

Pakistan tax registration — orientation guide (CapitalFusion)

Purpose: Step-by-step orientation for business and individual taxpayers registering through **FBR IRIS** (Pakistan).

Audience: Entrepreneurs, sole proprietors, partnerships (AOP), and companies preparing documentation before and after NTN registration.

Last updated: May 2026

Disclaimer

This document is **general information only**. Tax law, FBR notifications, registration categories, and IRIS screens change. For deadlines, sector-specific rules, and binding positions, rely on <https://www.fbr.gov.pk>, the live **IRIS** portal, and where needed a **qualified tax adviser** in Pakistan. CapitalFusion does not provide tax or legal advice.

1. Core concepts

Term	Meaning
FBR	Federal Board of Revenue — main tax administration for federal taxes in Pakistan.
IRIS	Integrated digital system for income tax, sales tax (where applicable), profiles, and many filings: https://iris.fbr.gov.pk
NTN	National Tax Number — taxpayer identifier; companies and many non-individual entities use NTN as user identity for IRIS (see FBR FAQs for CNIC vs NTN login rules).
CNIC	Computerised National Identity Card; individuals typically use 13-digit CNIC (without dashes) as IRIS user ID where applicable.
AOP SECP	Association of Persons (e.g. partnership). Securities and Exchange Commission of Pakistan — company incorporation: https://www.secp.gov.pk before FBR company registration.

2. Registration pathway (high level)

Work through these in order on the **live** IRIS portal; labels and menus may be updated by FBR.

1. **Access IRIS** — Create credentials if needed; use contact details you control (mobile/email for OTP).
2. **Complete profile** — Personal or company data, addresses, activity; upload scans only as requested (format/size limits on portal).
3. **NTN / registration tasks** — Apply under the correct category (individual business, AOP, company). Companies: align names and numbers with **SECP** documents.
4. **Additional registration** — e.g. sales tax / further heads **if** your activity and law require it; confirm on FBR site or with an adviser.
5. **After registration** — Note NTN, enable notices, plan return filing and profile updates when address, bank, or structure changes.

3. Documents to prepare (typical — confirm in IRIS)

3.1 Individual / sole proprietor (typical)

- CNIC or NICOP (valid).
- Proof of business address (as accepted by the portal for your case).
- Email and mobile for verification.
- Bank account proof **if** the system or your category asks for it.
- Evidence of business name or activity as you will declare.

3.2 Partnership / AOP (typical)

- CNIC for all partners.
- Partnership deed (registered where applicable).
- Principal place of business proof.
- Authority / resolution if one partner files on behalf of others (as required).
- Bank details if prompted.

3.3 Private limited company (typical)

- SECP incorporation certificate and constitutional documents.
- CNIC of directors / authorised signatories.
- Board resolution or authority for the person transacting on IRIS.
- Registered office address proof.
- Company bank account details when applicable.

IRIS may request additional sector-specific attachments.

4. Official online resources (bookmark these)

Resource	URL
IRIS portal	https://iris.fbr.gov.pk
FBR website	https://www.fbr.gov.pk
FBR income tax section	https://www.fbr.gov.pk/income-tax/
SECP	https://www.secp.gov.pk

5. Official FBR IRIS PDF guides (download from FBR)

These manuals are published by FBR on the **e.fbr.gov.pk** documentation area. **Always download the latest copy from FBR** if a link moves.

Document	Typical use
IRIS Dashboard Manual	Navigate dashboard, Registration menu, and related tasks
IRIS Return Manual	Filing income tax declarations in IRIS
IRIS FAQs (English)	Login, profile, registration modifications, common errors
IRIS FAQs (Urdu)	Same as above for Urdu readers
Sales Tax & Federal Excise return guide	For ST-registered persons filing relevant returns

Direct paths (verify periodically):

- https://e.fbr.gov.pk/SOP/IRIS/IRIS_Dashboard_Manual.pdf
 - https://e.fbr.gov.pk/SOP/IRIS/IRIS_Return_Manual.pdf
 - https://e.fbr.gov.pk/SOP/IRIS/Iris_FAQs.pdf
 - https://e.fbr.gov.pk/SOP/IRIS/Iris_FAQ_Urdu.pdf
 - https://e.fbr.gov.pk/SOP/IRIS/Filing_of_New_Sales_Tax_and_Federal_Excise_Return.pdf
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6. Security and scams

- Use only **official** domains (**fbr.gov.pk**, **iris.fbr.gov.pk**, **secp.gov.pk**).
- Do not share passwords or OTPs; FBR does not ask for passwords by phone.

- Pay taxes and levies only through **official** channels indicated on FBR/IRIS.
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7. Where CapitalFusion fits

CapitalFusion hosts this guide and links to **public** FBR resources to help you prepare documentation and understand the **process**. Your filings, registrations, and payments are always completed **by you** on official systems (or through your authorised tax professional).
