

# **USER'S MANUAL DOCUMENT**

## Iris for AJK's Inland Revenue Department (Tax Payer – Sales Tax)





**Confidential Information:** The information provided in this document is intended solely for the use of AJ&K Department of Inland Revenue. The contents of this document may not be reproduced or divulged outside the intended organizations without the express written permission of PRAL.

PAKISTAN REVENUE AUTOMATION (PVT.) LTD PRAL – Head office, Software Technology Park-III, Plot No. 156, Service Road (North), Industrial Area, I-9/3, Islamabad. Pakistan





#### New /Voluntary Registration (Sales Tax)

Taxpayers can register for Sales tax by submitting a form u/s 14(1) (Form of Registration filed voluntarily through Simplified) (Sales Tax) under "Registration" tab in Iris. Please note that to avail this facility the taxpayer must be registered as individual in Iris and have valid account credentials to login.

Following is the process to register for sales tax:

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



3. After successful login, Taxpayer will be redirected on Iris dashboard.



Version Number:1.0	PRAL © 2015 – All rights reserved	Page <b>2</b> of <b>12</b>								
Note: Hea	Note: Header / Footer information can be modified only by SEPG (CMMI Team)									





4. Click "Registration" tab from top right corner of Iris mega menu, the task "14(1) (Form of registration filed voluntarily through Simplified) (Sales Tax)" will appear as shown below:

Registration -								
Forms 14(1) (Form of Registration filed voluntarily through Simplified) (Sales Tax)				And the second s	9 <u>Recent Task</u> Por R	Registration Certificate 🔀 Ch.	ange Pin Schange Password	e 🎯 Logout
181 (Form of Registration filed for modification) (Income Tax)	c" Reply						Mon May	24 10:11:58 PKT 2021
Draft	+ Filter							
► Inbox								
<ul> <li>Outbox</li> </ul>	Tack Bog	istration No. Namo	Tax Year	Submission Data	Due Date	Pariod Start Data	Period End Date	Accianment
<ul> <li>Completed Tasks</li> </ul>	No records found.	stration No. Name	lax teal	Submission Date	Due Date	Period Start Date	Felloo Eno Dale	Assignment
			Page	rs (1 of 1)	Page 1 record(	s) found		
1								

5. After selecting the "14(1) (Form of registration filed voluntarily through Simplified) (Sales Tax)" link. Iris will open the Voluntary Registration (Sales Tax) task window and ask to choose a tax period, click on calendar icon to select period.

Registration -			
10.25		🙎 My, Profile(s) 🐻 Recent Tesk	Repistration Certificate XChange Pin Schange Password 📀 Logout
			Mon May 24 10:11:58 PKT 2021
🖗 Edit 🔅 View 🚊 Delete			
Draft	+ Filter		
Inbox			
Outbox     Completed Tasks	Task Registration No. No records found.	New Task (4(1) (Form of Registration filed voluntarily through Simplified) (Sales Tax) Name (200000000 Period	X     eriod Start Date     Period End Date     Assignment       d     d

6. As soon as the Taxpayer clicks calendar icon, Iris will load the tax period list for selection. Click on the "select" link against the desired tax period (2021 or onwards).

1115								Mon Ma	ay 24 10:11:58 PK
Edit 🖉 View 🝵 De	elete 🗈 Reply								
Draft	+ Filter		Search Period Date						
aboy		Tax Period: * 2021							
Nullian.		Meur Trok	Start Date	End Date	Action				
JULDOX	Task Registration No.	IVEW IdSK	01-Jul-2020	30-Jun-2021	Select		Period Start Date	Period End Date	Assignme
ompleted lasks	No records found.	14 (S				))			
		Name H				1	nd		
		Period							
		_				<u> </u>	_		
			Close						

Version Number:1.0	PRAL © 2015 – All rights reserved	Page <b>3</b> of <b>12</b>
Note: Hea	der / Footer information can be modified only by SEPG (	CMMI Team)





7. The application will redirect the Taxpayer to the AJK Sales Tax Registration task window where "Information" tab is open by default. It shows registration number, email and cell number pre-filled in their respective fields. Taxpayer can select Type of registration, i.e., Registration as Manufacturer; Registration as Non-Manufacturer.

*Note: Selection for the "type" filed is mandatory for all taxpayers i.e. Individual, AOP and Company.* 

- a. In case Taxpayer is an Individual, you cannot change the registration number, email address and cell number.
- b. If Taxpayer belongs to a Company or AOP, the application will ask to enter the CNIC of member/director/principal officer".

