

# **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:

6			New Registration
	Middle Name		First Name *
•	Current Service Provider		Last Name *
567	Confirm Cell No. *	00923211234567	Cell Number *
your CNIC	,		
im	Confirm Email *	abc@gmail.com	Email *
			Address Information
•	Form *	Select 🗸	Туре •
	Area	Select -	Measurement Unit *
set / Block / Sector / Mauza	Complex / Street *	Unit No.	Unit No. *
م	City *	Area / Locality / Road / Village / Chak	Area / Locality *
•	Capacity *		District
			% Share *
•	Capacity *		District % Share *

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- 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.

duWF	
	¢
	Submit

- 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.

SMS Code *	123456	
Email Code *	123456	
	Resend Submit	
	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.

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8. 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.

Rentification of finand Rentified	Please login to file: > Income Tax Return > Refund Application > Withholding Statement > CPR Correction > Reply to Notices > Maloomat and Others	LOGIN	<b>Q</b> Help
<ul> <li>051 111 772 772</li> <li>https://www.ajkird.gov.pk/</li> <li>Copyright 2014 All rights reserved</li> </ul>	Federal Board of Revenue	<ul> <li>E-Enrollment for Registered Person</li> <li>Registration for Unregistered Person</li> </ul>	

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

Registration -	
lets	🙎 My Profile(s) 🗟 Recent Task. 🗃 Registration Certificate 🔾 Change Pin Sechange Password 🧿 1999.4
	Mon May 24 10:11:58 PKT 2021
∂ Edit @ View ⊕ Delete	e Reply
▶ Draft	• Filer
▶ Inbox	
<ul> <li>Outbox</li> </ul>	Task Benistration No. Name Tay Yaar Submission Date Due Date Period Start Date Period End Date Assimment
<ul> <li>Completed Tasks</li> </ul>	
	Pages (1 of 1)

10. 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:

	Registration -									
	10			<u>&amp; my 1</u>	Profile(s)	Recent Task. por Reg	gistration Certificate 🗙	Change Pin <mark>SoChar</mark>	ige Password 🎯	<u>Logout</u>
									Thu May 27 12	:50:36 PKT 2021
	🤉 Edit 🖉 View 🍵 Delete 🦉	Reply						→ C	ompleted Tasks >	Registration(2)
	▶ Draft	+ Filter								
	▶ Inbox									
	▶ Outbox				Terr			Devied Otest	Daried Fed	
	<ul> <li>Completed Tasks</li> </ul>	Task	Registration No.	Name	Year	Submission Date	Due Date	Date	Date	Assignment
	Registration(2)	181 (Form of Registration filed voluntarily) (Income Tax)	XXXXXXXXXXXXXXX	XXXXXXXXXXXXX	2021	26-May-2021 00:00:00	26-May-2021 00:00:00	01-Jul-2020	30-Jun-2021	
		181 (Order to grant / refuse registration on application)	XXXXXXXXXXXX	XXXXXXXXXXX	2021	26-May-2021 00:00:00	26-May-2021 00:00:00	01-Jul-2020	30-Jun-2021	
			Pag	es (1 of 1)	14 44	1 IN IN 2 record	rd(s) found			
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#### **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

CNIC *	Ĩ	
Name		
Current Service Provider *	Select	
Cell Number *	00923211234567	
Confirm Cell No. *	00923211234567	
	Registered on your CNIC	
Email *	abc@gmail.com	
Confirm Email *	abc@gmail.com	
	udf O	
		φ
	Submit	

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



- 5. 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.
- 6. After successful pin verification Iris will send password on provided email address and cell number.
- 7. 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".



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

	Mon May 24 1
a Edit 🖉 View 🝵 Delete	e Reply
▶ Draft	∲ Filter
▶ Inbox	
<ul> <li>Outbox</li> </ul>	Task Registration No Name Tax Year Submission Date Due Date Period Start Date Period End Date
<ul> <li>Completed Tasks</li> </ul>	No records found.

