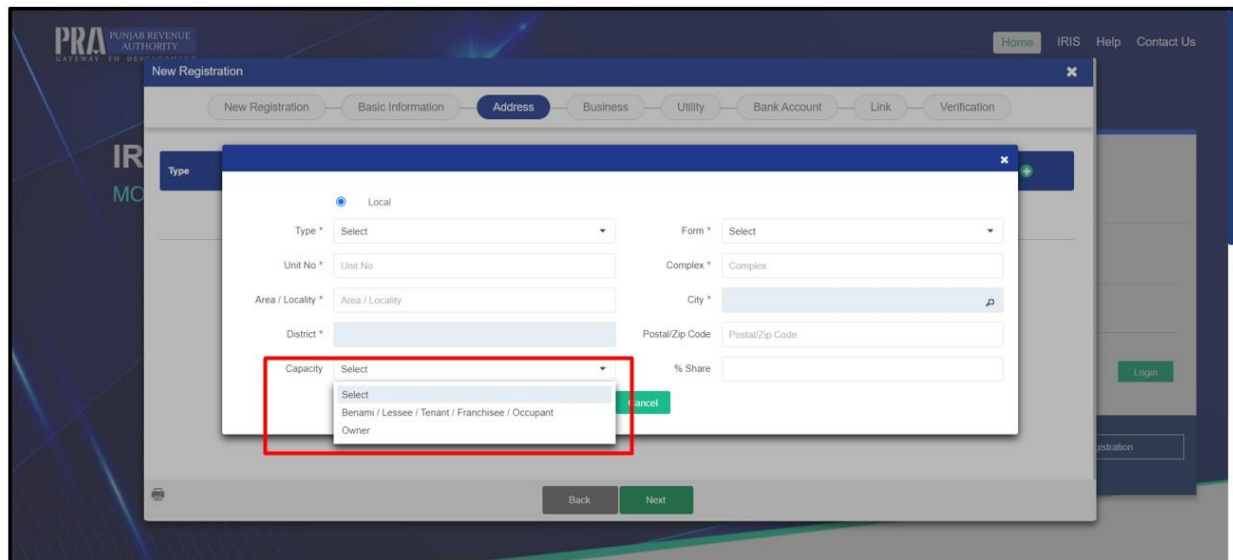
- Next, in the “Address” screen, either the address will already be fetched from FBR database or else the user will add it manually.
- Click on the “+” action button to add an address.



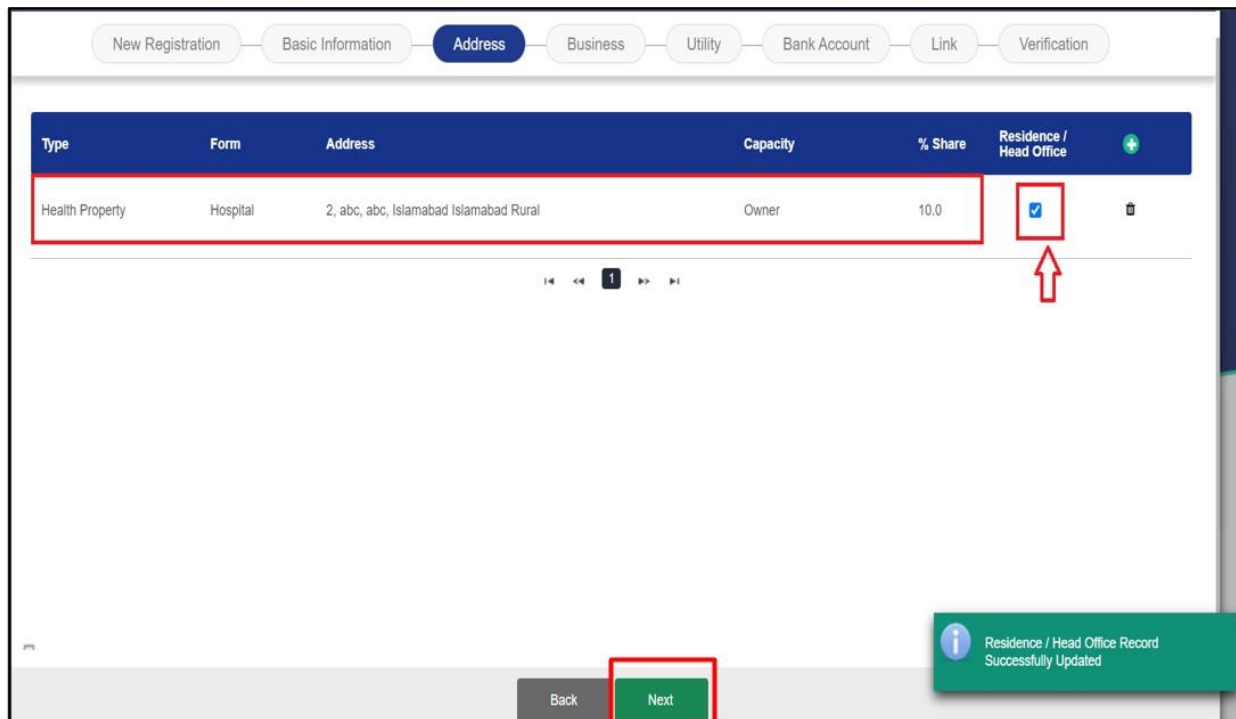
- In the newly opened screen, fill in the required information.
- Select Type from the drop-down menu.
- Click “OK” for save the information.



- Select the Optional relevant Capacity field from the available options.



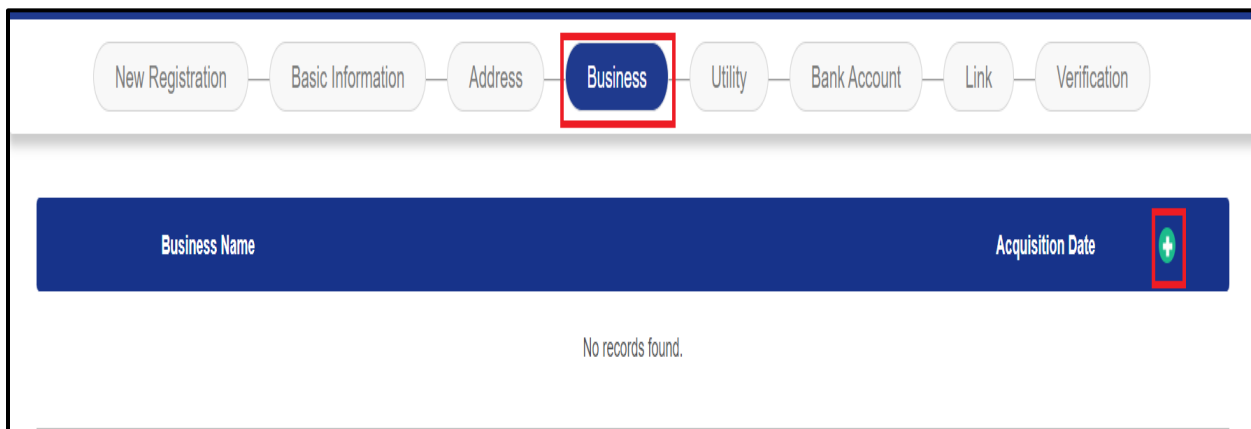
- The user can view the entered information on the Address dashboard. Make sure that at least one address is selected, and the box is marked as checked.
- Click on “Next” to proceed ahead.