Edt Save Submit Ø Cancel		×										
Task 14(1) (Form of Registration filed voluntarily through Simplified) (Sales Tax) + Transaction Date 24-May-2021												
h Name XXXXXXXXXXXXXX	Registration Number	XXXXXXXXXXXX										
Period 01-Jul-2020 - 30-Jun-2021 Tax Year 2021 Valid Upto Due Date 24-May-2021	Document Date Submission Date: *											
Information Bank Account Business Utility Attachment Attribute Property												
Registration No. 6110134567890												
Email abc@gmail.com	Email abc@gmail.com											
Cell No.												

- 8. For Company/AOP, as soon as the Taxpayer enters CNIC the application will verify CNIC and send a verification code on the taxpayer's registered mobile number. Taxpayer needs to enter the received SMS code in provided field to complete the verification process.
- 9. Click on "Bank Account" tab. System will load bank account section as shown below:

Edt 🗑 Save Submit Ø Cancel 🖨 Print	×									
Task 14(1) (Form of Registration filed voluntarily through Simplified) (Sales Tax) +	Transaction Date 24-May-2021									
n Name XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Registration Number XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX									
Parlod         01-Jul-2020 - 30-Jun-2021         Tax Year         2021         Valid Upto         Due Date         24-May-2021         Document Date	Submission Date: *									
Information Bank Account Business Utility Attachment Attribute Property										
Bank Accounts										
Type Form IBFT IBAN Bank Currency Opening / Acquisition Date Closing Date / Disposal Date Capacity	y % Share Add New Bank Account									
No records found.	_									
10 00 00										

Version Number:1.0	PRAL © 2015 – All rights reserved	Page <b>4</b> of <b>12</b>						
Note: Header / Footer information can be modified only by SEPG (CMMI Team)								





10. Click on + button to add Bank Account Details in following dialogue box (Investment), after filling out all of the necessary details, click "Ok" button to save the information.

D Ed	it e	Save Subr	nit Ø Cancel	a Prin	t											×
	Task	14(1) (Fo	m of Registratio	n filed volum	tarily throug	h Simplified)	(Sales Tax)			+			TI	ransaction Date	24-May-2021	
	Name XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX															
	Period	01-Jul-20	20 - 30-Jun-202	1	Tax Yea	2021	Valid Upto	Due Dat	le 24-May-2021	1	Document D	ate	S	ubmission Date: *		
Inform	nation	Bank Account	Business	Utility	Attachme	nt Attrik	oute Property									
	Bank Accounts															
Тур	e	Form IE	IFT IBAN	Bar	ik (	Currency	Opening /	Acquisitio	n Date	Closing	Date / Disposa	al Date	Capacity	% Share	Primary Account	+
No re	cords fou	ind.				Investm	ent						×			
								Type * Se	lect		-					
							F	orm * Se	lect		*					
							Institu	ution *			Q					
							Cu	rrency Se	lect		*					
							Opening	Date			œ					
							Cap	acity * Se	lect		*					
							70 3	nare	01							
									Close				4			
						_		_					-			

11. The saved information record will appear under "Bank Account" section with option to edit/delete the record as shown below:

Edit	E Save Submi	t Ø Cancel	a Pri	nt							×	
II Tas	14(1) (Form	of Registration	filed volunt	arily through	Simplified) (Sales	Tax)	+	Tra	nsaction Date	24-May-2021		
s Nar		ххх						Re	gistration	****		
								Nu	mber			
🗇 Peri	od 01-Jul-2019	- 30-Jun-2020		Tax Year 2	2020 Valid	Due Date 24-May-2021	Document Date	Sui	omission Date: *			
	Upto											
Information	Bank Account	Business	Utility	Attachmer	nt Attribute	Property						
						Bank Accounts						
Туре	Form	IBFT	IBAN	Bank	Currency	Opening / Acquisition Date	Closing Date / Disposal Date	Capacity	% Share	Primary Account	+	
Annuity	Unspecified	6666668		Other	Other	06-May-2021 00:00:00		Owner	56.0		/ 0	

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.