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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:

Registration -									
10			& My I	Profile(s)	Recent Task Poor Reg	istration Certificate 🗙 🖸	thange Pin <mark>&amp; Chan</mark>	ge Password 🥹	<u>Logout</u>
								Thu May 27 12:	50:36 PKT 2021
२ Edit  ☐ View	a Reply						rî → Co	ompleted Tasks > I	Registration(2)
▶ Draft	+ Filter								
► Inbox									
Outbox				Tay			Period Start	Period End	
<ul> <li>Completed Tasks</li> </ul>	Task	Registration No.	Name	Year	Submission Date	Due Date	Date	Date	Assignment
Registration(1)	181 (Order to grant / refuse registration on application)	XXXXXXXXXXXXX	XXXXXXXXXXXXXX	2021	26-May-2021 00:00:00	26-May-2021 00:00:00	01-Jul-2020	30-Jun-2021	
						W 3 F - 1			
		Pag	es (1 of 1)	ia <a< td=""><td>1 De De 2 recon</td><td>a(s) touna</td><td></td><td></td><td></td></a<>	1 De De 2 recon	a(s) touna			

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#### 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.

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- 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.

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#### **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:

Registration ~					<u>&amp;</u> M	v Profile(s) 💀 Recent	Task 📴 Regis	tration Certificate 🔀 Ch:	ange Pin <mark>&amp; Change Passwor</mark>	ra 🥹 Logout
1173									Mon Ma	y 24 10:11:58 PKT 202
⊘ Edit @ View	@ Reply									'n
Draft	+ Filter									
Inbox										
Outbox		5 (1 C N		<b>-</b> v						
<ul> <li>Completed Tasks</li> </ul>	Iask No records four	Registration No.	Name	lax year	Submission	i Date Due L	Jate	Period Start Date	Period End Date	Assignment
					Pages (1 of 1)	14 44 44	record(s) fo	und		

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4. 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:

Registration -	
Forms	
14(1) (Form of Registration filed voluntarily through Simplified) (Sales Tax)	🄽 My Profileis) 🗟 Recent Task 🚘 Repistration Certificate 🛠 Change Pin Sectange Password \Theta Loopud
181 (Form of Registration	Mon May 24 11:17:36 PKT 2021
filed for modification) (Income Tax)	a Reply
> Draft	Fiter
▶ Inbox	
<ul> <li>Outbox</li> </ul>	Task Benistration No. Name Tax Yaar Submission Date Due Date Period Start Date Period End Date Assimment
<ul> <li>Completed Tasks</li> </ul>	No records found.
	Pages (1 of 1) the set frecord(s) found
1	

5. 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.

1.志		🙎 My Profile(s) 🕏 Recent Task. 🖬	Registration Certificate 🕅 Change Pin Spechange Password 🚱 1999.
			Mon May 24 12:14:28 PKT 2021
P Edit IP View Delete			
▶ Draft	+ Filter		
Inbox			
<ul> <li>Outbox</li> </ul>	Task Registration No.	New Task	X Jaciad Start Data Pariad End Data Assignment
Completed Tasks	No records found.	181 (Form of Registration filed for modification) (income Tax) Name xxxxxxxxxxxxxxxxx Period	Id Possignment

6. 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:

10-15			💄 My Profile(s) 🐻 Recent Task. 🧱 Registration Certificate 🛠 Change Pin 🐉 Change Password 🚱 L00900
			Mon May 24 12:14:28 PKT 20
p Edit @ View @ Delet	e d'Reply		
Draft     Inbox	+ Filter		Search Period Date X Tax Period: * 2022 A
Outbox	Task Registration No.	New Task	01-Jul-2020 30-Jun-2021 Select * Period Start Date Period End Date Assignment
Completed Tasks	No records found.	18 Name H Period	8 Tax) H A Tax Ca
			Close

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7. 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:

Name         Registration Number / Registration Number	
Pend         01-Jul-2020 - 30-Jur-2021         Tax Year         021         Valid Upto         Due         Date	
And         Property         Busines         Link         Attachment         Bank Account           Free Harman         Attachment         Bank Account         Image: Account Action	
Person         Individual         Nationality         Pakistan/Azad Jammu & Kashmir (AJK)           Type         Pakistan / Female         CNIC / NICO / PCC         XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Type         Pakistani Female         CNIC / NICO / NICO / / OC         XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Name         KKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKK	
Registered Address Formation/Birth Date 17-May-2021 liquidation/Death Date 0	
Formation/Birth Date 17-May-2021 liquidation/Death Date 0	
Accounting Period To 30-Jun Accounting Period To 30-Jun	
Current Service Provider * Uton	
Cell Number * 09230012345678 Email * user89@gmail.com	
Confirm Cell No. * 00923211234567 Confirm Email * abc@gmail.com	
Submit	