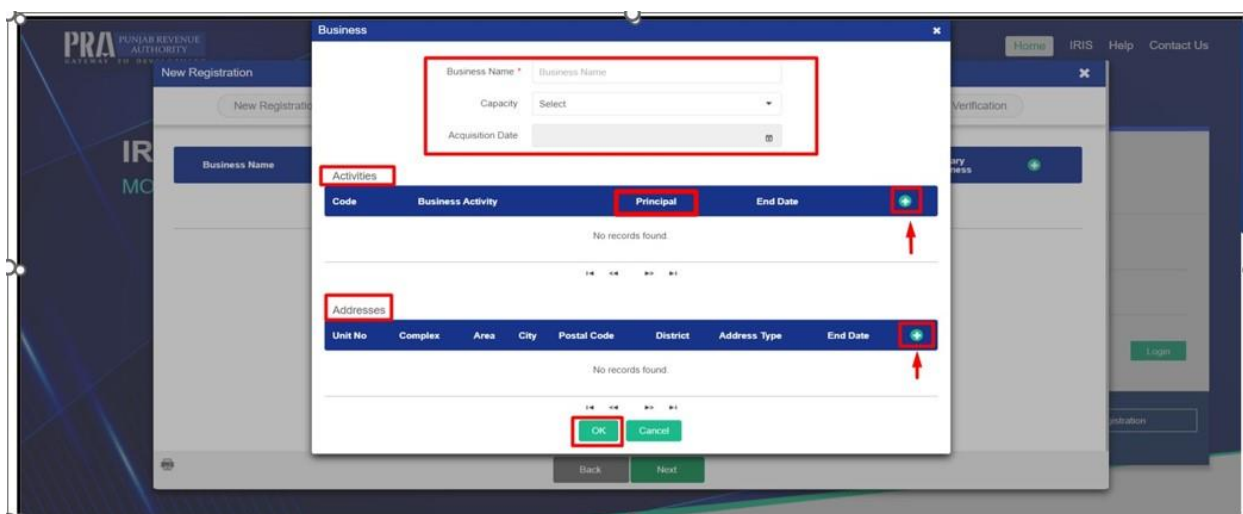
Type	Form	Address	Capacity	% Share	Residence / Head Office
Health Property	Hospital	2, abc, abc, Islamabad Islamabad Rural	Owner	10.0	<input checked="" type="checkbox"/>

Residence / Head Office Record Successfully Updated

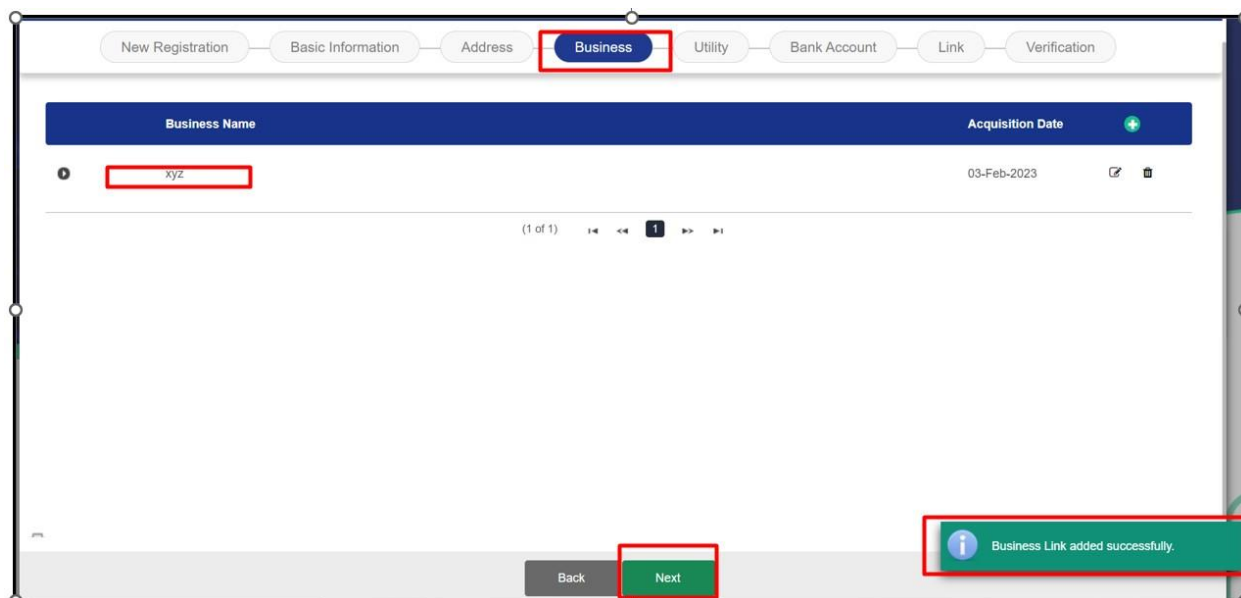
- Next, in the “Business” screen, either the business information will already be fetched from the FBR database or else the user will add it manually.
- Click on the “+” action button to add an address.



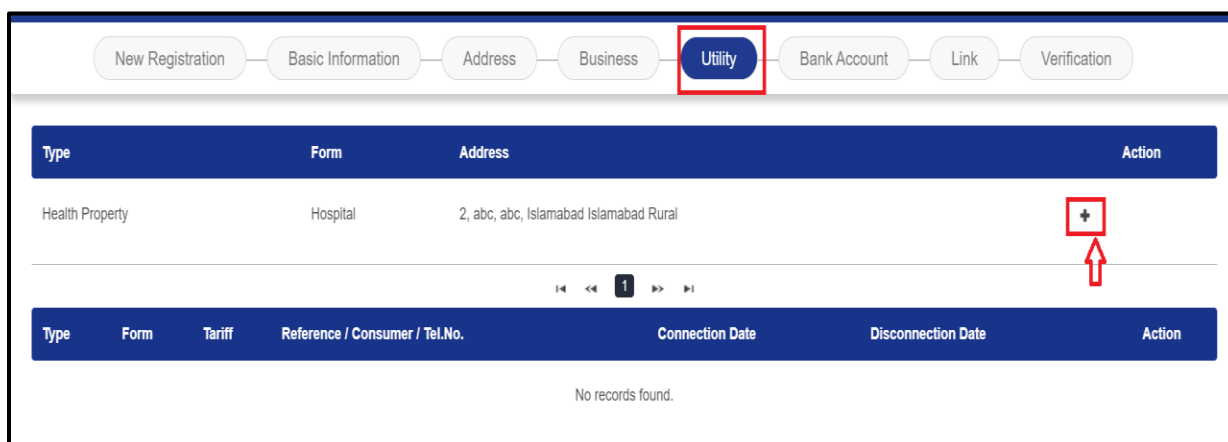
- In the below screen, the user will enter the required information.
- To add Activities and Addresses, click on “+” action button to fill in the required information fields.
- Once done, click on “OK” button.
- At least one Business Activity should be marked as Principal.



- Already Added Address can be selected from searching Business Address or New Address can be added using “Add an Address” button.
- One Business should be marked as “Primary Business”.
- Click on the “Next” button to proceed to the next screen.

