



USER'S MANUAL DOCUMENT

Iris for AJK's Inland Revenue Department (Tax Payer - IncomeTax)



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New Registration for Income Tax

For filing the income tax return taxpayer must need to get registered on Iris system first. FBR has taken initiative for Government of AJK so that the taxpayers of AJK can get registered on Iris by selecting the option "Registration for Unregistered Person". Please note that this online registration facility is available for individuals already registered with NADRA and possess a valid CNIC.

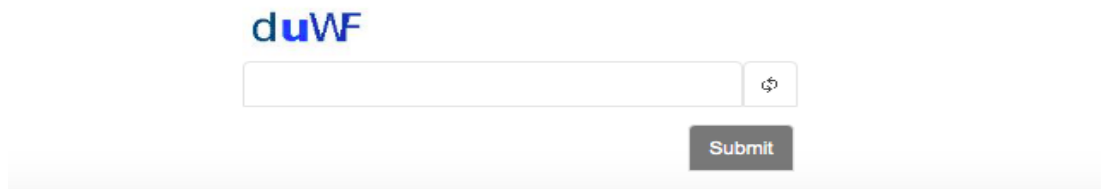
1. Access Iris through the provided **URL**, following login screen will appear:

2. Click to "Registration for Unregistered Person" on the bottom of the login page, Application will load registration form as shown below:

3. Now enter value in following fields with correct format:

- CNIC number
- Prefix
- Name (First, Middle, and Last)
- Service provider (current)
- Cell No. (Must be registered in your name)
- Confirm Cell No.
- Email address
- Type (Property)
- Form (Form of Property)
- Measurement Unit
- Unit No
- Complex/ Street.
- Area/ Locality (Code)
- City
- District
- Capacity
- % Share

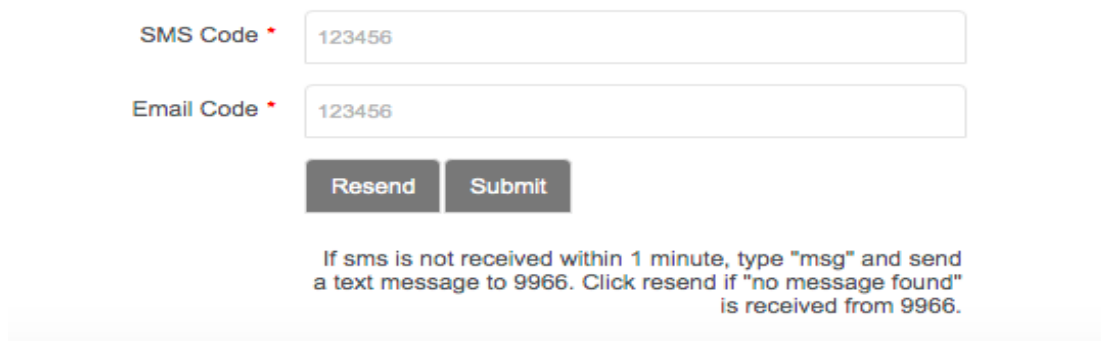
4. After adding the required information in provided fields, enter captcha as displayed at the end of the registration form and click "Submit" button.



The screenshot shows a registration form with a captcha field. The captcha text is "duWF". Below the captcha field is a "Submit" button.

5. You will receive PIN codes on your provided Cell No. and Email Address.

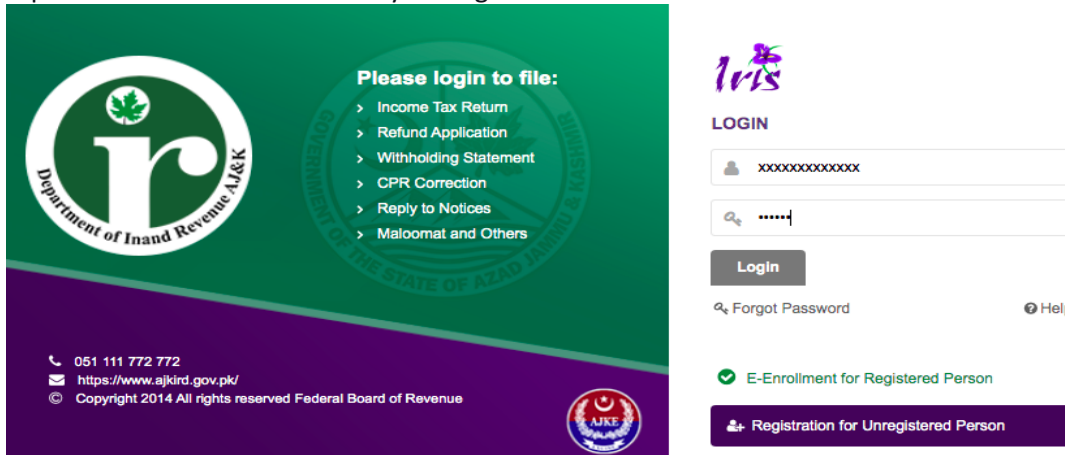
6. Enter those codes in respective fields on the registration form and click "submit" to proceed the registration process.