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

	Edit	B Save	Sul	omit 🥥	Cancel	🚨 Prin	nt												×
	Task 181 (Form of Registration filed for modification) (Income Tax)										+			Transaction	Date	24-May-2021			
	Nam	1e	****	****												Registration	Numbe	*******	1
	Perio	od	01-Jul-2	020 - 30-J	un-2021		Tax	Year 202	1 \	Valid Upto	Due Date	24-May-2021		Document Date		Submission	Date: *		
	Personal	Prope	rty I	Business	Link	Attach	ment	Bank Acc	ount										
						Person In	ndividua	al						Na	tionality	Pakistan/Azad Jammu & k	ashmir (	(AJK)	
						Type F	Pakistan	i Female						CNIC / NICO	P/POC	XXXXXXXXXXXXXX			
						Name x	XXXXXX	XXXXXX											
				Re	gistered /	Address													
				For	mation/Bir	rth Date 1	7-May-	2021						liquidation/De	ath Date	20.1			0
				Account Current C	ting Peric	Dd From U	Palaat		_			Accounting Period to 30-Jun							
				Current 3	Cell Ni	umber * (	092321	1234567				Email * user89@nmail.com							
					Confirm Ce	ell No. * C	092321	1234567				Confirm Email * abc@gmail.com				-			
				-										-		Submit			-
ł																			

9. 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:

🗧 Editi 📄 Save 🛛 Submit 🖉 Can	al 😄 Print				×					
Task 181 (Form of Registration	filed for modification) (Income Tax) +	f for modification) (Income Tax) + Transaction Date 24-May-2021								
h Name XXXXXXXXXXXXXXXX			Registration Number XX	****						
Period 01-Jul-2020 - 30-Jun-2	21         Tax Year         2021         Valid Upto         Due Date         24-May-2021	Document Date	Submission Date: *							
Personal Property Business Li	k Attachment Bank Account									
	Properties									
Type Form	Address	Capacity	% Share Re	sid Add New address Details	÷					
Industrial Property Factory	QA 345, Street 32 ,Gali no 98, Islamabad, Islamabad, Islamabad Urban.	Owner	10.0		1					
Industrial Property Factory	i9889, 876jj, Islamabad, Islamabad Islamabad Rural	Owner	8.0		1					
on Number:1.0 Note: Heo	PRAL © 2015 – All rights reserved Pag									
Note: neu	aer y rooter ingermation can be moughed on	, 2, 22, 0 (000								





10. 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.

Name XXXXXXXX Period 01-Jul-2020	xxxxx	in moundation, (mounte Tax)		+ Transaction Date 24-May-2021				
Period 01-Jul-2020	XXXXX					Transaction Da	24-14189-2021	
Period 01-Jul-2020						Registration N	umber xxxxxxxxxxx	
	0 - 30-Jun-2021	Tax Year 2021 Valid Upto	Due Date 24-May-2021	Do	ocument Date	Submission Da	ate: *	
ersonal Property Busi	iness Link	Attachment Bank Account						
	1		Properties					
Type	Form		Address		Capacity	% Share	Residence / Head Office	
dustrial Property	Factory	Property				×	<b>F</b> 2	
dustrial Presents	Factory	Local      Foreign						
dustrial Property	Factory	Type * Select	-	Form *	Select	_		
		Measurement Unit Select		Area	Area			
		Unit No. * Unit No.		Complex / *	Complex / Street / Block / Se	ector / Mauza		
				Street				
		Area / Locality * Area / Locality / F	Road / Village / Chak					
		City *	P	District				
		Capacity * Select	-	% Share *				
		OK Close	8					

11. 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:

Name         XXXXXXXXXX         Registration         XXXXXXXXXXXX           Image: State of the st	XX
Personal Property Business Link Attachment Bank Account	
Personal         Property         Business         Link         Attachment         Bank Account	
Personal Property Business Link Attachment Bank Account	
Properties	
Type Form Address Capacity % Share Residence / Hea	d Office 🕂
Industrial Property Factory QA 345, Street 32, Gali no 98, Islamabad, Islamabad, Islamabad Urban. Owner 10.0	1
Health Property     Hospital     i9889, 876jj, Islamabad, Skardu Gultari     Owner     76.0	/ 0
Industrial Property Factory 19889, 876jj, Islamabad, Islamabad Rural Owner 8.0	1

12. 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.