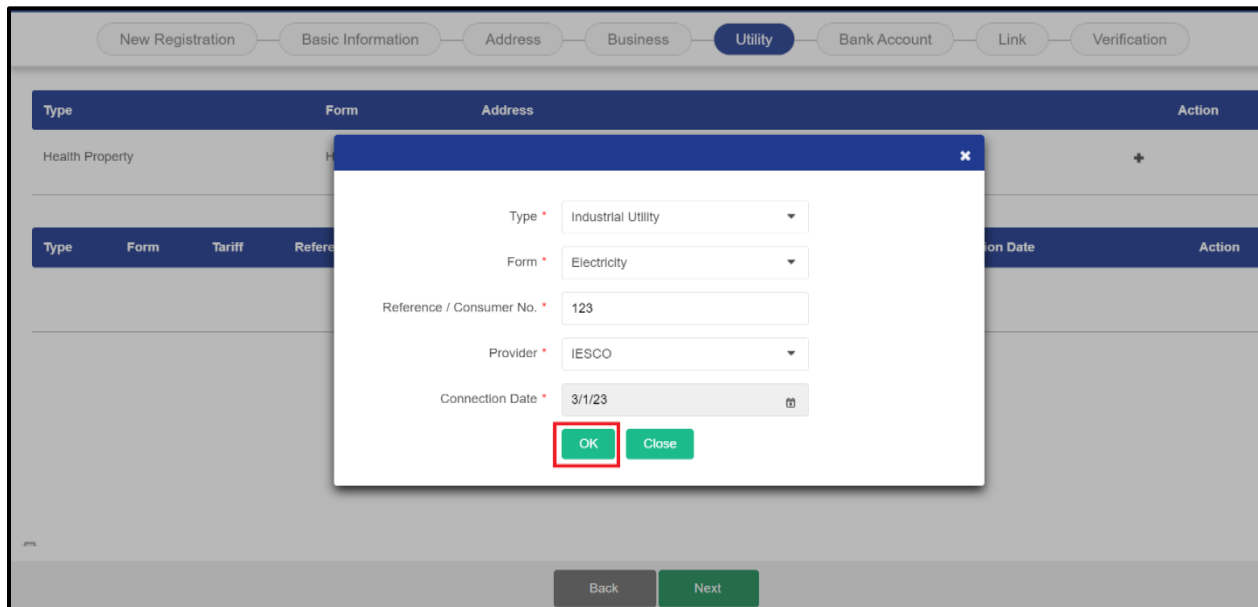


- The next screen will require information about utilities from the user.
- Click on “+” action button to add the relevant information.

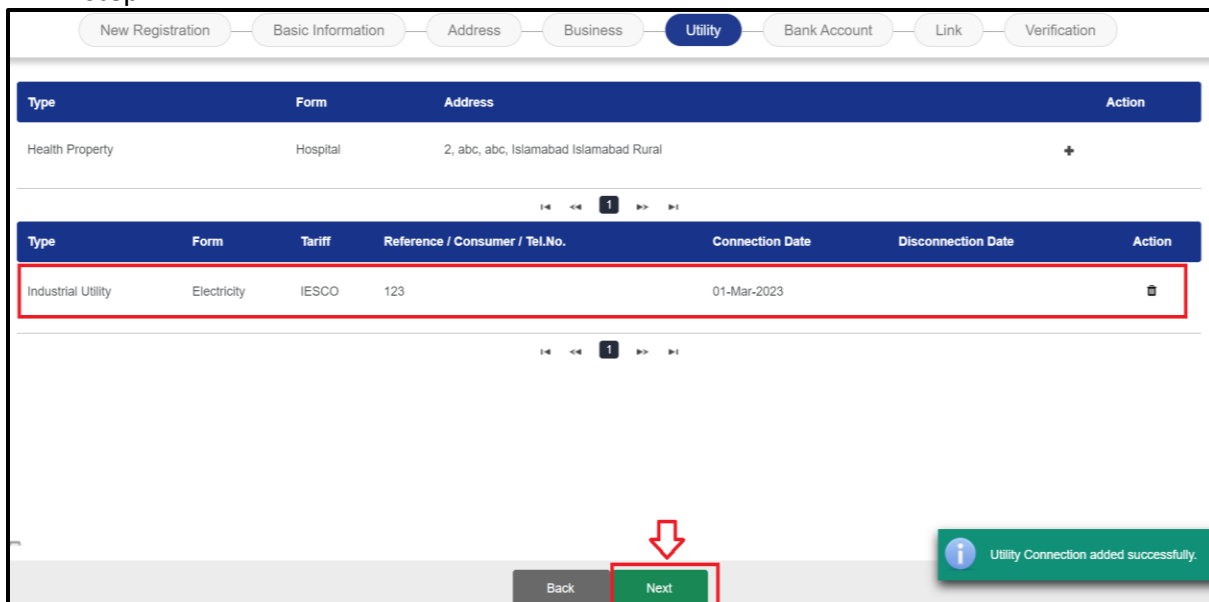


Type	Form	Address	Action
Health Property	Hospital	2, abc, abc, Islamabad Islamabad Rural	+

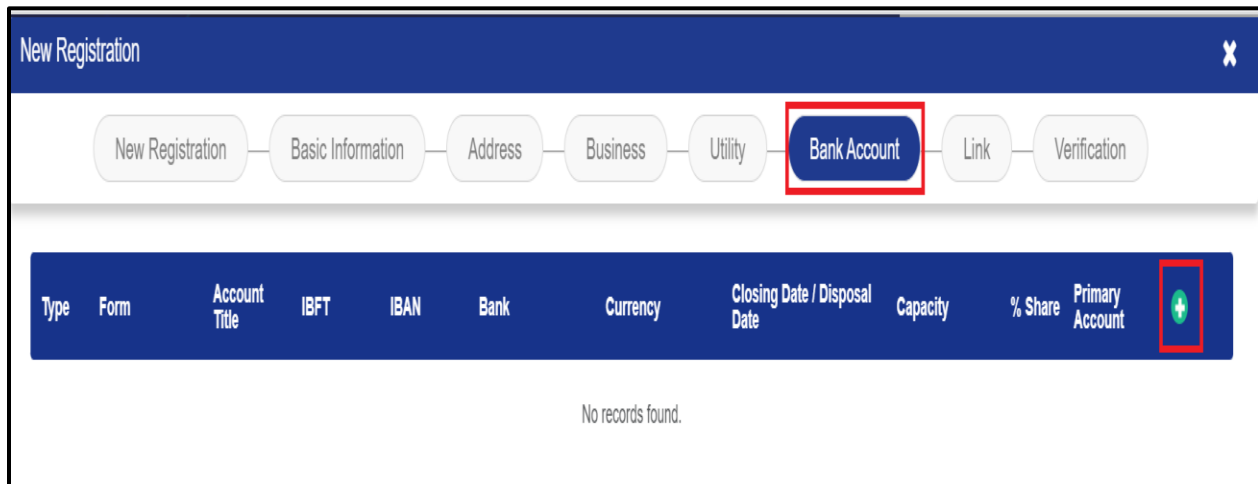
- Fill in the required information and click on the “OK” button to proceed.



- The utility information is successfully added, now click on “Next” to proceed to the next step.



- In the next screen, the user will provide the Bank Account details.
- Click on “+” action button.

