

Requirements of Tax Payer Registration with FBR

S.no	Documents/information required	Business Individual	AOP (Partnership)	Company
1.	Copies of CNIC of Partners/Directors	Y	Y	Y
2.	Copies of Registration Certificate (SECP, Registrar of Firm)	N	Y	Y
3.	Copies of Form 21 and Form 29	N	N	Y
4.	Lease Agreement	Y	Y	Y
5.	Copies of Utilities Bills (Electricity, Gas, Telephone)	Y	Y	Y
6.	Copy of Bank Statement/Account opening letter	Y	Y	Y
7.	Letter Head	Y	Y	Y
8.	Copies of NTN of Directors/Partners (in case of Sales tax registration)	N	Y	Y
9.	Copy of NTN of Company/AOA (in case of Sales tax registration)	Y	Y	Y
10.	E-mail address and Cell No	Y	Y	Y

Contact

Incharge NTN Cell
Old CBR Building
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Islamabad.
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Requirements for Company Incorporation (SECP Registered)

S.no	Documents/information Required	Association not for profit	Trade body
1.	Availability of Name	Y	Y
2.	License by the SECP	Y	Y
3.	License by the Ministry of Commerce	N	Y
4.	CNIC copies of Subscribers /Directors of Company	Y	Y
5.	Copy of N.I.C./ Passport (in case of foreigner)	Y	Y
6.	CNIC copies of all witness	Y	Y
7.	Copies of NTN of Directors/Partners (in case of Sales tax registration)	Y	Y
8.	Four printed copies of Memorandum of Association	Y	Y
9.	Four printed copies of Articles of Association	Y	Y
10.	Form - 1 Declaration of compliance with the pre-requisites for Formation of the company	Y	Y
11.	Form-21 regarding situation of registered office of the company	Y	Y
12.	Form-29 regarding particulars of Directors	Y	Y
13.	Original paid Challan	Y	Y
14.	Forms- 27 list of Directors & chief Executive.	N	N
15.	Forms- 28 consent of directors & chief Executive	N	N
16.	List of members on floppy diskette to the Commission and the associations are required to file with the registrar	Y	Y
17.	Form 'B' concerned annual return on.	N	N
18.	Form S1 Form indicating at least two individuals to act as nominee director and alternate nominee director, of the company in the event of his death	N	N
19.	Authority Letter authorizing consultants to represent promoters in SECP during registration process.	Y	Y

Requirements for Company Incorporation (SECP Registered)

S.no	Documents/information Required	Company (Pvt)	Company (Public)	Single Member company
1.	Availability of Name	Y	Y	Y
2.	CNIC copies of Subscribers /Directors of Company	Y	Y	Y
3.	Copy of N.I.C./ Passport (in case of foreigner)	Y	Y	Y
4.	CNIC copies of all witness	Y	Y	Y
5.	Copies of NTN of Directors/Partners (in case of Sales tax registration)	Y	Y	Y
6.	Four printed copies of Memorandum of Association	Y	Y	Y
7.	Four printed copies of Articles of Association	Y	Y	Y
8.	Form - 1 Declaration of compliance with the pre-requisites for Formation of the company	Y	Y	Y
9.	Form-21 regarding situation of registered office of the company	Y	Y	Y
10.	Form-29 regarding particulars of Directors	Y	Y	Y
11.	original paid Challan	Y	Y	Y
12.	Forms- 27 list of Directors & chief Executive.	N	N	Y
13.	Forms- 28 consent of directors & chief Executive.	N	N	Y
14.	List of members on floppy diskette to the Commission and the associations are required to file with the registrar	Y	Y	Y
15.	Form 'B' concerned annual return on.	N	N	Y
16.	Form S1 Form indicating at least two individuals to act as nominee director and alternate nominee director, of the company in the event of his death	N	N	Y
17.	Authority Letter authorizing consultants to represent promoters in SECP during registration process.	Y	Y	Y

Requirements for Company Incorporation (SECP Registered)

S.no	Documents/information Required	Company Having object to provide security services
1.	Availability of Name	Y
2.	CNIC copies of Subscribers /Directors of Company	Y
3.	9 Copies of national identity card or passport, in case of foreigner, of each subscriber and witness to the memorandum and article of association.	Y
4.	9 copies of CNIC of all witness	Y
5.	Copies of NTN of Directors/Partners (in case of Sales tax registration)	Y
6.	Nine(9) printed copies of Memorandum of Association	Y
7.	four attested photographs of each subscribers	Y
8.	financial position/bank statement of each subscribers amounting to Rs1.500 Million	Y
9.	Ministry of Interior grants NOC for a security object company	Y
10.	Nine(9)printed copies of Articles of Association	Y
11.	Form - 1 Declaration of compliance with the pre-requisites for Formation of the company	Y
12.	Form-21 regarding situation of registered office of the company	Y
13.	Form-29 regarding particulars of Directors	Y
14.	original paid Challan	Y
15.	Forms- 27 list of Directors & chief Executive.	N
16.	Forms- 28 consent of directors & chief Executive.	N
17.	List of members on floppy diskette to the Commission and the associations are required to file with the registrar	Y
18.	Form 'B' concerned annual return on.	N
19.	Form S1 Form indicating at least two individuals to act as nominee director and alternate nominee director, of the company in the event of his death	N
20.	Authority Letter authorizing consultants to represent promoters in SECP during registration process.	Y

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Lahore

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Peshawar

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Sukkur

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