Edit 🖱 Save Submit 🥥 Cancel 🚇 Print				×
Task 181 (Form of Registration filed for modifi	ation) (Income Tax)		Transaction Date	24-May-2021
n Name XXXXXXXXXXXX			Registration Num	ber xxxxxxxxxxxxx
m Period 01-Jul-2020 - 30-Jun-2021	Tax Year 2021 Valid Upto Due Date 24-M	lay-2021 Document Date	Submission Date	•
Personal Property Business Link Attachme	nt Bank Account			
		Businesses		
Business Name	Acquisition Date	Disp	iosal Date	🖌 Add New Business Detail 🛛 🖶
No records found.				
	Bus	ness Activities		
Section Division	Group Class	Sub Class	Principal	ST FED
No records found.				
	Buni	ness Properties		
Type	orm Address		Capacity	Action
No records found.				
		a la sector de la se		
A				

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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:

Edit E Save Submit Ø Cancel Print			×
Task 181 (Form of Registration filed for modification	(Income Tax) +	Transaction Date	24-May-2021
h Name XXXXXXXXXXXXXXXX		Registration	****
		Number	
m Period 01-Jul-2020 - 30-Jun-2021 Tax Ye	rr 2021 Valid Due Date 24-May-2021 Document Date	Submission Date: *	
	Upto		
Personal Property Business Link Attachment	Bank Account		
	Business X		
Business Name	Business Name * Business Name		Capacity 🕂
No records found.	Acquisition Date *		
	Capacity * Select -		
	Activities		
Section Division	Sr. Section Division Group Class Sub Class Principal ST FED +	Principal	ST FED
No records round.	No records found.		
	10 and		
Type Form	OK Cancel		Action
No records found.			
	14 .44		

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

Edit 🖪 Save Submit Ø Cancel	📮 Print				*
Task 181 (Form of Registration f	led for modification) (Income Tax)		*	Transaction Date	24-May-2021
Name XXXXXXXXXXXX				Registration	XXXXXXXXXXXXX
				Number	
Period 01-Jul-2020 - 30-Jun-2021	Tax Year 2021 V	alid Due Date 24-May-	2021 Document Date	Submission Date: *	
	U	lpto			
Personal Property Business Link	Attachment Bank Accourt	Business Activity	×		
	Business	Principal Activity		×	
Business Name		ST			Capacity +
No records found.		FED			
		Section *	Q		
		Division *	Search	Activity	
Section Div	ision Sr Si	Group *		Principal	ST FED
No records found.	No recor	Class *			
		Sub Class			
		Product			
Туре	Form	Start Date *			Action
No records found.		OK	Cancel		

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.

Edit 🖪 Sav	e Submit	<ul> <li>Cancel</li> </ul>	Print							×
Task	181 (Form of R	egistration filed	d for modification	i) (Income Tax)		+		Transaction Date	24-May-2021	
in Name	хххххххх							Registration	****	1
								Number		
Period	01-Jul-2020 - 3	0-Jun-2021	Tax Ye	ear 2021 Valid	Due Date 24-May-2	2021 Doc	ument Date	Submission Date: *		
				Upto						
Personal Prop	erty Busine	ss Link	Attachment	Bank Account						
					Busin	esses				
Business	Name		Acquisition E	Date	Disposal Date		Capacity			+
QA Comapny		06-May-202	21 00:00:00			Benami / Lessee / Ten	ant / Franchisee / Occupant			1+
ASD Company		04-May-202	21 00:00:00		Owner					1+
						1 253 251				
					Business	Activities				
Se	ction		Divisi	on	Group	CI	ass Sub Cla	ss Prir	ncipal ST	FED
Mining and quarry	ng	Minir	ng of metal ores		Mining of iron ores	Mining of iron ore	S	1		
					10.00					
					Business	Properties				
Ту	)e		Form		Address Capacity			ity Action		
No records found.										

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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).