	e Edit	🖶 Sav	e Submit	<ul> <li>Cancel</li> </ul>	🚨 Prin	t										×
	III Ta	ask	14(1) (Form	of Registration	filed volunt	arily through Si	mplified) (Sale	as Tax)		+			Transactio	on Date	24-May-2021	
	5 Na	ime	****	*****									Registratio	on Number	*****	OXXXX
	(1) Pe	riod	01-Jul-2020	- 30-Jun-2021	1	Tax Year	2021 Valid	Upto	Due Date 24	-May-2021	Document Date		Submissio	on Date: *		
	Informatio	n Ba	ink Account	Business	Utility	Attachment	Attribute	Property								
										Businesses						
			Busines	s Name				Acquisiti	on Date	- and a second	Disposal Date				Add Ne	ew Business Detail
	No record	Is found.													_	
									Bu	isiness Activities						
	No record	Section le found		D	ivision		Group		Class		Sub Class		Principal		ST	FED
	NO TECOTO	o lourid.							1.04	A.4 8.4 84						
										siness Properties						
		Ту	pe			Form		Address				Capacity				Action
	No record	ls found.							in the second							
Γ-																

Version Number:1.0	PRAL © 2015 – All rights reserved	Page <b>5</b> of <b>12</b>							
Note: Hea	Note: Header / Footer information can be modified only by SEPG (CMMI Team)								





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 In Save	Submit 🥝 Cance	I 😄 Print															×
Task 14	(1) (Form of Registratio	n filed voluntari	ly through S	implified) (Sales T	ſax)			+				Transac	tion Date	24-May-20	21		
n Name XX												Registra	tion Number	****			
m Period 01-	Period         01-Jul-2020 - 30-Jun-2021         Tax Year         2021         Valid Upto         Due Date         24-May-2021         Document Date																
Information Deale	Information Real Account Reviews Little Attachment Attinute Property																
Information Bank A	Business	Ounity /	Allachmeni	Attribute	Property												
Docariostes Business Name Acquisition Date Disposal Date Capacity +																	
	Business Name				Acquisition E	Date				Dispo	sal Date			Capa	city		+
No records found.			_	Business													_
-				9	Business Nam	e * Busine	ess Name				7						
Section		Division			Acquisition Dat	e *				C		Principal		ST		FED	
No records found.		Division	_		Capacit	y * Select						r mapar		0,		120	_
							Activ	ities									
				Sr. Section	n Division	Group	Class	Sub Class	Principal	ST FE	D 🔸						
Туре		F	orm	No records for	und.										Action		
No records found.			_			1.14	200	85 84									
						OK	Cance	1				_					
					_	_	_	_	_	_	_						

14. Activity Dialog box will appear as shown below, where user can add activity details and click "Ok" to save record. Taxpayer can enter multiple business activities in this section but at least one record must be marked as principle activity and for sales tax mark ST as well as shown below:

Edit Save Submit Ø Cancel B Print		-8											
Task 14(1) (Form of Registration filed voluntarily through	implified) (Sales Tax) +	Transaction Date 24-May-2021											
Name XXXXXXXXXXXXXXXXXX		Registration Number xxxxxxxxxxxxxxxxxx											
Period 01-Jul-2020 - 30-Jun-2021 Tax Year	2021 Valid Upto Due Date 24-May-2021 Document Date	Submission Date: *											
Information Bank Account Business Utility Attachment	Attribute Property												
Businessos													
Business Name	Business Activity x osal Date	Capacity +											
No records found.	Business Principal Activity												
	ST												
Section Division	FED	Inal ST EED											
No records found.	Section *	01 120											
	Division *												
	Sr. St Class *												
Type Form	No record Sub Class	Action											
No records found.	Product												
	Start Date * 00												
	OK Cancel												

15. After adding activities, click "Ok" button to save the business record. The saved record will be displayed under Business details section as shown below.

	Edit	🖶 Save	Submit	<ul> <li>Cancel</li> </ul>	🚨 Pri	nt															×
в	Task 14(1) (Form of Registration filed voluntarily through Simplified) (Sales Tax) + Transaction Date 24-May-2021																				
.b.:	Nar	ne xx		XXXXXXXXX											Regis	ration	хххх	***	XXXXX		
															Numb	er					
m.	Peri	od 01-	lul-2019	- 30-Jun-2020		Tax Year	2020	Valid		Due Date	24-May-2	021	Docume	ent Date	Subm	ission Date: *					
								Upto													
Info	ormation	Bank A	ccount	Business	Utility	Attachm	ent	Attribute	Property												
	Busir	iess		1																×	
	Business Name * ghqdhd +													+							
No						Acquis	ition Da	ate * 5/4/21										0			
							Capac	city * Owner										-			
	Activities																				
No	Sr.	Section	n	Divi	sion			8	Group				Class	5	Sub Class	Principal	ST	FED	-		
	1	Manufac	uring	Manufacture of	f food prod	ucts Ma	nufactu	ure of vegeta	ble and anii	mals oils a	nd fats	Manufacture	of vegetable ar	nd animals oils and f	ats				1	ŵ	
										2.45		1 A.S. 101	E.								
No	OK Cancel																				
140	_		_				_						_				_	_	_	_	

