

# **Khyber Pakhtunkhwa Revenue Authority**

**GOVERNMENT OF  
KHYBER PAKHTUNKHWA**

## **HOW TO e-REGISTER** **TAXPAYER'S GUIDE**

Date: June, 2013

**If you have NTN, please follow steps given in Part –A**

# Part - A

## Registration of Taxpayer's having NTN

### Step 01: Visit KPRA Portal

(<https://kpra.kp.gov.pk>)

- To register yourself at KPRA Portal, please visit:
- Kpra.kp.gov.pk
- click on "e-Registration"
- Click on "New e-Registration having NTN"

### Step 02: Enter Your NTN (If You Already Have NTN)

- Please enter your NTN
- The system will automatically show your registration particulars as in FBR.
- Enter image character and press OK
- A registration Form will appear (Taxpayer Registration Form)
- Form will show pre-filled your particulars as recorded in FBR.
- **First Section of form is "Registry"**
  - Please enter your registration particulars in this section.
- **Agent Particulars u/s 71**
  - Enter particulars of your representation.
- **Save Registry**
  - Save your particulars and move to other sections to complete form.
- **Directors / Shareholders particulars**
  - Please provide Directors/ Shareholders particulars.
- **Add Other Activities**
  - If you have any other activity/activities other than principal please give details.
- **Business / Branches**
  - If you operate from more than one location through Businesses/Branches or outlets, please give details of all.
- **Add Bank Account**
  - Add your bank account.
- **Declaration**
  - Formally declare that information given is correct and complete.

- **Official Area**
  - This is official section and shows USER ID allotted to you and Tax Office.
- **Save**
  - Save your form.
  - You can make changes if necessary, save it again after making changes.
- **Verification of Application**
  - After completing your form click on "Verify Application".
  - A pop up window will ask for verification.
  - Enter required information (CNIC/NTN/PP) to verify your application
- **Submit Your application**
  - After verification click on "Submit Application".
  - After successful submission you will be allotted Activation Code and Passcode through Email/SMS.
  - Please e-enroll to activate your account and avail all facilities provided by KPRA portal.

### **Step 2.2 Have NTN but No Record Found**

- If you have NTN but when you enter your NTN the error reports as "No Taxpayer Found"
- Please make sure that you have entered the correct NTN and Check digit.
- If NTN and its check digit is correct and still message appears "No Taxpayer Found for This NTN", please email your particulars to [esupport@kpra.kp.gov.pk] as follow:
  - ✓ Subject of email: Add NTN in database
  - ✓ NTN
  - ✓ Business Name
  - ✓ Service Category
- The support officer will forward your application and will reply you through email when done.

### **Step 2.3 If You Does Not Have NTN**

- KPRA will allot you a Provisional Registration Certificate which will be valid for thirty days or until NTN is issued to you by FBR.
- You will enjoy all facilities as provided to other taxpayers who have NTN during your provisional registration.

- In case the NTN could not be issued to you within thirty days, your registration at KPRA will be cancelled and informed to you through e-mail.

## **PART – B**

### **Steps after Application is Approved by CRO**

**Step 03:** KPRA will allot KNTN to the Taxpayer

**Step 04:** Activation and Pass code will be sent through SMS and Email respectively

**Step 05:** Click on 'e-Enrollment' and select 'Enrollment Activation'

**Step 06:** Enter KNTN, Activation & Pass Codes, and Image Character

**Step 07:** Enter New Password and New PIN Code

## **Congratulations!**

**You have completed e-registration process.**

**Please Login.**