Name         XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX	Registration Number XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX															
Period         01-Jul-2020 - 3u-Jun-2021         Tax Year         2021         Valid Upto         Due Date         24-May-2021         Document Date         Submission Date: *           Personal         Property         Business         Link         Attachment         Bank Account         Events         Description           1123         Evidence with 181 (Form of Registration filed for modification) (Income Tax)         Evidence of tenancy / ownership of business premises         Attachment         Attach		Submission Date: *			Name XXXXXXXXXXXXX												
Property         Business         Link         Attachment         Bank Account           Code         Code         Description         Description           1123         Evidence with 181 (Form of Registration filed for modification) (Income Tax)         Attachment point poi			Document Date	24-May-2021	Due Date	Valid Upto	Year 2021	Period 01-Jul-2020 - 30-Jun-2021 Tax Year 2021									
Code         Description           1123         Evidence with 181 (Form of Registration filed for modification) (Income Tax)         Acceleration           111905         Evidence of tenancy / ownership of business premises         Acceleration						nt	Bank Account	Attachment	Link	ty Business	Prope	ersonal					
1123     Evidence with 181 (Form of Registration filed for modification) (Income Tax)       111905     Evidence of tenancy / ownership of business premises	Acti		ion	Descri						Code							
111905 Evidence of tenancy / ownership of business premises	Add Attachment 📑		1123 Evidence with 181 (Form of Registration filed for modification) (Income Tax)														
	+					111905 Evidence of tenancy / ownership of business premises											
111906 Paid utility bill of business premises not older than 3 months						er than 3 months	emises not olde	bill of business pr	Paid utility t	1	111906						
0 record(s) found				0 record(s) found													

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:

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Note: Hee	nder / Footer information can be modified only by SEPG (	CMMI Team)





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Tas		181 (Form of F	Registration	filed	for modification)	(Income Tax)			+			Transaction Date	24-May-2021	
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m Peri	bd	)1-Jul-2020 -	30-Jun-20	21	Tax Ye	ar 2021 Valid	Du	ue Date 24-May-2021	l.	Document Date		Submission Date: *		
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	111905		Evidenc	e of te	enancy / owners	Attach Document	Attach Document 🛛 🗶							+
	111906		Paid util	ty bill	l of business pre		Status Attach	ed			¥.			+
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19. Under every description, its respective attachment appears where user can also edit or delete the attachment, as shown in the following screen:

Edit	Save S	Submit	Cancel	a Print							×
Tas	sk 181 (F	Form of Regi	stration filed	d for modification) (I	ncome Tax)		+	Transaction Date	24-May-2021		
h Nar	ne XXXX	*****						Registration	XXXXXXXXXXX		
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10 Peri	od 01-Jul	-2020 - 30-	Jun-2021	Tax Year	2021 Valid	Due Date 24-May-2021	Document Date	Submission Date: *			
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1 📗	<u>nk.jpg</u>								27-May-2021 10:05:58	1	ŵ
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1 <u>6</u>	<u>6588718-logo-r</u>	obot-vector-	icon-for-tecl	hnology-innovation-	for-the-production	n-of-electronic-equipment.jpg			27-May-2021 10:06:16	1	Ť
	111906	F	aid utility bi	II of business premi	ses not older that	n 3 months					+
						2 record(s) fou	nd				10

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

© Edit	🖪 Sav	e Submit	<ul> <li>Cancel</li> </ul>	🖴 Print						×
Ta Ta	ask	181 (Form of	Registration f	led for modifica	tion) (Income Tax	)	+	Transact	ion Date 24-May	y-2021
is Na	ime	****	XXXXX					Registrat	ion xxxx	XXXXXXXX
								Number		
m Pe	riod	01-Jul-2020 ·	30-Jun-2021	Ta	Year 2021	Valid Upto Due Date 24-May-20	21 Document Date	Submiss	ion Date: *	
Personal	Prop	erty Busi	ness Link	Attachmen	t Bank Acco	unt				
						Bank Aci	counts			
Туре	Form	IBFT	IBAN	Bank	Currency	Opening / Acquisition Date	Closing Date / Disposal Date	Capacity	% Share	Add New Bank Account 🛛 💠
No record	ds found.								_	
						14 (4	10 B1			
I										

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21. 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.