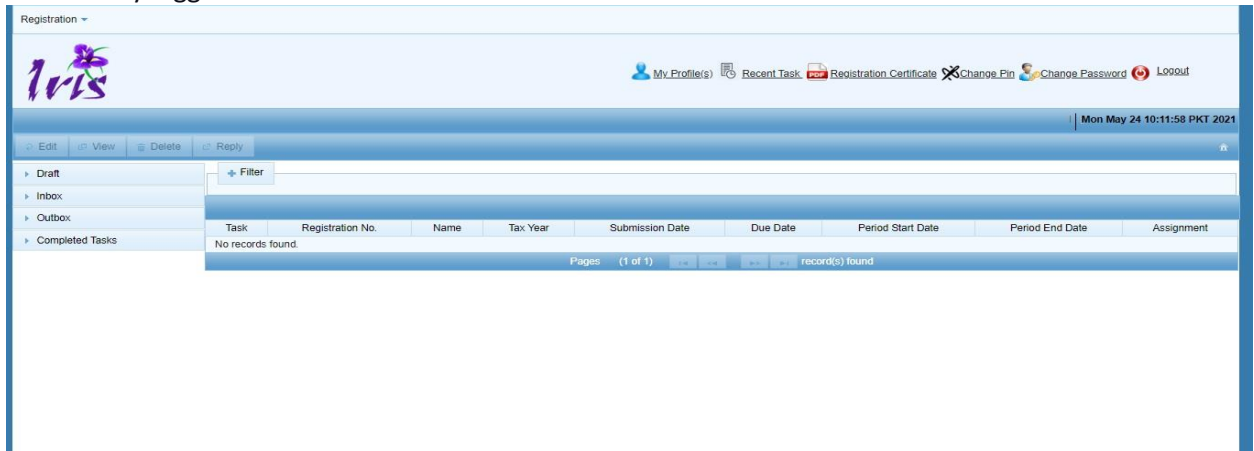
The screenshot shows a registration form with two input fields: "SMS Code" and "Email Code". Both fields contain the value "123456". Below these fields are "Resend" and "Submit" buttons. A note below the buttons reads: "If sms is not received within 1 minute, type 'msg' and send a text message to 9966. Click resend if 'no message found' is received from 9966."

7. After successful pin verification Iris will send password on provided email address and cell number.

- Go back to main login screen of Iris. Enter your CNIC in "Registration No" field and enter password in password field as received on your registered cell number or email address.



- Successfully logged-in user will be redirected on main Iris dashboard as shown below:



- Check the Completed Tasks folder on Iris after 5 minutes, you will see "181 (Order to grant / refuse registration on application)" along with your completed registration form as shown below:



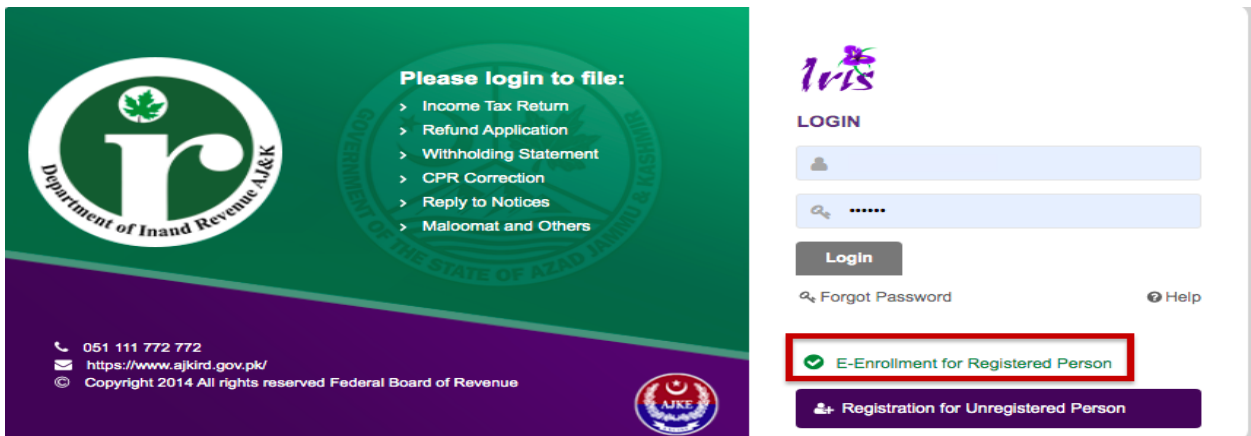
E-enrolment for Registered Persons

Taxpayers already registered with IRD AJK and have NTN issued without registering through Iris can enroll for registration in Iris system by selecting the option “E-Enrollment for Registered Person”.

Persons who received manual notices for Income Tax registration followed by forced registration by the Tax collection authority can also avail the E-enrollment option to get Iris login and password on their registered mobile numbers.

