

Following documents are required for registration as Trader:

S.No.	Documents Required
01.	Proprietor Original CNIC
02.	Request for issuance of WEBOC User-ID on letter Head
03.	Visiting Card and 2 Photographs (Passport Size)
04.	WeBOC External User Registration Form
05.	NADRA Verification
06.	National Tax Number (NTN) Certificate
07.	Sales Tax Registration Certificate OR IRIS-14(I)
08.	IRIS-181 (Order to Grant/Refuse Modification to Registration on Application)
09.	IRIS-114 (Return of Income Filed voluntarily for complete year)
10.	Valid Karachi Chamber of Commerce Certificate
11.	Business (Office) Premises Current Utility Bills
12.	Bank Account Maintenance Certificate of the Firm (with Authorized signature and P.A (Personal Account) Stamp
13.	Bank Statement Current 6 months (Last balance of Rs.300,000/-)
14.	Active Taxpayers List (ATL) Sales Tax and Income Tax

S.No.	Documents Required
15.	Online NTN/STRN Inquiry (Principal Activity Importer/Exporter)
16.	Property documents Premises/Office/ Valid Rent Agreement with photo copy of the landlord CNIC copy
17.	Undertaking along with 2 witness CNIC on Stamp paper Rs.100
18.	Bank receipt of Pay Order/Cash deposit Rs.500/-(Importer/Exporter name and NTN)
19.	Partnership Deed for AOP/ Memorandum and Articles of Association/ Form 29 for Companies (Not required for Sole Proprietors)