dit	Save	Submit	Cancel	🔒 Prin															×
Task	18	1 (Form of R	gistration f	led for modif	ication)	(Income Tax	()				+				Tran	nsaction Date	24-N	lay-2021	
Name	е ,														Reg	istration	ххх	****	
															Num	nber			
Perio	d 0'	-Jul-2020 - 3	0-Jun-2021		Tax Yea	ar 2021	Valid	Du	e Date 24-	May-2021		Document Da	)ate		Sub	mission Date: *			
							Upto												
onal	Propert	y Busine:	s Link	Attachr	nent	Bank Acco	unt							-					
						Investmen	t							×					
pe	Form	IBFT	IBAN	Bank				Type *	Select			*		ap	pacity	% Share		Primary Account	+
records f	found.							Form *	Select			*							
								Institution *				Q							
								Currency	Select			-							
					_			Opening Date				8							
					_			Capacity *	Select			Ψ.							
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	dut Task Nam Perio conal	dt     E     Save       Task     15       Name     16       Period     01       conal     Propert       pe     Form       ecords found.	Image: Save Save Submit     Task 181 (Form of Re XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Image: Save Submit     © Cancel       Task Name     181 (Form of Registration fine statement in the st	Image: Save Submit @ Cancel @ Print         Task Name         131 (Form of Registration filed for modif Name         Period       01-Jul-2020 - 30-Jun-2021         onal       Property       Business       Link       Attachn         pe       Form       IBFT       IBAN       Bank         ecords found.       Form       Bank       Form       Form	dt     e     Save     Submit     © Cancel     @ Print       Task     181 (Form of Registration filed for modification)       Name     XXXXXXXXXXX       Period     01-Jul-2020 - 30-Jun-2021     Tax Yes       onal     Property     Business     Link     Attachment       pe     Form     IBFT     IBAN     Bank     e	att     Image: Save Submit     Image: Cancel Image:	dt     • Save     Submit     • Cancel     • Print       Task     181 (Form of Registration filed for modification) (Income Tax)       Name     XXXXXXXXXXX       Period     01-Jul-2020 - 30-Jun-2021     Tax Year     2021     Valid       onal     Property     Business     Link     Attachment     Bank Account       pe     Form     IBFT     IBAN     Bank     Investment	dt     ® Save     Submit     © Cancel     Print       Task     181 (Form of Registration filed for modification) (income Tax)       Name     XXXXXXXXXXX   Period 01-Jul-2020 - 30-Jun-2021 Tax Year 2021 Valid Upto Upto Conal Property Business Link Attachment Bank Account Investment Pee Form IBFT IBAN Bank Currency Opening Date Capacity % Share %	dit     © Save     Submit     © Cancel     Print         Task     181 (Form of Registration filed for modification) (Income Tax)         Name     XXXXXXXXXXX   Period       Oll-Jul-2020 - 30-Jun-2021     Tax Year     2021     Valid       Oue Date     24-Upto         Oracle     Enrick   Property Business Link Attachment Investment Investment Currency Select Opening Date    Prom Select Sele	dt     © Save     Submit     © Cancel     Print       Task     131 (Form of Registration filed for modification) (income Tax)       Name     XXXXXXXXXXX   Period 01-Jul-2020 - 30-Jun-2021 Tax Year 2021 Valid Upto conal Property Business Link Attachment Bank Account Investment  pe Form IBFT IBAN Bank	dt       e Save       Submit       © Cancel       @ Print         Task       131 (Form of Registration filed for modification) (income Tax)       +         Name       XXXXXXXXXX         Period       01-Jul-2020 - 30-Jun-2021       Tax Year       2021       Valid       Due Date       24-May-2021         onal       Property       Business       Link       Attachment       Bank Account       Investment         pe       Form       IBFT       IBAN       Bank       Type * Select       Guency Select         cords found.       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22. Saved details will appear under Bank Account section, where you can edit/delete the record.

181 (Form of Regis	tration filed for modification) (Incom									
	a addit nica for modification) (meon	+ tax) +			Transaction D	Date 24	-May-2021			
Name xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx										
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01-Jul-2020 - 30-J	un-2021 Tax Year 202	1 Valid Due Date 24-May-2021	Document Date		Submission D	)ate: *				
		Upto								
perty Business	Link Attachment Bank	Account								
		Bank Accounts								
n IBFT	IBAN	Bank	Currency	Opening / Acquisition Date	Closing Date / Disposal Date	Capacity	% Share	Primary Account		
nt 11111137787 unt	PK36SCBL1112001123456702	ADVANS Pakistan Microfinance Bank Limited Gole Market Branch Ptot No.2/1 Shop No.2 Star Residency Block-3E Nazimabad No.3 Karachi	USD \$ (United States Dollar)	05-May- 2021 00:00:00	3	Owner	78.0	0	1	i
	01-Jul-2020 - 30-J           perty         Business           n         IBFT           ant         11111137787	01-Jul-2020 - 30-Jun-2021     Tax Year     202       perty     Business     Link     Attachment     Bank       n     IBFT     IBAN       int     11111137787     PK36SCBL1112001123456702	Interview of the second secon	Interviewent Colspan="2">Decement Date       01-Jul-2020 - 30-Jun-2021     Tax Year     2021     Valid     Due Date     24-May-2021     Document Date       Derty     Business     Link     Attachment     Bank Account       Bank Account       Bank Accounts       Currency       IBFT     IBAN     Bank     Currency       IIII 1111137787     PK36SCBL111201123456702     ADVANS Pakistan Microfinance Bank Limited Gole Market Branch Piot No.2/1 Shop No.2 Star Residency Biock-3E     USD S United States Dollar)	Interviewent of the second se	Ingretation           Number           Number           Number           Number           Number           Number           Number           Submission E           Submission E	Image: Colspan="6" mage: Colspa=""6" mage: Colspan="6" mage: Colspan="6" mage: Colspa	Induction of the second	Number           Submission Date: *           Opening / Open	Ingression of the second secon