Following are the steps for E-Enrollment:

1. Access Iris through the provided **URL**
2. Click on “E-Enrollment for Registered Person” on login screen.



3. The following screen will appear now enter the following fields in the correct format:

- CNIC
- Name
- Service provider (current)
- Cell Number
- Confirm Cell Number
- Email
- Confirm Email

E-Enrollment

E-Enrollment form fields:

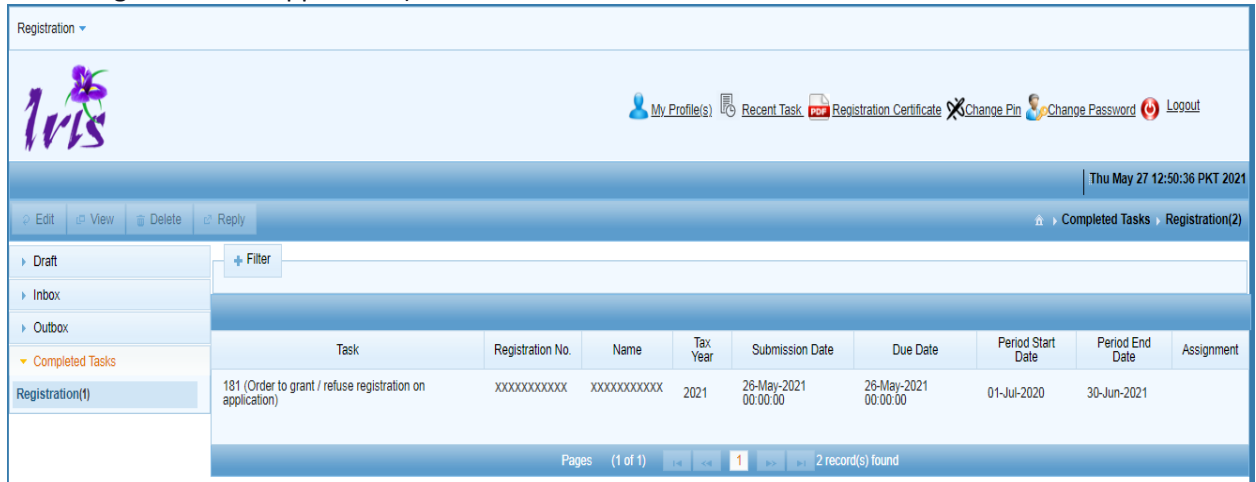
- CNIC *
- Name
- Current Service Provider *
- Cell Number *
- Confirm Cell No. *
Registered on your CNIC
- Email *
- Confirm Email *
- udf
-

- After entering the required information, enter captcha and click "Submit".

- You will receive PIN codes on your provided Cell No. and on Email Address. Enter those codes in respective fields on the registration form and click "submit" to precede the enrollment process.
- After successful pin verification Iris will send password on provided email address and cell number.
- Go back to main login screen of Iris. Enter your CNIC in "Registration No" field and enter password in password field as received on your registered cell number or email address and click "Login".

- Successfully logged-in user will be redirected on main Iris dashboard as shown below:

11. Check the Completed Tasks folder on Iris after 5 minutes, you will see “181 (Order to grant / refuse registration on application)” as shown below:



The screenshot shows the Iris web application interface. At the top, there is a navigation bar with the Iris logo and user options: My Profile(s), Recent Task, Registration Certificate, Change Pin, Change Password, and Logout. The date and time are displayed as Thu May 27 12:50:36 PKT 2021. Below the navigation bar, there are action buttons: Edit, View, Delete, and Reply. The main content area shows a list of tasks under the 'Completed Tasks' folder. The task list has the following columns: Task, Registration No., Name, Tax Year, Submission Date, Due Date, Period Start Date, Period End Date, and Assignment. A single task is visible: '181 (Order to grant / refuse registration on application)' with a registration number of 'XXXXXXXXXXXX', tax year of '2021', submission date of '26-May-2021 00:00:00', due date of '26-May-2021 00:00:00', period start date of '01-Jul-2020', and period end date of '30-Jun-2021'. The footer of the task list indicates 'Pages (1 of 1)' and '2 record(s) found'.

Task	Registration No.	Name	Tax Year	Submission Date	Due Date	Period Start Date	Period End Date	Assignment
181 (Order to grant / refuse registration on application)	XXXXXXXXXXXX	XXXXXXXXXXXX	2021	26-May-2021 00:00:00	26-May-2021 00:00:00	01-Jul-2020	30-Jun-2021	

AOP and Company Registration

AOP (Association of persons) is a firm managed by all partners according to the agreement or partnership deed signed by the partners at the time of registration. Taxpayer(s) who have a business as an association of a person (AOP) also need to be registered with IRD of AJK.

