



REGISTRATION AS BUILDER / DEVELOPER

STEP BY STEP GUIDE

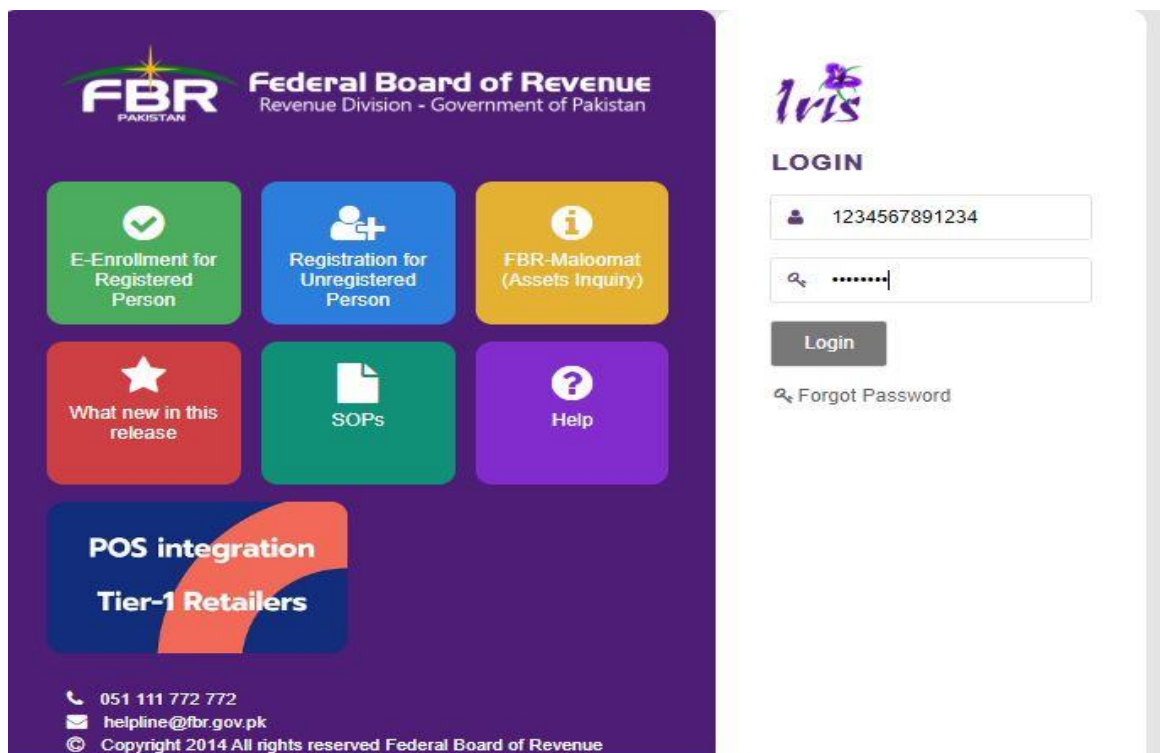
Step-Step Guide for Registration as Builder & Developer

Not Registered

Please go to <https://iris.fbr.gov.pk/public/txplogin.xhtml> and Click “Registration for Unregistered Person”.

Already Registered

1. Please use your Iris login and password to enter in Iris application.



The screenshot displays the FBR Iris application interface. On the left, a dark purple sidebar contains the FBR Pakistan logo and the text 'Federal Board of Revenue Revenue Division - Government of Pakistan'. Below this are several colored buttons: a green button for 'E-Enrollment for Registered Person', a blue button for 'Registration for Unregistered Person', a yellow button for 'FBR-Maloomat (Assets Inquiry)', a red button for 'What new in this release', a green button for 'SOPs', and a purple button for 'Help'. At the bottom of the sidebar is a blue button for 'POS integration Tier-1 Retailers' and contact information: '051 111 772 772', 'helpline@fbr.gov.pk', and 'Copyright 2014 All rights reserved Federal Board of Revenue'. On the right, the main content area features the 'Iris' logo, the heading 'LOGIN', a username input field containing '1234567891234', a password input field with masked characters, a 'Login' button, and a 'Forgot Password' link.