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

Edit 🖻 Save Submit 🖉 Cancel 🚊 I	Print				
Task 181 (Form of Registration filed for r	nodification) (Income Tax)	+	Transaction Date 24-May-2021		
Name XXXXXXXXXXXXXXX			Registration Number XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
Period 01-Jul-2020 - 30-Jun-2021	Tax Year 2021 Valid Upto Due Date	24-May-2021 Document Date	Submission Date: *		
sonal Property Business Link Atta	chiment Bank Account				
Perso	/ Individual	Nationality	Pakistan/Azad Jammu & Kashmir (AJK)		
Тур	/ Pakistani Female	CNIC / NICOP / POC	XXXXXXXXXXXXXXX		
Name Desistered Address	/ ********				
Registered Addres	17 May 2021	liquidation/Death Date			
Accounting Period From	01-lul	Accounting Period To	30-lun		
Current Service Provider	* Ufone	Accounting Fellou to	Josui		
Call Number * 002301/12345678					
Confirm Cell No.	00923211234567	Confirm Email *	abc@gmail.com		
			Submit		

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

🗧 Edit 🛛 🖶 Save Submit 🛛 Cancel 🚨 Prin	nt			×			
Task 181 (Form of Registration filed for mo	dification) (Income Tax)		Transaction Date	24-May-2021			
h Name XXXXXXXXXXXXXXXX			Registration Number	******			
m Period 01-Jul-2020 - 30-Jun-2021	Tax Year 2021 Valid Upto Due Date	24-May-2021 Document Date	Submission Date: *				
Personal Property Business Link Attach	iment Bank Account						
Person I	Individual	Nationality	Pakistan/Azad Jammu & Kashmir (A	JK)			
Type	Pakistani Female	CNIC / NICOP / POC	XXXXXXXXXXXXXXXX				
Name 3	XXXXXXXXXXXX						
Registered Address							
Formation/Birth Date	17-May-2021	liquidation/Death Date	0				
Accounting Period From	01-Jul	Accounting Period To 30-Jun					
Current Service Provider *	Ufone						
Cell Number *	09230012345678	Email *	user89@gmail.com				
Confirm Cell No. * (	00923211234567	Confirm Email *	abc@gmail.com				
			Submit				

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

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Task	181 (	Form of Regis	stration file	ed for modificatio	n) (Income Tax)				+			Transaction Date	24-May-2021	
n Name	6 Name XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX									»				
m Period	01-Ju	ıl-2020 - 30-Ji	un-2021	Tax	Year 2021	Valid Upto	Due Date	24-May-2021		Document Date		Submission Date: *		]
Personal	Property	Business	Link	Attachment	Bank Account	1								
				Person Individu	al					Nation	ality Pakistan/A	zad Jammu & Kashmir (A	JK)	
				Type Pakista	ni Female					CNIC / NICOP /	OC XXXXXXX	xxxxxx		
				Name xxxxx										
		Re	gistered A	ddress										
		Form	mation/Bir	th Date 17-May	-2021			liquidation/Death Date						
		Accoun	iting Perio	d From 01-Jul						Accounting Perio	i To 30-Jun			
		Current S	Coll Nr	umber * 002200	10046679		*			Fa	ail * usor90@g	mail com		
		0	Cell Nu	II No * 009232	11234567			Confirm Email * abc@amail.com					-	
		0		1110. 003232	112,54507					Commit En	Submit	1.6011		-

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Note: Hea	CMMI Team)	





### 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.

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Note: He	CMMI Team)	