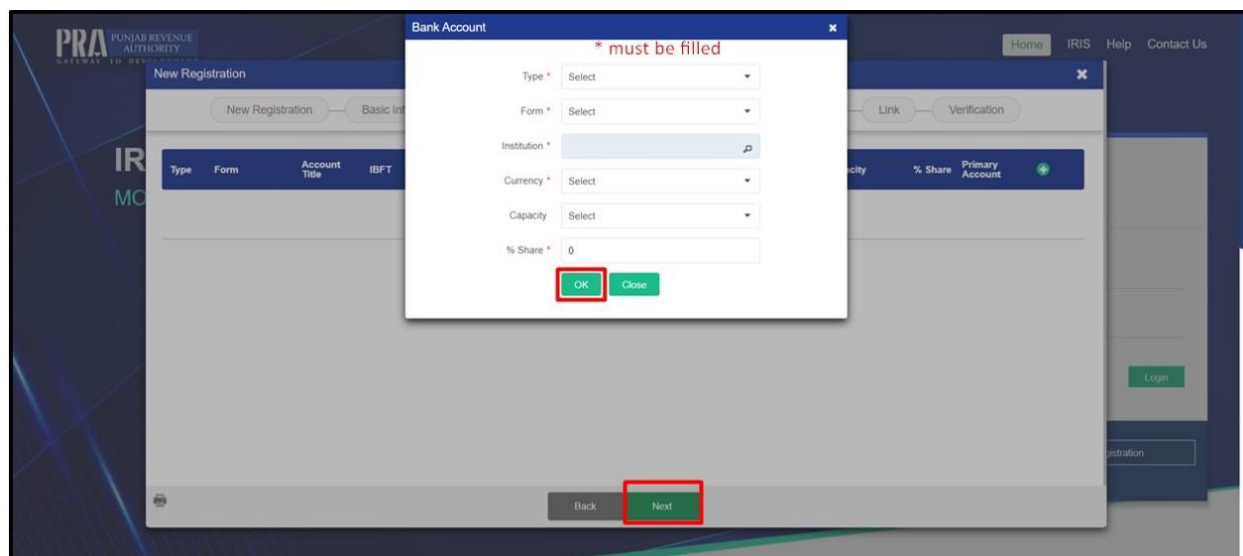


New Registration

New Registration Basic Information Address Business Utility **Bank Account** Link Verification

Type	Form	Account Title	IBFT	IBAN	Bank	Currency	Closing Date / Disposal Date	Capacity	% Share	Primary Account	
No records found.											

- Fill in the required information and click on “OK” button to proceed.



Bank Account

* must be filled

Type * Select

Form * Select

Institution *

Currency * Select

Capacity * Select

% Share * 0

OK Close

Back Next

- Information will appear on the dashboard. Click on “Next” to proceed.

New Registration

New Registration Basic Information Address Business Utility Bank Account Link Verification

Type	Form	Account Title	IBFT	IBAN	Bank	Currency	Closing Date / Disposal Date	Capacity	% Share	Primary Account	
Account	Current Account			PK11ABCD1111111111111111	ALLIED BANK OF PAKISTAN LIMITED (ABL), KORANG TOWN, ISLAMABAD (BRANCH CODE 1003)	PKR Rs (Pakistani Rupee)		Owner	2.0	<input checked="" type="checkbox"/>	

Pages (1 of 1) 1 1 record(s) found

Back Next

Bank Account added successfully.

- In the next screen, the user will provide a relevant link.
- Click on “+” action button and the following pop screen will show up.
- Fill in the required information and click on “OK” to proceed.

New Registration

New Registration Basic Information Address Business Utility Bank Account Link Verification

Registration No.	Name	Start Date	End Date	Capacity	% Share	

Link Person

Capacity * Select

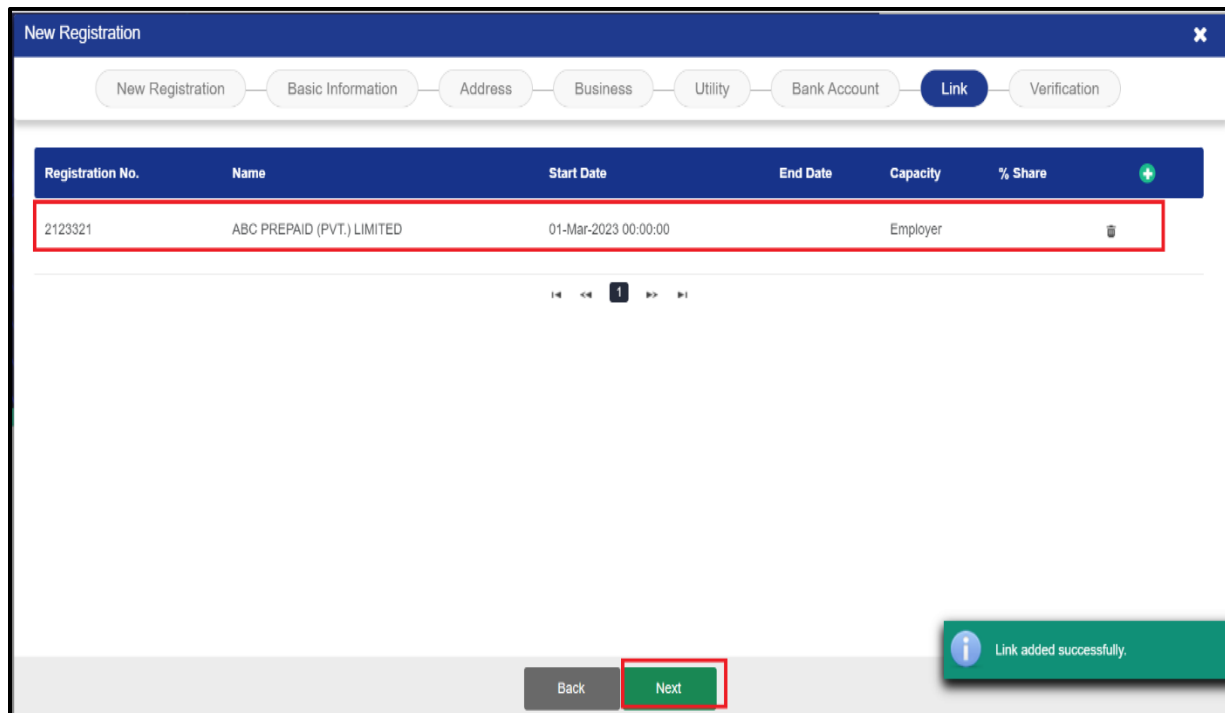
Name *

Start Date *

OK Cancel

Back Next

- Information will appear on the dashboard. Click on “Next” to proceed.
- You can also delete this information and add a new link if needed.



New Registration

Navigation: New Registration | Basic Information | Address | Business | Utility | Bank Account | **Link** | Verification

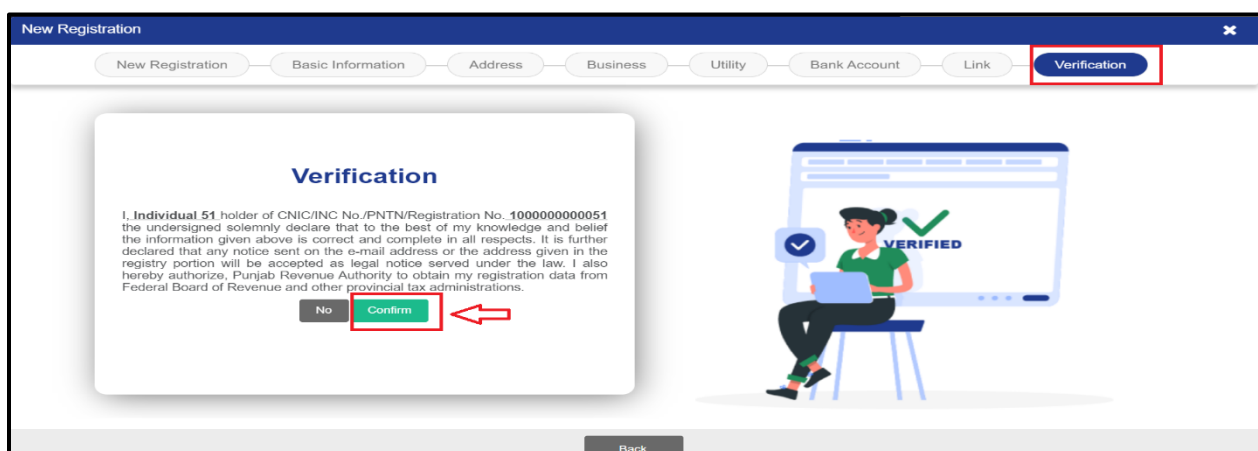
Registration No.	Name	Start Date	End Date	Capacity	% Share	
2123321	ABC PREPAID (PVT.) LIMITED	01-Mar-2023 00:00:00		Employer		

Page 1 of 1

Buttons: Back | **Next**

Message: Link added successfully.

