

# Procedures of obtaining National Tax Number (NTN) Proprietorship, Partnership/AOP & Company

## PROCEDURES OF OBTAINING NATIONAL TAX NUMBER (NTN)

### **What is Taxpayer Registration?**

Taxpayer Registration means, obtaining **National Tax Number (NTN)** from the Federal Board of Revenue (FBR) for making taxable transactions. National Tax Number (NTN) can be obtained for **Income Tax, Sales Tax and Federal Excise** purposes. This NTN can also be used for Import and Export of goods.

### **Why to obtain NTN?**

For running a business legitimately, NTN is required to be obtained on business name to fulfill statutory compliance as per Tax Laws.

### **Who should obtain NTN?**

Taxpayer registration is available for following types of persons:

- Business Individual (Proprietorship)
- Association of Persons (AOP) (Partnership)
- Company
- Salaried Individual

### **How to obtain NTN?**

For registration of all the above type of persons, there is a single form notified by FBR which can be downloaded by clicking here <https://e.fbr.gov.pk/SOP/SideLinks/TRF-01.pdf> (TRF-01 input form).

This form can be used for registration of new taxpayers as well as making changes in particulars. It is the responsibility of each registered taxpayer to notify the changes in his particulars such as address, contact number, e-mail, name of employer, bank account number, etc.

NTN can be obtained by any of the following two ways:

1. **Apply online** at FBR Portal by visiting <https://e.fbr.gov.pk>
2. **Apply on paper** at any of the Taxpayer Facilitation Centre (TFC Centers' list given below)

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## ONLINE PROCEDURES OF OBTAINING NATIONAL TAX NUMBER (NTN):

Procedure for getting NTN for Proprietorship, Partnership/AOP and Company is same. However the documentary requirements are different. You can apply online for new registration by performing following steps:

### Step 1:

Visit the FBR Portal at <https://e.fbr.gov.pk>

Select "**New e-registration**" from the dropdown of "**e-Registration menu**"



### Step 2:

Select the taxpayer type (**Individual, AOP, or Company**)

Enter the **CNIC/NTN/Reg.Inc**, according to the selected taxpayer type

Enter **Name of taxpayer**

Enter "**Image character**"

Click "**OK**"

A screenshot of the FBR e-Registration form titled 'TAXPAYER REGISTRATION APPLICATION'. The form is displayed in a browser window with the URL 'regsys.fbr.gov.pk/registration/NewRegistration.aspx?type=1'. The form fields include: 'Application Type' (New Registration), 'NTN' (empty), 'Taxpayer Type' (INDIVIDUAL), 'CNIC' (empty), 'Name' (empty), 'Image Character' (560597), and 'NEXT'/'CANCEL' buttons. Red arrows point to the 'New Registration' dropdown, the 'INDIVIDUAL' dropdown, the 'CNIC' field, the 'Name' field, the 'Image Character' field, and the 'NEXT' button. A red note states: 'Passport No. based applications should be filed at nearest RTO in the paper form'. The left sidebar contains a 'Welcome to e-Registration' message and contact information.

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### **Step 3:**

An online form based on the taxpayer type (Individual, AOP, Company) selected in step-2 above will appear on next screen. Complete all the particulars appearing on the form. You may save the form with available information and resume at alter stage if so required.

### **Step 4:**

After completion of the online registration form, verify the form by clicking the **“Verify”** button

### **Step 5:**

After successful verification, submit the form by Clicking **“Submit”** button. System will assign a Token Number which should be noted for checking the status of the application either online or by calling at 24-Hrs help line at 051-111-772-772.

### **Step 6:**

Once the taxpayer registration application is approved, the system will send an e-mail to you. Approx. time for verification is 3-working days.

### **Step 7:**

In order to receive your Taxpayer Registration Certificate, you have to show **original CNIC** at the Taxpayer Facilitation Centers (TFC) Counter and submit **duly signed Registration Application** along with following documents:

#### **Proprietorship**

- ✓ Copy of CNIC
- ✓ Last Paid Electricity Bill
- ✓ Letter Head

#### **Partnership/AOP**

- ✓ Copy of CNIC/Reg. Inc
- ✓ Last Paid Electricity Bill
- ✓ Letter Head
- ✓ Bank Account Statement
- ✓ AOP Partnership Deed
- ✓ CNIC Copies of Partners