Version Number:1.0	PRAL © 2015 – All rights reserved	Page <b>6</b> of <b>12</b>
Note: Hea	CMMI Team)	





16. Every business must have at least one address/property linked with it for sales tax registration. To link property, select the relevant business record and click on + button provided in front of selected record as shown below:

Edit 🖪 Save Submit Ø Cancel 🔒 F	rint				×									
Task 14(1) (Form of Registration filed volu	ntarily through Simplified	) (Sales Tax)	•	Transaction Date	24-May-2021									
n Name XXXXXXXXXX				Registration	XXXXXXXXXXXX									
	Number													
D Period 01-Jul-2019 - 30-Jun-2020	Tax Year 2020 V	alid Due Date 24-May-2021	Document Date	Submission Date:	•									
	L	Ipto												
Information Bank Account Business Utility	Link Property			×										
			Add Other Property											
Business Name		Property			Capacity +									
ghgdhd	04-N		Select	Owner	Link Business Address									
	QA 345, Stree	t 32 ,Gali no 98, Islamabad, Islamabad, Islamaba	ed Urban. 🗹											
	i9889, 876jj, Is	slamabad, Islamabad Islamabad Rural												
Section Division			No. of Concession, Name	ncipal	ST FED									
No records found.	OK Car	cel	ilan	-										
		Business Pronertie	e .	1										
		Busiless i toperte												
lype	Form	Address	Capacity		Action									
No records found.														
		(4 (4 ) 10	14 M											

17. Please note that the link property window will only list already added property records. To add new property Taxpayer can click on "Add Other Property" button from the link property window or can add new property by clicking on property tab from top menu.

Edit Save Submit Ø Cancel Print		×
Task 14(1) (Form of Registration filed voluntarily t	rough Simplified) (Sales Tax) +	Transaction Date 24-May-2021
• Name XXXXXXXXXX		Registration xxxxxxxxxx
		Number
Berlod 01-Jul-2019 - 30-Jun-2020 Tax	/ear 2020 Valid Due Date 24-May-2021 Document Date	Submission Date: *
	Upto	
Information Bank Account Business Utility A	Link Property	
Business Name	Add Other Pros	Capacity +
ghgdhd 04-N		Owner 2 +
	Local      Foreign	
	Type * Select - Form * Select	
Section Division	Measurement Select  Vinit Area Area	cipal ST FED
No records found.	Unit No. * Unit No. Complex / * Complex / Street / Block / Se	actor / N
	Street	
	Area / Locality * Area / Locality / Road / Village / Ch	
Type Form	City * District	Action
No records tound.	Capacity * Select v % Share *	
	OK Close	

18. After adding business details, click on "Utility" tab where already added business addresses will be listed as shown below:

Lon	Save Submit	<ul> <li>Cancel</li> </ul>	🖴 Pri	nt										×
Task	14(1) (Form (	of Registration	filed volunt	arily through	Simplifie	ed) (Sales	Tax)			+		Transaction Date	24-May-2021	
5 Name		ххххх										Registration	****	
												Number		
m Perio	01-Jul-2019 -	30-Jun-2020		Tax Year	2020	Valid		Due Date	24-May-2021		Document Date	Submission Date: *		
						Upto								
Information	Bank Account	Business	Utility	Attachme	ent A	ttribute	Property							
									cal Business Ad	Iresses				
	Туре		Fo	rm							Address			Action
Industrial Pr	roperty		Factory		QA 34	5, Street 3	2 ,Gali no 9	98, Islama	bad, Islamabad,	Islamabad	Urban.			
									1					
									Utility Connect					
	Refere	ence / Consum	ner / Tel.No.				Туре	í l	Tariff		Connection Date		Disconnection Date	
No records f	found.													
								1	4	100				

Version Number:1.0	PRAL © 2015 – All rights reserved	Page <b>7</b> of <b>12</b>
Note: He	ader / Footer information can be modified only by SEPG	(CMMI Team)





19. Please note that to add utility details, the selected business record must have link with at least one property. If there is not property linked with the business the system will not allow to enter the utility details. Now select the required business record from the window and click "+" button to add utility meter record as shown below:

C Edit	🖪 Sav	e Submit	Ø Cancel	I 🔒 Pri	nt										×
II Tas	k	14(1) (Form o	f Registration	filed volunt	arily through	n Simplifi	ed) (Sales	Tax)			+		Transaction Date	24-May-2021	
n Nan	ne	XXXXXXXXX	ххххх										Registration	XXXXXXXXXXXXX	
													Number		
m Peri	od	01-Jul-2019 -	30-Jun-2020	)	Tax Year	2020	Valid		Due Date	24-May-2021		Document Date	Submission Date: *		
							Upto								
Information	n Ba	nk Account	Business	Utility	Attachme	ent A	Attribute	Property							
										cal Business Ado	resses				
		Туре		Fo	rm							Address			Action
Industrial F	Property			Factory		QA 34	5, Street	32 ,Gali no 9	98, Islama	ibad, Islamabad,	Islamabad	Urban.		Add New Utility Connection	ons 🕂
									14	1	2. 81				
										Utility Connection	ons				
		Refere	nce / Consum	ner / Tel.No.				Туре		Tariff		Connection Date		Disconnection Date	
No records	found.														
									la la	4 4 3	200				

20. Add details in provided window for Utility connections and click "Ok" to save as shown below:

o Edit 😁 S	Save Submit Ø C	ancel 🛛 🚇 Print						_	×
Task	14(1) (Form of Registr	ration filed voluntari	ily through Simplified) (Sales Tax	x)	+		Transaction Date	24-May-2021	
n Name	****						Registration	****	
							Number		
m Period	01-Jul-2019 - 30-Jun-	-2020 1	Fax Year 2020 Valid	Due Date 24-May-	2021	Document Date	Submission Date: *		
			Upto						
Information	Bank Account Busin	ess Utility	Attachment Attribute F	Property					
				Local Ducing	neo Arldroecoe				
	Туре	Form	1				×		Action
Industrial Prope	erty	Factory	Туре *	Commercial Utility	-				+
			Form *	Gas	-				
			Reference / Consumer No. *	78888					
	Reference / Co	nsumer / Tel.No.	Provider *	Other	*			Disconnection Date	
No records four	nd.		Connection Date	5/7/21	(1)				
			OK Close						
					_		_		

21. The saved records will be listed under Utility connections section as shown below:

D Edit	e S	ave Submit	<ul> <li>Cance</li> </ul>	l 🔒 Pri	nt								×
1 1	Task	14(1) (Form (	of Registration	n filed volun	tarily through	Simplified) (Sales	Tax)		+		Transaction Date	24-May-2021	
Name XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX													
Number													
0 P	eriod	01-Jul-2019 -	30-Jun-2020	D	Tax Year	2020 Valid		Due Date 24-May-2	021	Document Date	Submission Date: 1		
Upto													
Informat	ion	Bank Account	Business	Utility	Attachmer	nt Attribute	Property						
								Local Busine	ss Addresses				
		Туре		Fo	orm					Address			Action
Industria	al Proper	ty		Factory		QA 345, Street 3	32 ,Gali no 9	8, Islamabad, Islam	abad, Islamaba	id Urban.			+
								14. 14	(Rec 160)				
								Utility Co	nnections				
_		Reference / C	onsumer / Tel	I.No.	_		Type		Tariff	Connection E	Date	Disconnection Date	
78888						Commercial Ut	ility	15	Other	07-May-2021 00:00:00			
									(Par 14)				
1													

Version Number:1.0	PRAL © 2015 – All rights reserved	Page <b>8</b> of <b>12</b>			
Note: Hea	CMMI Team)				





22. Next step is to add important attachments. The Taxpayer getting registered for sales tax as either a Manufacturer or Non-Manufacturer is required to upload a scanned copy of "Bank Account Certificate" and photographs of the business premises. However, geo tagged image of machinery and each utility meter is mandatory for registration as a Manufacturer. Click on "Attachment" tab to attach said documents as shown below:

e Edit	🖪 Sa	ve Submit	Ø Cancel	a Prir	nt								×
в Та	sk	14(1) (Form o	f Registration 1	filed volunt	arily through S	implified) (Sale	s Tax)		*	Transa	ction Date	24-May-2021	
5 Na	me	****	хх							Regist	ration	****	
										Numbe	er		
to Per	iod	01-Jul-2019 -	30-Jun-2020		Tax Year 20	020 Valid		Due Date 24-May-2021	Document Dat	e Submit	ssion Date: *		
						Upto							
Informatio	n B	ank Account	Business	Utility	Attachment	Attribute	Property						
		Code							Description				Action:
	11700	101	Bank Certif	ficate								Add Attachm	ent 🔸
	11700	102	Pictures of	utilities me	ter							_	+
	11700	103	Pictures of	business p	premises								+
	11700	104	Pictures of	machinerie	es(Manufactur	er Only)							+
	11700	105	Bill of Ladir	ng / List of I	HSCodes to b	e imported.							+
								0 record(s) fou	nd				