- On the next Verification screen, the system will show an undertaking. Upon clicking “Confirm”, the user will confirm that the provided information is all authentic.



New Registration

Navigation: New Registration | Basic Information | Address | Business | Utility | Bank Account | Link | **Verification**

Verification

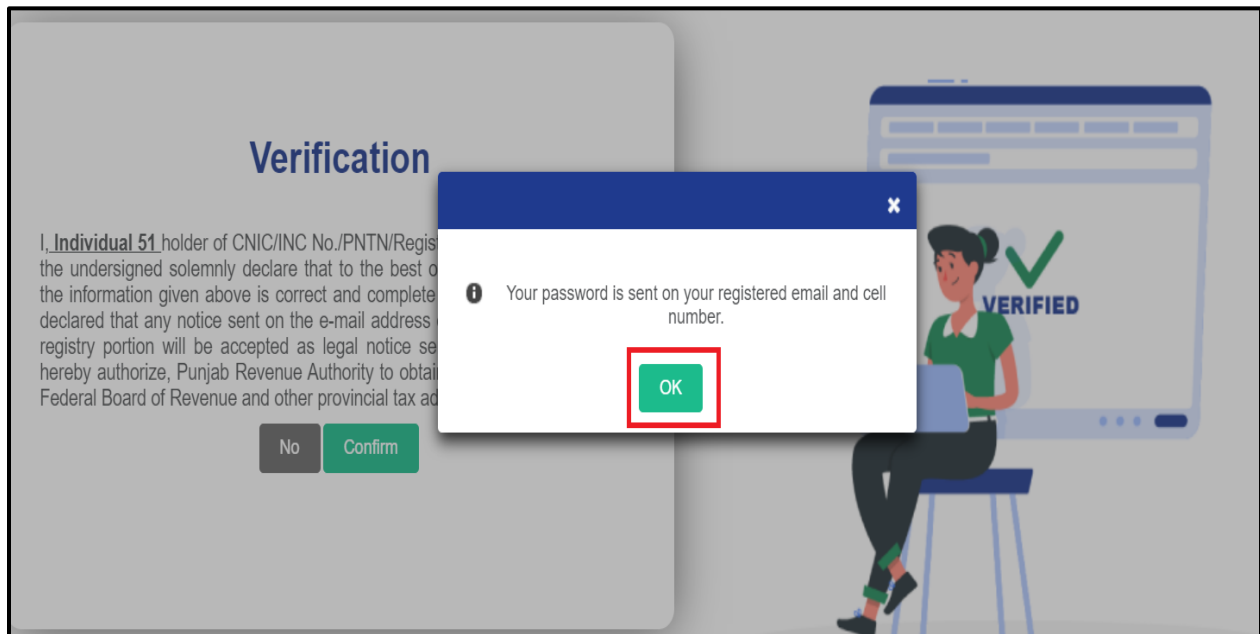
I, Individual 51 holder of CNIC/INC No./PNTN/Registration No. 10000000000051 the undersigned solemnly declare that to the best of my knowledge and belief the information given above is correct and complete in all respects. It is further declared that any notice sent on the e-mail address or the address given in the registry portion will be accepted as legal notice served under the law. I also hereby authorize, Punjab Revenue Authority to obtain my registration data from Federal Board of Revenue and other provincial tax administrations.

Buttons: No | **Confirm**

Illustration: A person sitting at a desk with a laptop, with a 'VERIFIED' stamp and a checkmark.

Buttons: Back

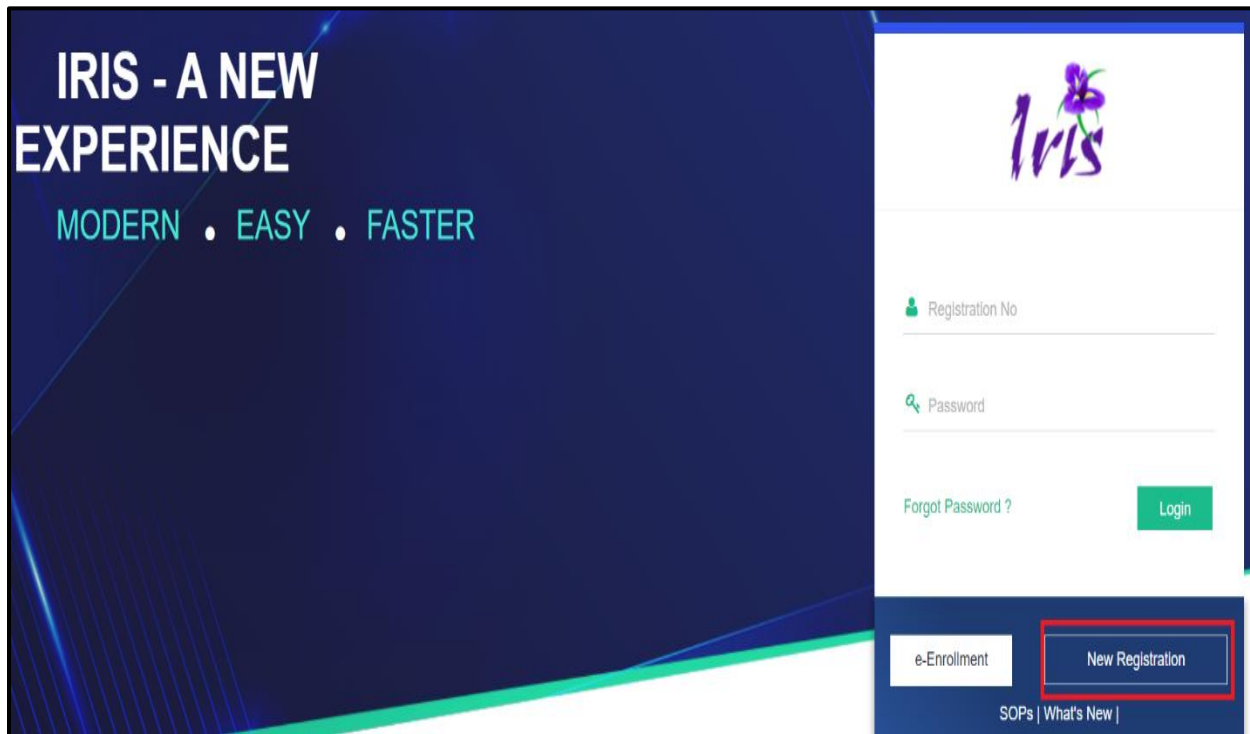
- Upon clicking “Confirm”, a password will be sent to the registered email and cell number, using which the user will be able to log in.
- Here the registration process is completed.