All members, partners and directors of company or AOP must be registered in Iris for Income Tax first before applying for AOP/Company registration. Following is the process of Online Registration of AOP/Company through Iris:

1. If a principal officer or any of the partners is not registered as individual taxpayers, first register as an individual taxpayer through Iris as stated in previous section.
2. The authorized representative/principal officer of the AOP must visit their relevant circle office and provide the following information:
 - Name of AOP
 - Type of AOP [Firm, Hindu Undivided Family (HUF), Artificial Juridical Person OR Body of Persons formed under a foreign law]
 - Business name
 - Business address
 - Accounting period
 - Phone Number of business
 - E-mail
 - Name of principal officer with his NTN
 - Cell phone of principal officer, the cell number shall be verified against the CNIC of the notified Principal Officer.
 - Principal business activity
 - Address of industrial establishment or principal place of business
 - Date of registration of AOP with firm registrar

In case of registered firm:

- Registration certificate and partnership deed

In case the firm is not registered:

Following particulars of every partner having 10% or more shares, namely:

- Name
- CNIC/NTN/Passport
- Share %

NOTE: *In the case of foreigners as partners in an AOP, one partner should be a Pakistani national.*

3. The Facilitation officer at the RTO verifies the above documents and starts the new registration process in Iris by performing the next few steps.

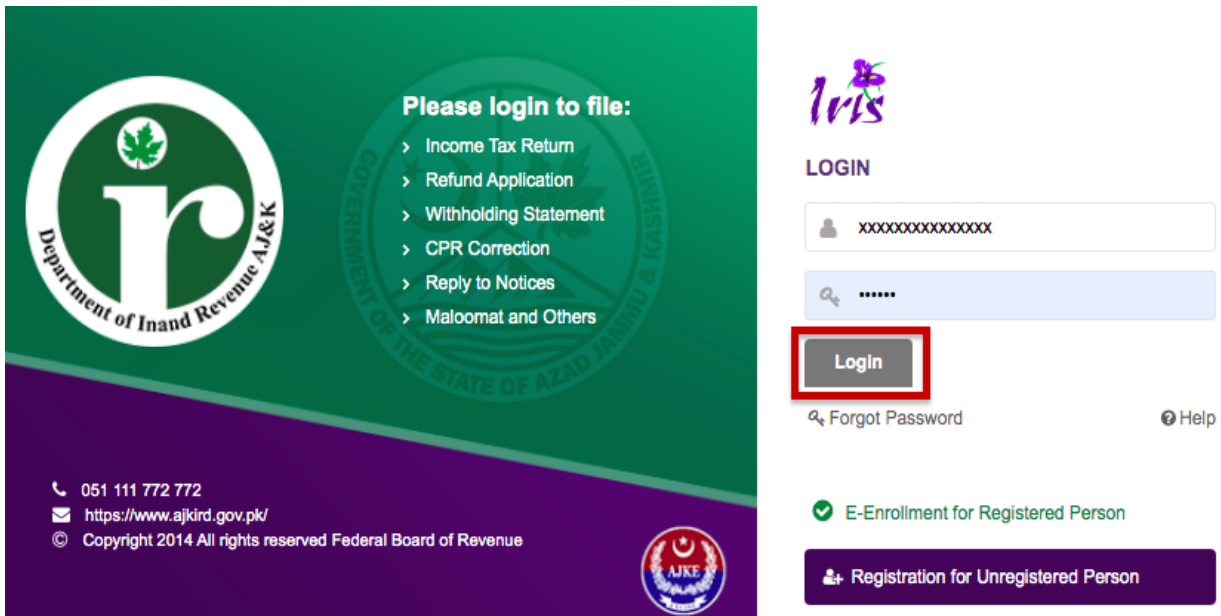


4. Tax officer will complete the AOP's Income Tax registration application in Iris as per the information provided above.
5. Tax Officer will scan and attach the above documents and submit the application on behalf of Taxpayer.
6. The notification of "181 (Order to grant/refuse registration on application)" will be generated within approximately 5-minutes after submission of registration application.
7. Tax payer can get the print of order by logging-in Iris or can request the Tax Officer to provide the print.

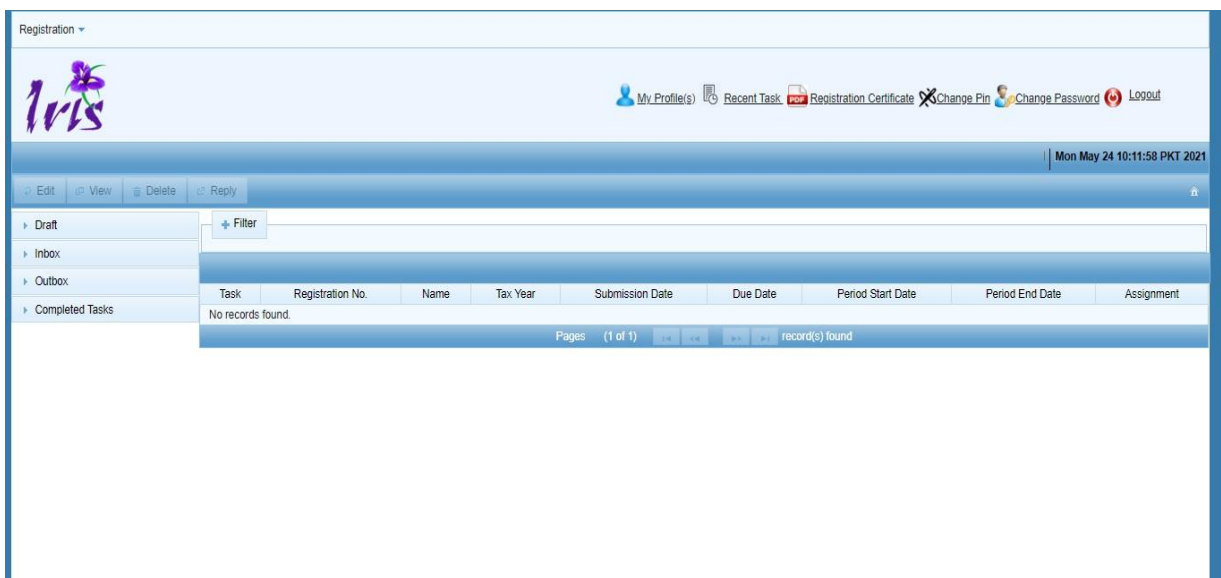
Registration Modification (Income Tax)