23. 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:

Information     Bank Account     Business     Utility     Attachment     Attachment     Attachment     Attachment     Attachment     Attachment     Attachment     Image: Status     Image: Statu	Edit	B Save	Submit	<ul> <li>Cancel</li> </ul>	a Pri	nt												×
Name         XXXXXXXXXX         Registration         XXXXXXXXXXXXXXX           Image: Status S		k 14(1)	(Form of	Registration 1	filed volunt	arily throug	h Simplif	ied) (Sales	Tax)			+				Transaction Date	24-May-2021	
Number       Upto       Number       Unity Attachment Attribute Property       Description       Attach Document       Attach Document       Attach Document       Attach Document       Status Attached       IT700102       Fictures of utilities meter       Document Bark Certificate       Attach Document Bark Certificate       Document Bark Certificate       IT700104       File       OK       OK		ne xxxx		t i												Registration	****	
Period     01-Jul-2019 - 30-Jun-2020     Tax Year     2020     Valid     Due Date     24-May-2021     Document Date     Submission Date: *       Information     Bank Account     Business     Utility     Attachment     Attribute     Property       Information     Bank Account     Business     Utility     Attachment     Attribute     Property       Information     Bank Account     Bank Certificate     Attach Document     Mich Document       I1700101     Bank Certificate     Attach Document     Status Attachied     Image: Certificate       I1700102     Pictures of tubiness premises     Discusses premises     Discusses     Image: Certificate     Image: Certificate       I1700105     Bill of Lading / Usid of HSocide     File     Image: Certificate     Image: Certificate     Image: Certificate																Number		
Upto           Information         Business         Utility         Attachment         Attribute         Property           Code		od 01-Ju	ul-2019 - 3	30-Jun-2020		Tax Year	2020	Valid	0	Due Date	24-May-20	)21	Document Da	te		Submission Date: *		
Information     Bank Account     Business     Utility     Attachment     Attribute     Property       Code     Description     Description     Matched     Matched     Matched       11700101     Bank Certificate     Attach Document     Status Attached     Matched       11700102     Pictures of business premises     Document     Bank Certificate     Matched       11700104     Pictures of business premises     Document     Bank Certificate     Matched       11700105     Bill of Lading / List of HSOcde     Document     Conse     Matched								Upto										
Code     Description       11700101     Bank Certificate     Attach Document       11700102     Pictures of utilities meter     Status Attached       11700103     Pictures of business premises     Document Bank Certificate       11700104     Pictures of machineries(Manu     File       11700105     Bill of Lading / List of HSocke     OK	Information	Bank Ac	count	Business	Utility	Attachm	ent ,	Attribute	Property									
11700101     Bank Certificate     Attach Document       11700102     Pictures of utilities meter     Status Attached       11700103     Pictures of business premises     Document Bank Certificate     Image: Certificate       11700105     Bill of Landon / List of HSocke     File		Code										Descrir	tion					Action:
11700102     Pictures of utilities meter     Status Attached       11700103     Pictures of business premises     Document Bank Certificate       11700104     Pictures of machineries(Manu       11700105     Bill of Lading / List of HSCode		11700101		Bank Certif	ficate		Attach Do	ocument							×			+
11700103     Pictures of business premises     Document Bank Certificate       11700104     Pictures of machineries(Manu     File       11700105     Bill of Lading / List of HSCode     OK		11700102		Pictures of	utilities me	ter		5	Status Attac	hed								+
11700104     Pictures of machineries(Manu       11700105     Bill of Lading / List of HSCode		11700103		Pictures of	business p	premises		Doc	ument Bank	Certifica	e							+
11700105 Bill of Lading / List of HSCode OK Close		11700104		Pictures of	machinerie	es(Manu			File					+				+
OK Close		11700105		Bill of Ladir	ng / List of	HSCode					ОК	Close		No	file chosen			+
							_			_				140	me enosen			

24. All attached document will be listed under the relevant records with option to edit or delete the selected document as shown below:

Edit	🖶 Save	Submit	<ul> <li>Cancel</li> </ul>	a Print	t									2
	Task 14(	1) (Form of	Registration fi	iled volunta	rily through	n Simplified) (Sales	Tax)		+		Transaction Date	24-May-2021		
s Name XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX														
											Number			
(i) F	Period 01-	Jul-2019 - 3	30-Jun-2020		Tax Year	2020 Valid	0	Due Date 24-May-2021		Document Date	Submission Date: *			
						Upto								
Informa	tion Bank A	ccount	Business	Utility	Attachme	ant Attribute	Property							
	Co	ie							Description					Action
0	11700101		Bank Certifie	cate										+
Sr.			0				-)	File				Attachment Date		
1	<u>12.jpg</u>											25-May-2021 15:54:03	1	Ť
	11700102		Pictures of u	utilities mete	er									+
	11700103		Pictures of t	business pr	remises									+
	44700404		Disturse of r	machineries	s(Manufact	turer Only)								+
	11700104		Fictures of f											

Version Number:1.0	Page <b>9</b> of <b>12</b>							
Note: Header / Footer information can be modified only by SEPG (CMMI Team)								





25. In case Taxpayer wants to get Temporary STRN, click on "Attribute" tab from top menu and then click on "+" button to select "Yes/No" option as shown below:

Edit 8	Save Submit	Ø Cancel	@ Prin	nt									×
n Task	14(1) (Form (	of Registration f	filed volunta	arily through Sim	plified) (Sales	Tax)		+			Transaction Date	24-May-2021	
Name	*****	xxx									Registration	хххххххххх	
											Number		
m Penod	01-Jul-2019 -	30-Jun-2020		Tax Year 2020	Valid		Due Date 24-May-202	1	Document Date		Submission Date: *		
					Upto								
Information	Bank Account	Business	Utility	Attachment	Attribute	Property							
			Attri	butes						Value			Action
Do You want	TEMPORARY STR	N?											+ 0
					6								
					Search V	alue		Value			Action		
					Yes			value			Select		
					No						Select		
					_								

26. Now click on "Property" tab to add/edit properties details. As mentioned earlier, the property added under this section can be linked with your business details. Skip this step if you have already added the property details or use the "+" icon to add relevant information of property.

Edit	🖶 Save	Submit	<ul> <li>Cancel</li> </ul>	🚇 Prir	nt									×
Tas	k 14(	1) (Form	of Registration	filed volunt	arily through Sim	plified) (Sale:	s Tax)		+			Transaction Da	te 24-May-2021	
n Nan	ne xx	****	xxxx									Registration	XXXXXXXXXXXXX	
												Number		
m Peri	od 01-	Jul-2019	- 30-Jun-2020		Tax Year 202	0 Valid	Due I	Date 24-May-2021		Document Date		Submission Da	te: *	
						Upto								
Information	Bank	Account	Business	Utility	Attachment	Attribute	Property							
								Properties						
	Туре		Form				Address	3			Capacity	% Share	Resi Add New address Detail	IS 🔹
Industrial F	Property		Factory	QA 345, 5	Street 32 ,Gali n	o 98, Islamab	ad, Islamabad, Isl	amabad Urban.			Owner	10.0		1
Industrial F	roperty		Factory	i9889, 87	6jj, Islamabad, I	slamabad Isla	mabad Rural				Owner	8.0		1

27. A Dialog box will appear to add property details, select property type i.e. local or foreign and enter relevant data and click "Ok" to save record.

Edit Save Submit Ø Cano	el 📮 Print							20
Task 14(1) (Form of Registration	on filed voluntarily through Sim	plified) (Sales Tax)		+		Transaction Date	24-May-2021	
h Name XXXXXXXXX						Registration	XXXXXXXXX	
						Number		
Period 01-Jul-2019 - 30-Jun-202	20 Tax Year 2020	Valid Due Date	e 24-May-2021	Doo	ument Date	Submission Date: *		
		Upto						
Information Bank Account Business	Utility Attachment	Attribute Property						
			Propertie					
Type Form	Propedu						Residence / Head Office	+
Industrial Property Factory	Filipenty	M.				<u> </u>		1
Industrial Property Factory	Tuno *	Palact	1000	Form *	Palast			0
	Measurement Unit	Select	-	Area	Area			
	Unit No. * U	Unit No.		Complex / *	Complex / Street / Block / Sector / I	Mauza		
				Street				
	Area / Locality * /	Area / Locality / Road / Village / Ch	nak					
	City *		Q	District				
	Capacity *	Select	-	% Share *				
		OK Close						
·								

Version Number:1.0	Page <b>10</b> of <b>12</b>							
Note: Header / Footer information can be modified only by SEPG (CMMI Team)								





28. After filling out all of the necessary details, click the "Save" button on the top menu to save the sales Tax registration form.