2. After logging in, on left upper corner of your window, Click **Registration** and select **Builder / Developer**.

Forms	Applications	Applications
14(1) (Form of Registration filed voluntarily through Simplified) (Sales Tax)	2(36)(c) (Application for approval as Non-Profit Organization)	1(1) / Part I Sixth Sch. (Application for recognition to Provident Fund)
181 (Form of Registration filed for modification) (Income Tax)	2(36)(c) (Application for revision Order to grant / refuse / maintain / withdraw approval to Non-Profit Organization)	1(1) / Part II Sixth Sch. (Application for recognition to Superannuation Fund)
★ Builder / Developer	32(4) (Application for permission to change to accounting method)	1(1) / Part III Sixth Sch. (Application for recognition to Gratuity Fund)
	74(3) / (4) (Application for permission to adopt special / normal tax year)	117(3) Part III Sixth Schh. (Application for special contribution to Gratuity Fund)
		21(1) Application for De-Registration of Sales Tax
		2(59A) Application for change of rate of tax for companies

3. Click on tab **Builder / Developer on the following window:**

Property	Business	Builder/Developer	Link	Verification		
Properties						
Type	Form	Address	Capacity	% Share	Residence / Head Office	+
No records found.						

4. After clicking on **Builder / Developer tab, you will arrive at following screen where you can add detail of your Project by click on **+** button in right side of corner of your screen.**

Property	Business	Builder/Developer	Link	Verification				
Projects								
Project Name	Project Type	Approved By NAHPDA/Ehsas Program	Total Estimated Cost	Total Cost Incurred till end of last year	Date of transfer	Value	Attachments	+
No records found.								
Seller Information								
Name	Reg No.	Bank Acc No	Instrument Type					
No records found.								
Money Invested								
Bank Acc No	Amount	Date of Deposit						
No records found.								
Land Invested								
Address	Reg No.	Name	Date of transfer	Value				
No records found.								

5. Please add detail of your project in the following screen. Information for **Annexure-B** is optional. To add the location of the project, please click on search button against **Project Location**.

The screenshot shows a web form titled 'Basic Information & Annex-B'. The form is divided into sections: 'Project Details' and 'Annexure-B (Optional)'. In the 'Project Details' section, the following fields are visible: 'Project Name' (Project Test), 'Approved By NAHPDA/Ehsas Program' (Yes), 'Project Location' (with a search icon), 'Project Type' (Development), and 'Date of Registration with SECP/ROP(Coy/AOP)' (20-Jun-1978). In the 'Annexure-B (Optional)' section, there are fields for 'Total Estimated Cost', 'Percentage of Completion', and 'Total Cost Incurred till end of last year'. A 'Search' button is located below the 'Project Location' field. The 'Basic Information & Annex-B' tab is highlighted with an orange oval, and an orange arrow points to the search icon in the 'Project Location' field.

6. After adding detail of the property, click **OK** to continue.

The screenshot shows the 'Address' dialog box open over the 'Basic Information & Annex-B' form. The dialog box has a title bar 'Address' and radio buttons for 'Local' (selected) and 'Foreign'. It contains several fields: 'Type' (Commercial Property), 'Measurement Unit' (Select), 'Unit No.' (Plot No. 123), 'Area / Locality' (E-11), 'City' (Islamabad Urban), 'Form' (Plot), 'Area' (Area), 'Complex / Street' (Block H), and 'District' (Islamabad). There is also an 'Additional Particulars' text area. The 'OK' button is circled in orange. The background form shows the 'Project Location' field filled with 'Plot No. 123, Block H, E-11, Islamabad'.

7. Click **NEXT** on the following screen:

The screenshot shows the 'Basic Information & Annex-B' form with the 'Project Location' field filled with 'Plot No. 123, Block H, E-11, Islamabad'. The 'Project Type' is now 'Construction'. The 'Next' button in the bottom right corner is circled in orange.