Taxpayers registered in Iris can modify their Tax profile information online like change in email, business address and bank account information etc. following are the steps to edit profile information online:

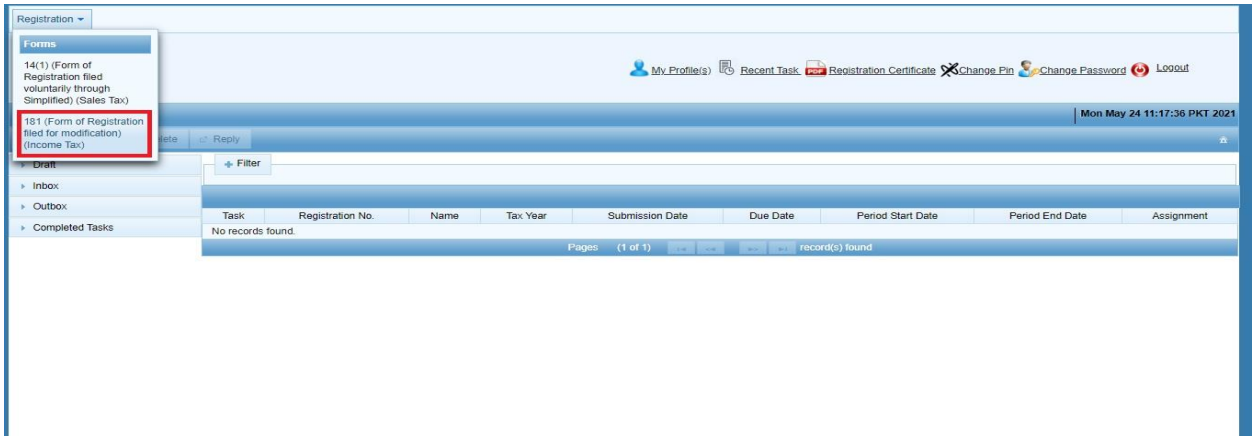
1. Access Iris through the provided **URL**.
2. Enter your Registration No. / CNIC No., password, and click the Login.



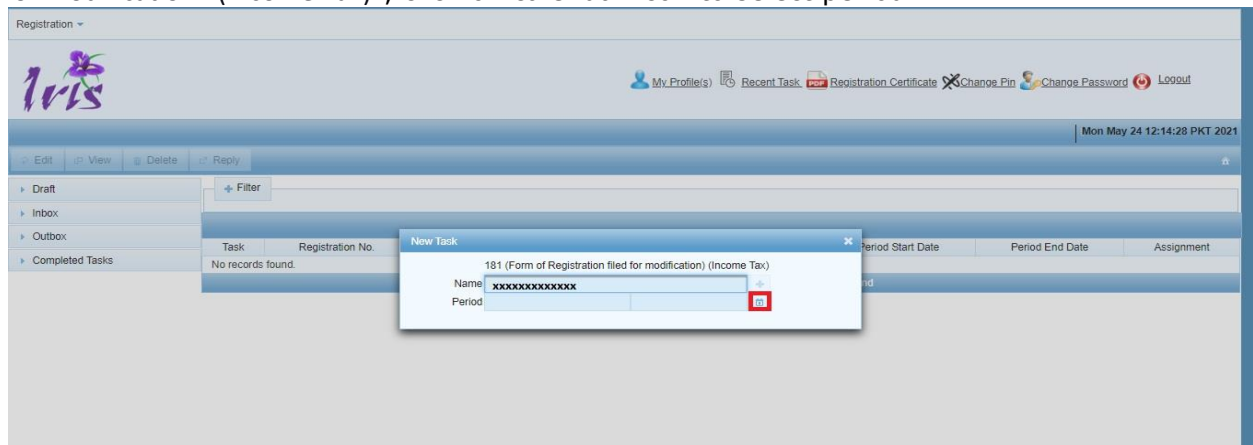
3. Successfully logged-in user will be redirected on main Iris dashboard as shown below:



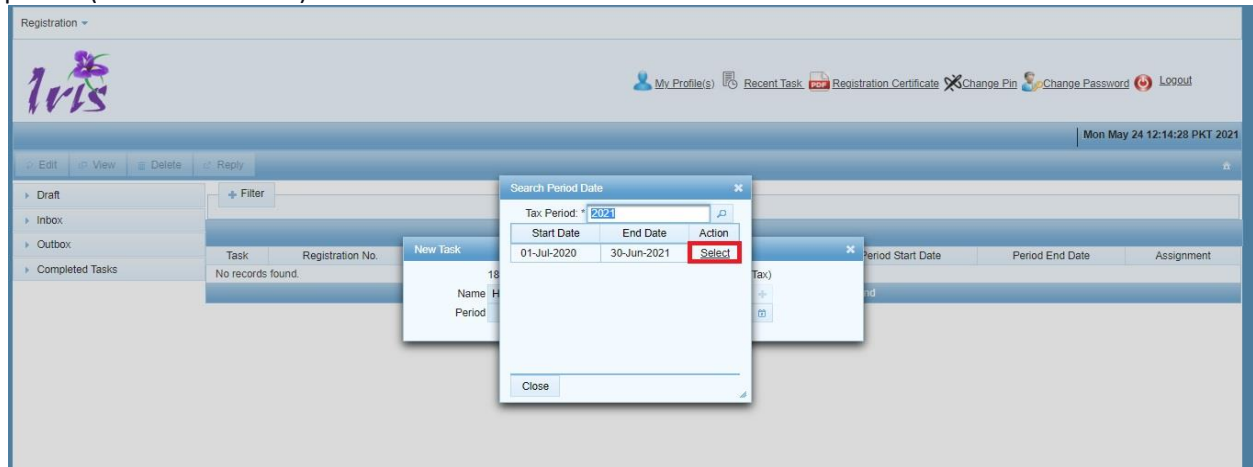
- To modify the registration details, click on “Registration” option from top right corner of the Iris mega menu and select “181 Form of Registration filed for modification– (Income Tax)” option as shown below:



- Iris will load a dialog box to select the tax period for task “181 Form of Registration filed for modification– (Income Tax)”, click on calendar icon to select period.



- In Iris will load the tax period list for selection. Click on the “select” link against the desired tax period (2021 or onwards) as shown below:



- After the tax period selection, Iris will redirect taxpayer on main task window for “181 Form of Registration filed for modification– (Income Tax)” application where the taxpayer can see “Personal” information tab opened by default:

- Under "Personal" information tab, the Taxpayer can edit only the fields that are enabled. At this time, disabled fields cannot be modified.

- Click on the “Property” tab to add/edit properties details, following screen will appear where the user can add new property information by clicking on the "+" icon as shown below:

Type	Form	Address	Capacity	% Share	Resid.	Add New address Details
Industrial Property	Factory	QA 345, Street 32 ,Gali no 98, Islamabad, Islamabad, Islamabad Urban.	Owner	10.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Industrial Property	Factory	I9889, 876ji, Islamabad, Islamabad Islamabad Rural	Owner	8.0	<input type="checkbox"/>	<input type="checkbox"/>

- Add new property window will appear where you can add property details. You can also choose between local and foreign property types. Click on "Ok" button to save the property record.

- The saved record will be listed under property tab. Taxpayer can add multiple properties record by repeating the same process. Please note that any one of the property records must be marked as residence/head office for the taxpayer to complete the registration process. Enable the check box against the desired record to mark it as residence/head office as shown below:

Type	Form	Address	Capacity	% Share	Residence / Head Office
Industrial Property	Factory	QA 345, Street 32 ,Gali no 98, Islamabad, Islamabad, Islamabad Urban.	Owner	10.0	<input checked="" type="checkbox"/>
Health Property	Hospital	19889, 876jj, Islamabad, Skardu Gultari	Owner	76.0	<input type="checkbox"/>
Industrial Property	Factory	19889, 876jj, Islamabad, Islamabad Islamabad Rural	Owner	8.0	<input type="checkbox"/>

- Now click on "Business" tab to add/edit business details. Following screen will appear where the user can add new business details by clicking the "+" button.

13. A dialog box will appear where user can add business name, acquisition date and select business capacity. To add business activities, click on “+” button under activities section as shown below:

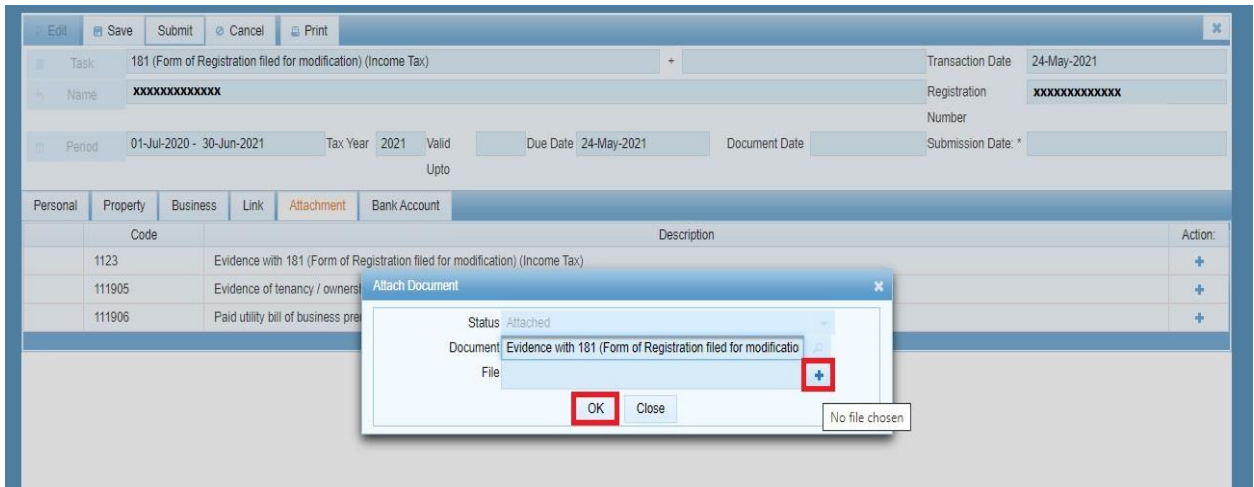
14. Activity Dialog box will appear as shown below, where user can add activity details and click “Ok” to save record.

15. Please note that Taxpayer can add multiple activities under the selected business record however, at least one activity must be marked as Primary Activity.

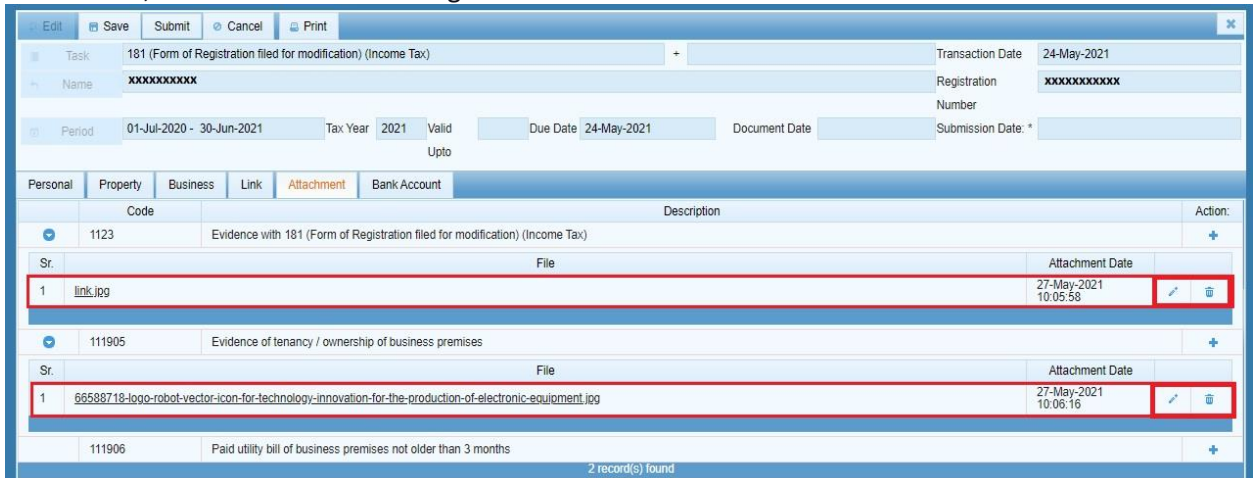
16. To link persons associated with the business, click the "Link" tab. Please note that you can only link persons already registered in Iris. Unregistered persons will not appear under the link window. Click on "+" button to select the person as shown below:

17. Click on "Attachments" tab to attach following documents, if applicable:
- Evidence with 181 (Form of Registration filed for modification) (Income Tax)
 - Evidence of tenancy/ownership of business premises (For business individuals only).
 - Paid utility bill of business premises not older than 3months (For business individuals only).

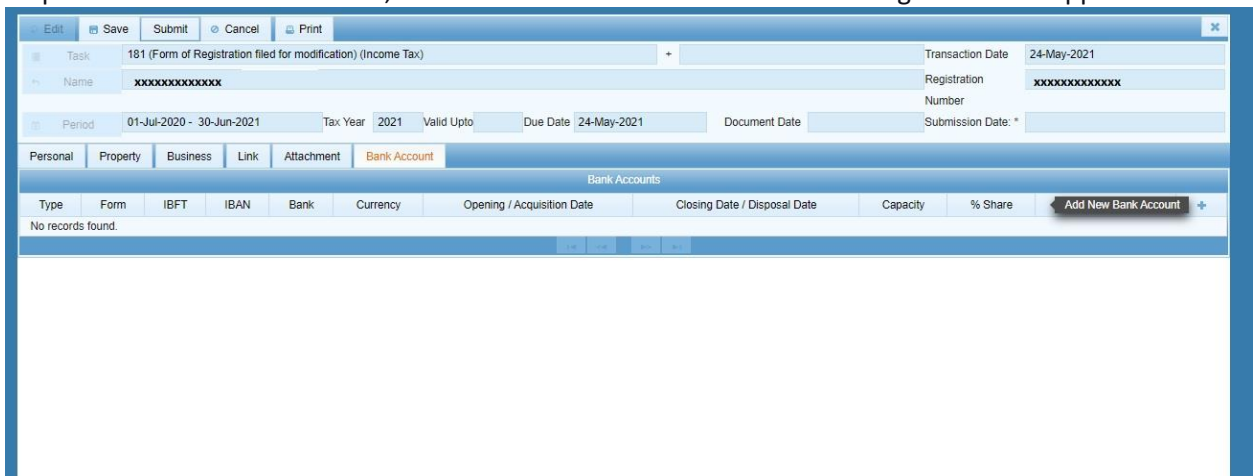
18. To attach the document, click on "+" button against the relevant record. Iris will load attachment window as shown below where Taxpayer can browse the required file and click "Ok" to upload the selected document:



19. Under every description, its respective attachment appears where user can also edit or delete the attachment, as shown in the following screen:



20. To provide bank account details, click the "Bank Account" tab. The following screen will appear:



- Clicking on + button to add new record, A dialog box will appear where you can add relevant account details and click "Ok" to save the record.

The screenshot shows a software window with a top menu bar containing 'Edit', 'Save', 'Submit', 'Cancel', and 'Print'. The main area displays a form for a registration task. A 'Bank Account' dialog box is open in the foreground, containing the following fields:

- Type * Select
- Form * Select
- Institution * [Search icon]
- Currency Select
- Opening Date [Calendar icon]
- Capacity * Select
- % Share *

At the bottom of the dialog box, there are 'OK' and 'Close' buttons. The 'OK' button is highlighted with a red box.

- Saved details will appear under Bank Account section, where you can edit/delete the record.

The screenshot shows the same software window as above, but now the 'Bank Accounts' section is active. A table with the following columns is displayed:

Type	Form	IBFT	IBAN	Bank	Currency	Opening / Acquisition Date	Closing Date / Disposal Date	Capacity	% Share	Primary Account	
Account	Current Account	11111137787	PK36SCBL112001123456702	ADVANS Pakistan Microfinance Bank Limited Gole Market Branch Plot No.2/1 Shop No.2 Star Residency Block-3E Nazimabad No.3 Karachi	USD \$ (United States Dollar)	05-May-2021 00:00:00		Owner	78.0	<input type="checkbox"/>	[Edit] [Delete]

The first row of the table is highlighted with a red border.

- Click on "Save" button in the top menu of the registration task / form after you have inserted all the details needed.

The screenshot shows the software window with the 'Personal' section selected. The 'Save' button in the top menu bar is highlighted with a red box. The form contains the following details:

- Person: Individual
- Type: Pakistani Female
- Name: [Redacted]
- Registered Address: [Redacted]
- Formation/Birth Date: 17-May-2021
- Accounting Period From: 01-Jul
- Current Service Provider: Ufone
- Cell Number: 09230012345678
- Confirm Cell No.: 00923211234567
- Nationality: Pakistan/Azad Jammu & Kashmir (AJK)
- CNIC / NICOP / POC: [Redacted]
- liquidation/Death Date: [Calendar icon]
- Accounting Period To: 30-Jun
- Email: user89@gmail.com
- Confirm Email: abc@gmail.com

24. Taxpayer can get the print of filled registration form. Click on Print button to get the PDF version of filled form.

The screenshot shows a web application interface for a registration form. At the top, there is a menu bar with options: Edit, Save, Submit, Cancel, and Print. The 'Print' button is highlighted with a red rectangular box. Below the menu bar, the form title is '181 (Form of Registration filed for modification) (Income Tax)'. The form contains various fields for personal information, including Name, Nationality (Pakistan/Azad Jammu & Kashmir (AJK)), Type (Pakistani Female), CNIC / NICOP / POC, Registered Address, Formation/Birth Date (17-May-2021), Accounting Period From (01-Jul), and Current Service Provider (Ufone). There are also fields for Cell Number, Confirm Cell No., Email, and Confirm Email. A 'Submit' button is located at the bottom right of the form area.

25. Click on "Submit" button to submit registration modification application. Iris will move your task under "Completed Task" folder in left panel.

This screenshot is identical to the one above, showing the same registration form interface. However, in this version, the 'Submit' button in the top menu bar is highlighted with a red rectangular box, indicating the next step in the process.



Registration of Government Institution for Free Tax Number (FTN)

The process of registration for Government institutions is the same as of a company registration, except for some additional information like Name of Ministry, Name of Department and DDO No. along with the formation date of the Government Institution. In case the government institution wants to get registered with AJK IRD, the authorized representative must visit the relevant Registrar office (Mirpur) for registration.

Special Instructions for ERROR Correction

In case user is unable to view all menu options in left panel or receive session termination error then there must be some issue with the internet connectivity. To resolve this error, check internet connectivity and re-login "Iris for AJ&K" web application.