e Edit 😁 S	Save Submit	<ul> <li>Cancel</li> </ul>	🚨 Print	t							
Task	14(1) (Form o	f Registration 1	filed volunt	arily through Si	nplified) (S	ales Tax)		+		Transaction Date	24-May-2021
•5 Name	*****	XXX								Registration Number	****
to Period	01-Jul-2020 -	30-Jun-2021		Tax Year	2021 Va	alid Upto	Due Date 24-May-2021		Document Date	Submission Date: *	
Information	Bank Account	Business	Utility	Attachment	Attribute	e Property					
				Regis	tration No.	6110134567890	)				
					Email	abc@gmail.com	1				
					Cell No.	Manufacture	Non Manufacturar				
					Type *	O Manuacture	er 🕒 Non-Manufacturer				

29. Click the "Submit" button to submit the Sales Tax Registration form. Please note that once submitted, the registration form will be no longer editable.

Í	P Edit 🛛 🖯	Save Submit	<ul> <li>Cancel</li> </ul>	🖴 Prin	t								×
	Task	14(1) (Form o	of Registration	filed volunt	arily through S	mplified) (Sal	es Tax)		+	т	ransaction Date	24-May-2021	
	5 Name	******	xxx							F	Registration Number	****	
	m Period	01-Jul-2020 -	30-Jun-2021		Tax Year	2021 Valio	d Upto	Due Date 24-May-2021	Document [	late S	Submission Date: *		
	Information	Bank Account	Business	Utility	Attachment	Attribute	Property						
					Reni	tration No. 6	110134567800						
					rteg.	Email a	bc@gmail.com						
						Cell No.							
						Type * C	) Manufacture	r 💿 Non-Manufacturer					

30. Click on "Print" button to get the printable PDF of filled Sales Tax Registration form.

🗧 Edit 📄 Save Submit 💿 Cancel 🚇 Pr	int	
Task 14(1) (Form of Registration filed volu	ntarily through Simplified) (Sales Tax) +	Transaction Date 24-May-2021
h Name XXXXXXXXXXXX		Registration Number xxxxxxxxxxxxx
m Period 01-Jul-2020 - 30-Jun-2021	Tax Year 2021 Valid Upto Due Date 24-May-2021 Document Date	Submission Date: *
Information Bank Account Business Utility	Attachment Attribute Property	
	Registration No. 6110134567890	
	Email abc@gmail.com	
	Cell No.	
	Type * 🔘 Manufacturer 🖲 Non-Manufacturer	

Version Number:1.0	Page <b>11</b> of <b>12</b>							
Note: Header / Footer information can be modified only by SEPG (CMMI Team)								



Note: To complete the sales tax registration process, Taxpayer would be required to visit any esahulat center of NADRA within one month from the date of registration for biometric verification.

Upon successful verification Taxpayer is allowed to file their sales tax returns after the successful verification only. In case Taxpayer is unable to successfully verify within given time, Then Taxpayer will be removed from the (sales tax) active taxpayer list.

#### **Compulsory (on Notice) Sales Tax Registration**

Compulsory registration is a process where a Tax Officer identifies the income of a person as taxable and required to file a return of income under the Sales Tax Act, 1990. The authorized Tax Officer can issue notice for sales tax registration "14 (Notice to file Form of Registration) (Sales Tax)" to the selected Taxpayer. The Taxpayer already registered in Iris will receive the notice in Iris Inbox.

### **Registration Modification (Sales Tax)**

Taxpayers who have registered for sales tax can opt for two types of modification. Modification can be requested for change in personal information like phone number, address etc. Iris web application will provide taxpayer an online form "181 Form of Modification" to request for change in personal / Business information.

#### **De-registration (Sales Tax)**

For Sales Tax De-registration, a Taxpayer can submit an application (21(1) Application for De-Registration of Sales Tax) to the relevant Commissioner Inland Revenue having the appropriate jurisdiction. The Commissioner, upon completion of any audit proceedings or inquiry which may have been initiated consequent upon the application of the registered person for de-registration, shall complete the proceedings or inquiry within ninety days from the date of application or the date all the dues outstanding against such person are deposited by him, whichever is later and such person shall be de-registered through the computerized system accordingly. The Commissioner may direct the applicant to discharge any outstanding liability which may have been raised by filing a final return under section 28.

Taxpayers can apply for deregistration if:

- Ceases to carry on the business
- Supplies become exempt from Sales Tax, or turnover becomes less than the threshold.

#### **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.

Version Number:1.0	PRAL © 2015 – All rights reserved	Page <b>12</b> of <b>12</b>
Note: Header / Footer information can be modified only by SEPG (CMMI Team)		