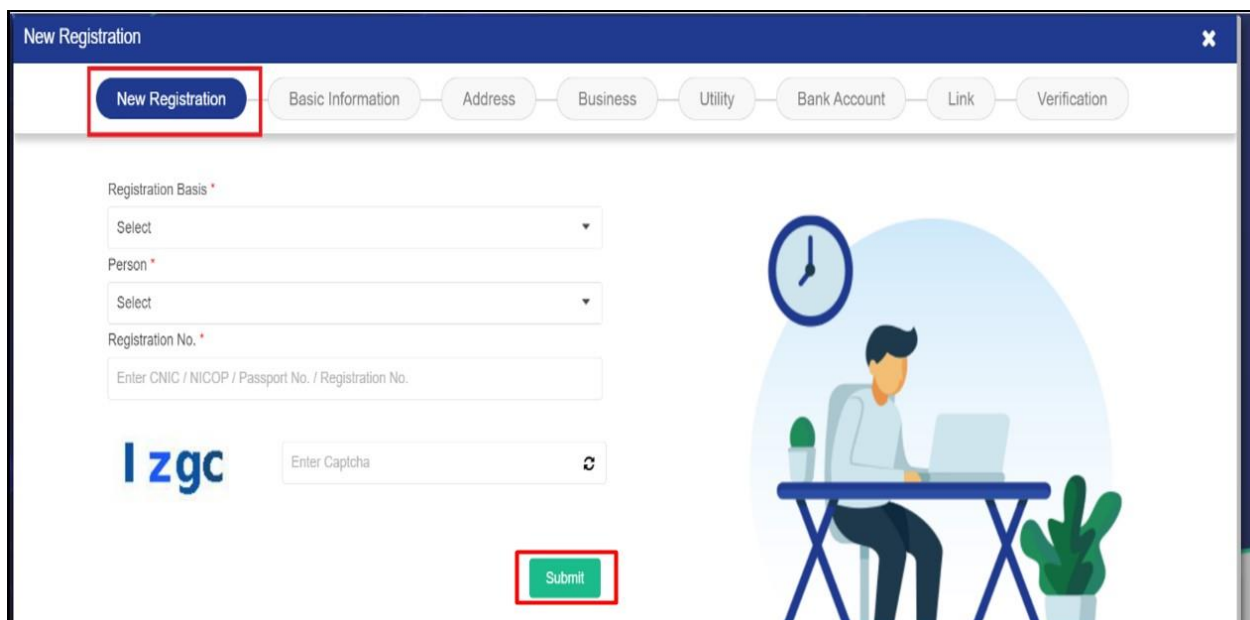
3 Registration Notice/Compulsory

3.1 Notice Bar Code

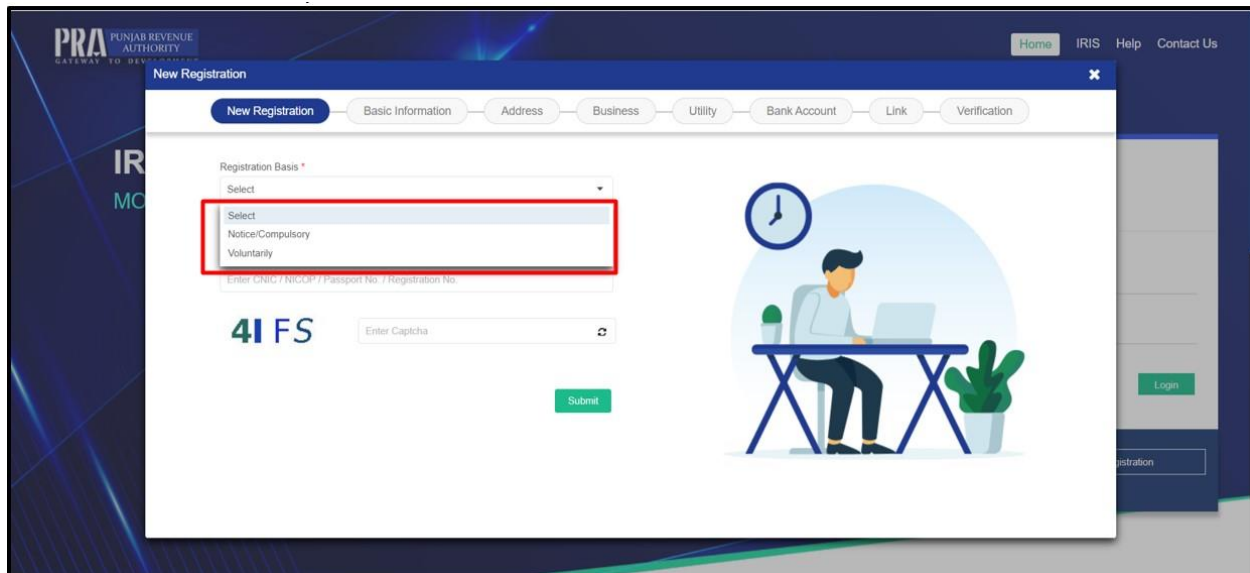
- Upon opening the <https://reg.pra.punjab.gov.pk/public/txplogin.xhtml> the user will get to the following screen.
- Click on “New Registration” to proceed ahead.



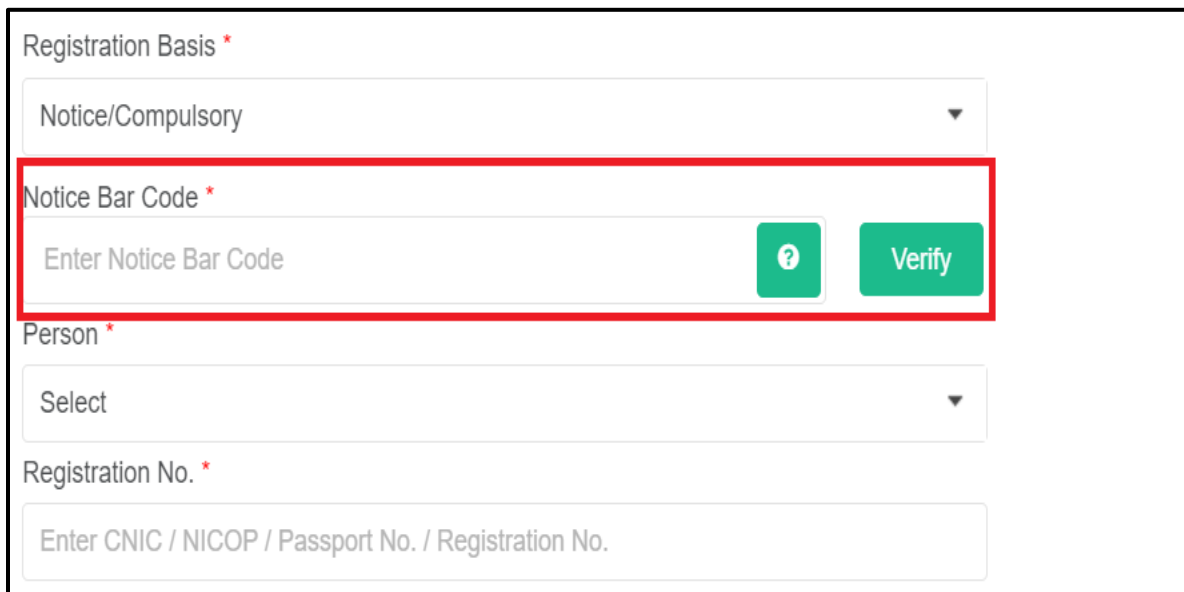
- On the next screen of “New Registration”, the user will need to fill in the required information. The fields with “*” are mandatory, as shown below.