#### **Company**

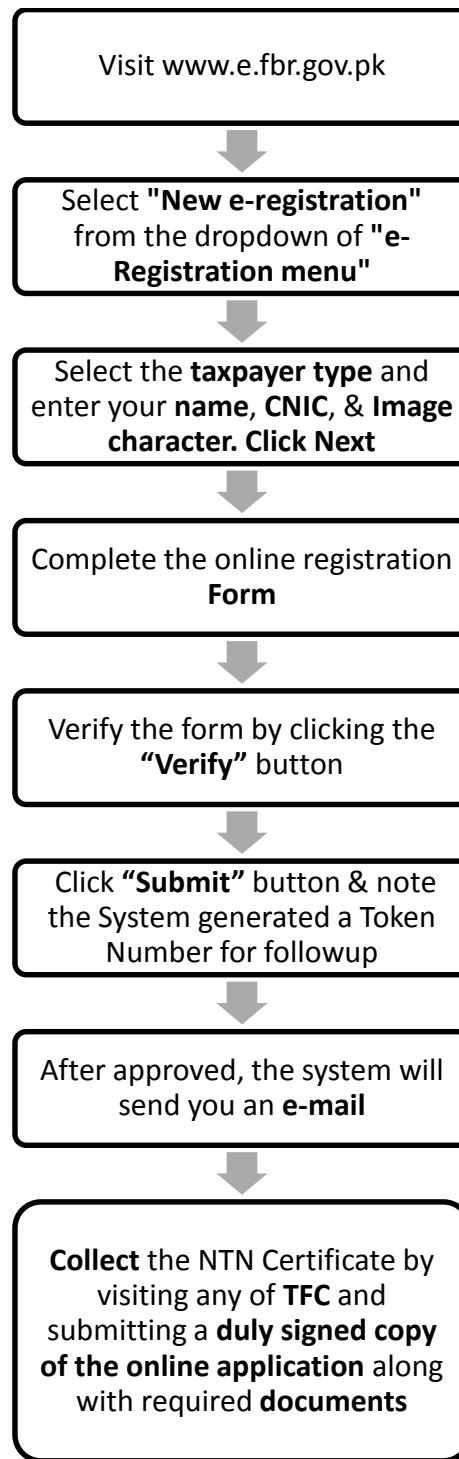
- ✓ Copy of CNIC/Reg. Inc
- ✓ Last Paid Electricity Bill
- ✓ Letter Head
- ✓ Bank Account Statement
- ✓ SECP Certificate
- ✓ NTN Copies of Directors
- ✓ Form 21 & Form 29

### **Note:**

There is no fee for getting NTN certificate.

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ONLINE NTN REGISTRATION PROCEDURE



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In order to avail various electronic services (e-Services) offered by FBR such as Changing the Registration Particulars, e-Filing of Returns (Sales Tax and Income Tax), e-Filing of Withholding tax Statements, e-Payments, etc.; you may apply for e-Enrollment (e enrolment from the menu)and user-id, password and PIN.

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**FOR MANUAL APPLICATIONS**

**NTN Cell Islamabad & TFC- Islamabad**

Mr. Muhammad Farooq  
Incharge  
NTN Cell Islamabad  
CDA-Block-II, Old CBR Building  
Near Lal Masjid, Melody, G-6, Islamabad  
Tel: 051-9204911

**FBR e-filing Helpline:**

051-111-772-772 (9 am to 9 pm)  
esupport@pral.com.pk

**Tax Facilitation KIOSKs in Islamabad**

Mr. Naveed Akhtar, IIR  
**T.F KIOSK-1**, I-8, Habibi Restaurant Parking, Islamabad  
0300-5337628

Mr. Javed Iqbal, IIR  
**T.F KIOSK-2**, G-8 (Islamabad Chamber of Commerce & Industry), Islamabad  
0333-5137652

Raja Abid Hussain, IIR  
**T.F KIOSK-3**, Excel Lab parking, Blue Area, Islamabad  
0334-5529694

Mr. Muhammad Anwar, IIR  
**T.F KIOSK-4**, G-6 Markaz (Melody Market Block-7 Parking), Islamabad  
0300-5383678

Mr. Riaz Akram, IIR  
**T.F KIOSK-5**, G-11 Markaz (Meezan Bank Parking), Islamabad  
0323-5394069

Mr. Saqib Faryad, IIR  
**T.F KIOSK-6**, F-6 MARKAZ, Shaheen Chemist Parking, Islamabad  
0300-5237800

Mr. Sahukat Ali Toori, IIR  
**T.F KIOSK-7**, F-8 Markaz, Meezban Tandori Restaurant, Islamabad  
0333-5235085

Mr. Muhammad Sarfraz, Supervisor  
**T.F KIOSK-8**, F-10 Markaz, opposite Street 54, Islamabad  
0303-5928753

Malik Fida Hussain, IIR  
**T.F KIOSK-9**, F-8 Centaurs Mall, Islamabad  
0300-9566433

Chaudhary Arshad, IIR  
**T.F KIOSK-10**, Pak Secretariat, Ministry of Finance, Islamabad  
0323-5102251