8. In Annex-C, please add the **information about the seller**. If you have no information to enter, please click on **Next**.

Basic Information & Annex-B **Annex-C (Seller Info) Optional** Investments 100D(3) Attachments

Value 10000000 Date of transfer 01-Jun-2020

Name	Reg No.	Bank Acc No	Instrument Type
No records found.			

+ Add seller

Previous Next

Seller Information

Registration No *
Name *
IBAN * PK36 SCBL 1112 0011 2345 6702
Instrument Type * Cash

OK Close

9. Click **Next** and you will find following screen to enter information about **Money Invested** and **Land Invested**.

Basic Information & Annex-B Annex-C (Seller Info) Optional **Investments 100D(3)** Attachments

Money Invested

Bank Acc No	Amount	Date of Deposit
No records found.		

+ Add

Land Invested

Address	Reg No.	Name	Date of transfer	Value
No records found.				

Previous Next

10. Add detail of **Money Invested** by clicking at **+**

A dialog box titled "Add detail of Money Invested" with a close button (X) in the top right corner. It contains three input fields: "Bank Account No. *" with the value "PK36SCBL1112001123456702" and a red error message "PK36 SCBL 1112 0011 2345 6702" below it; "Amount *" with the value "10,000,000.00"; and "Date of Deposit *" with the value "01-Jun-2020" and a calendar icon. At the bottom are "Ok" and "Cancel" buttons.

11. Add detail of **Land Invested** by clicking at **+**

A dialog box titled "Add detail of Land Invested" with a close button (X) in the top right corner. It contains five input fields: "Land Location *" with a search icon; "Owner Registration No. *" with an orange arrow pointing to the search icon; "Owner Name *"; "Date of transfer *" with a calendar icon; and "Value(Amount in pkr) *". At the bottom are "Ok" and "Cancel" buttons.

12. To add the **Land Location**, Click **Search** button and fill the following form.

An "Address" dialog box with a close button (X) in the top right corner. It has radio buttons for "Local" (selected) and "Foreign". The form is divided into two columns. The left column contains: "Type *" (Residential Property), "Measurement Unit" (Select), "Unit No. *" (964), "Area / Locality *" (Chak Shahzad), "City *" (Islamabad Urban) with a search icon circled in orange, and "Additional Particulars". The right column contains: "Form *" (Villa), "Area" (Area), "Complex / Street *" (People Society), and "District" (Islamabad). At the bottom are "OK" and "Close" buttons.

13. To add the detail, press search icon in front of **Owner Registration No.**

Land Location *

Owner Registration No *

Owner Name *

Date of transfer *

Value(Amount in pkr) *

Ok Cancel

14. Enter **CNIC** of the owner and press **Search Icon** to find from **Iris Database**, then **select** the relevant **Registration No.**

Sr.	Registration No.	Name	Action
1	1234560	AYX	Selec
2	1234560		Selec
3	1234560		Selec
4	1234569		Selec
5	1234560		Selec
6	1234569		Selec
7	1234560		Selec
8	1234560		Selec

723 record(s) found

15. After Inserting **Date of Transfer** and **Value**, click **OK**

Land Location * 964, People Society, Chak Shahzad, Islamabad

Owner Registration No *

Owner Name *

Date of transfer *

Value(Amount in pkr) * 10,000,000

Ok Cancel

16. Now add **Mandatory document (with *)** and other documents

Document Type	File Upload
Transfer deed of land	+
FBR Rates	+
Certificate of registration	+
Approval document of project *	+
Certificate by NESPAK/Approving authority under rule 4 of Eleventh schedule	+

17. To attach a document, click + against each category of document.

Attach Document

Document: Transfer deed of land

File * [] +

OK Close

18. After adding all documents, click **Finish**.

Document Type	File Upload
Transfer deed of land	+
FBR Rates	+
Certificate of registration	+
Approval document of project *	+
Certificate by NESPAK/Approving authority under rule 4 of Eleventh schedule	+