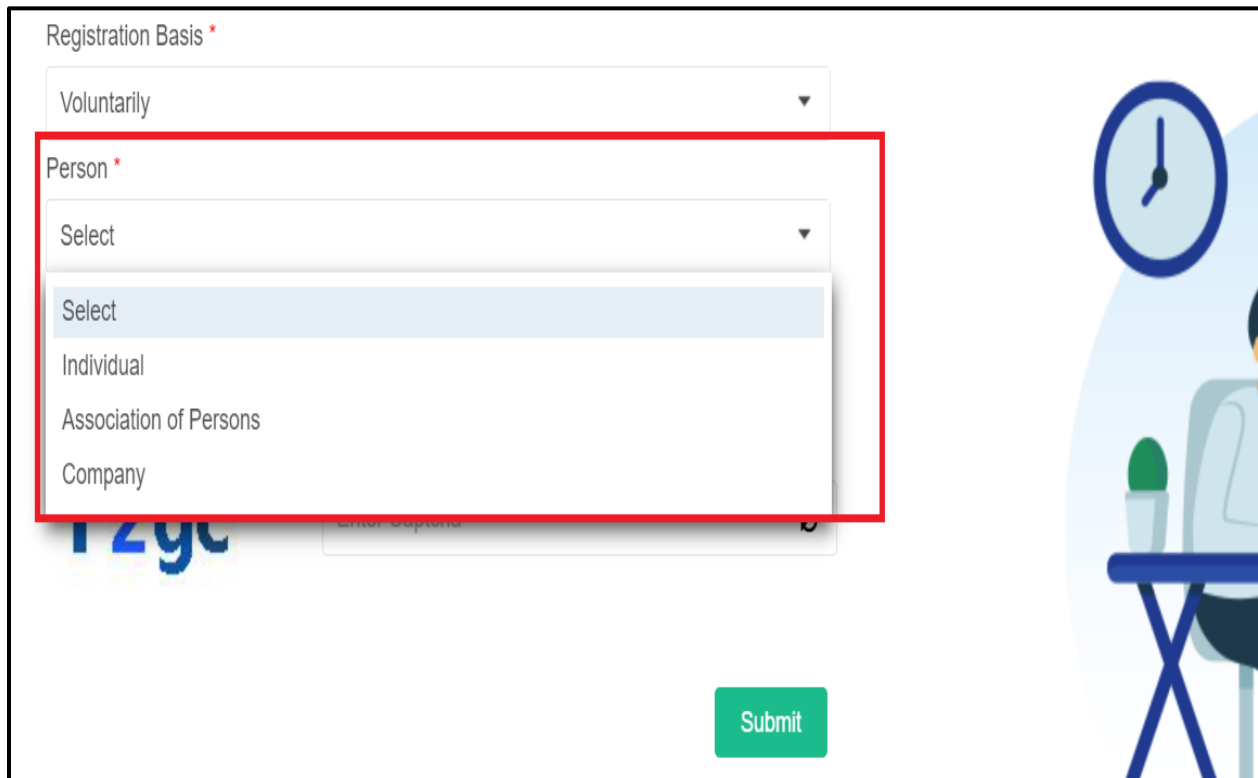
- Next, from the drop-down menu select the relevant “Registration Basis” from the available two options.



- In case, “Notice/ Compulsory” is selected, then the user will need to provide and verify the “Notice Bar Code” to proceed ahead.



- Furthermore, the user will select the “Person” type from the drop-down menu to proceed ahead, as shown in the screen below.

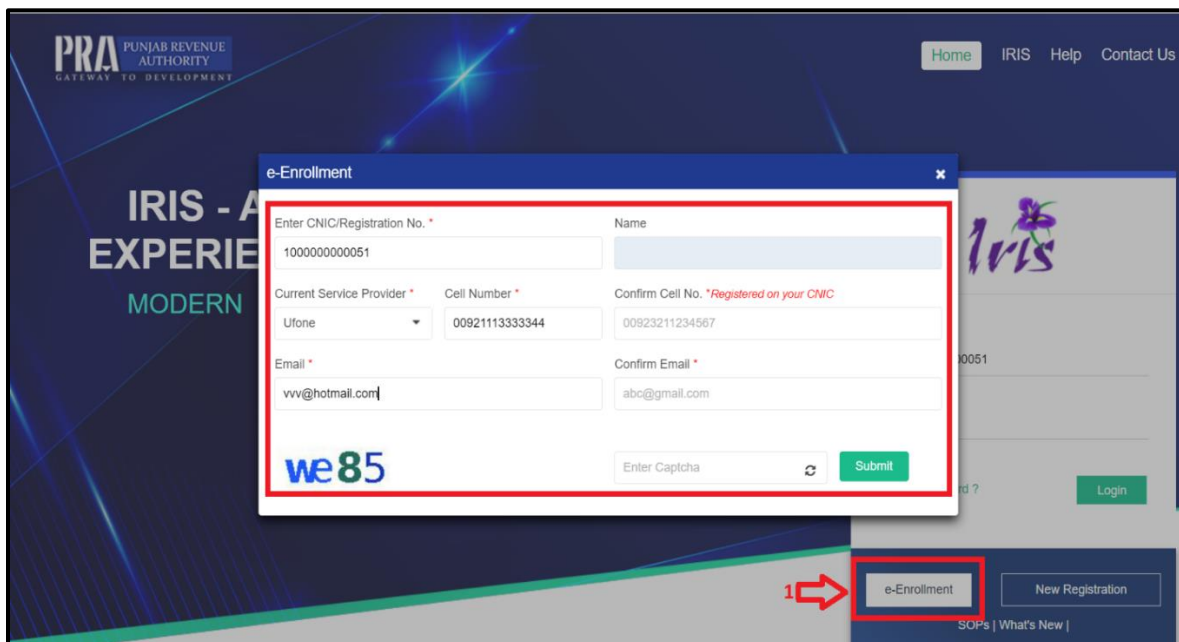


- Once all the required information is provided, the user will enter the Captcha and click on the “Submit” button to proceed to the next screen.
- Furthermore, the taxpayer will follow the same process as shown above. (Reference screen 0.1 onwards)

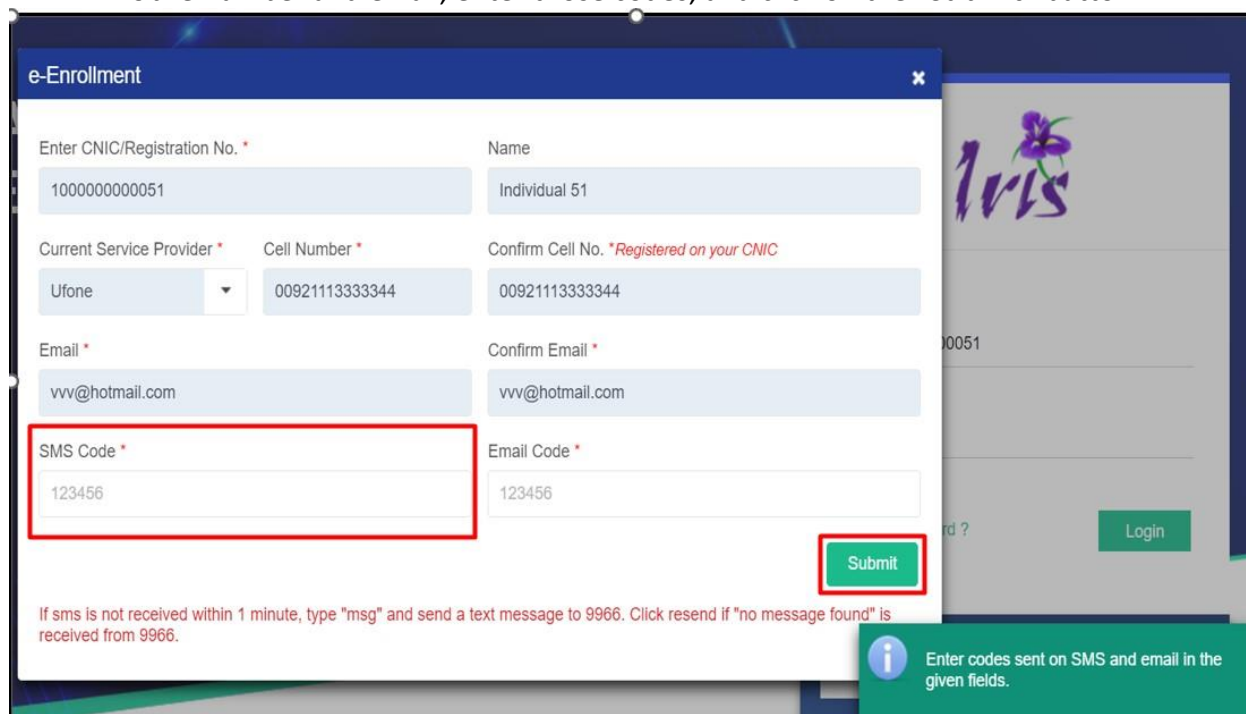
3.2 Taxpayer's e-Enrolment

Once the 27(1) Order on Notice for Compulsory Registration (has been sent by the tax officer, the taxpayer will open the Iris website and follow the below mentioned steps to complete the process.

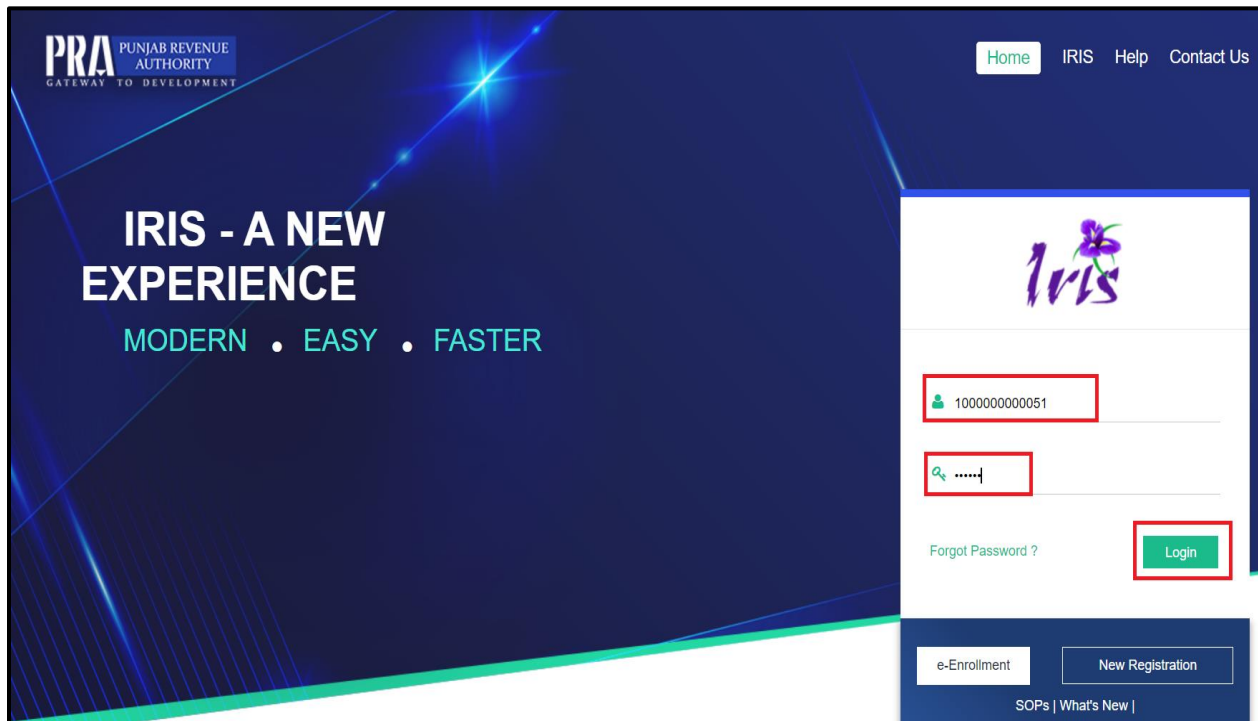
- Upon opening the website, the taxpayer will click on “**e-Enrolment**”, and a pop-up will open.
- On the pop-up, fill in the required mandatory information including Captcha, and click on the “**Submit**” button to proceed.



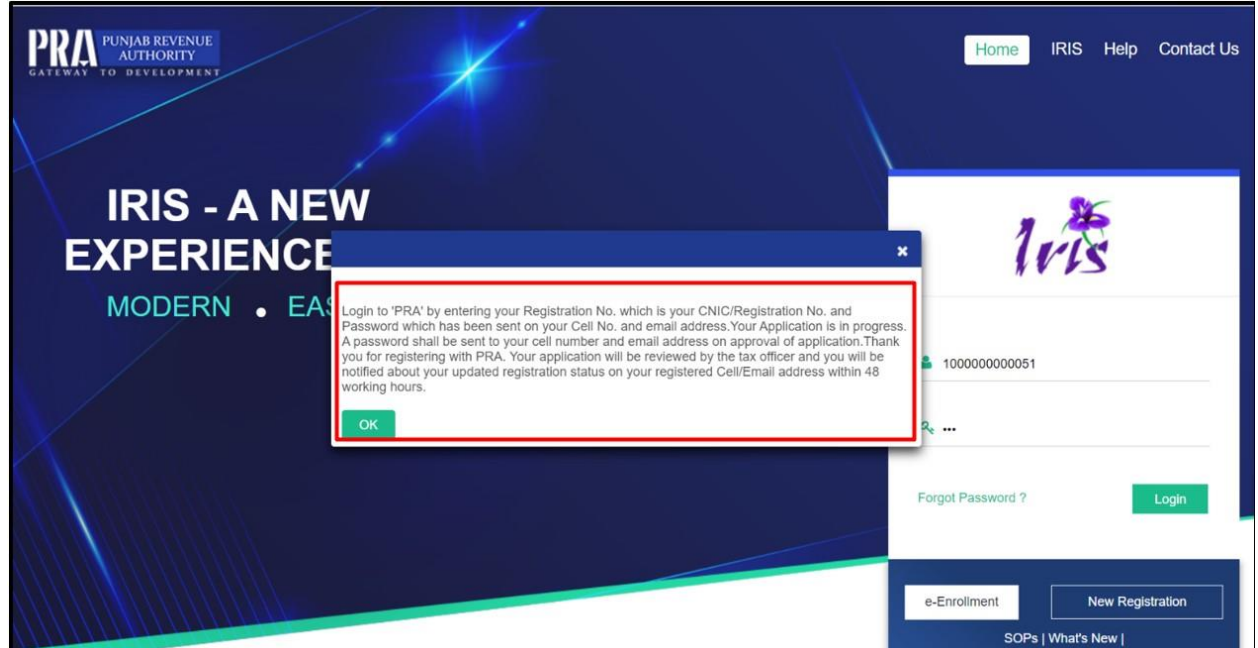
- Upon clicking submit button, a verification SMS and code will be sent to the respective mobile number and email, enter those codes, and click on the “**Submit**” button.



- Once submitted, the taxpayer will enter the registered number and password in Iris and click on the “**Login**” button.



- The taxpayer will get to see the notification of being registered.



3.3 Exit System

To close the system, the user needs to close the opened window tab.