



HOW TO FILE DECLARATION UNDER ASSET DECLARATION ORDINANCE 2019



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How to File Declaration under Asset Declaration Scheme- 2019

Summary of Declaration Filing Process:

- **Register** with Iris (if not already registered)
- **Create** Declaration
- **Fill** the declaration
- Select **Payment Method**
 - With Declaration—payment till June 30th, 2019 **or**
 - Deferred--between July 1st 2019 till June 30th, 2020
- **Review and File draft Income Tax Return for 2018/ Revised Return/ Wealth Statement / Statement of assets and liabilities , created by System**
- **Submit** Declaration
- **Create Payment Challan (PSID)** for the amount which is due under Asset Declaration Scheme
 - Payment in PKR **on Domestic Assets** (excluding FCY), Undeclared Sales, Undeclared Expenditures and “Tax Determined” by Inland Revenue Officer
 - Payment in USD on **Domestic Foreign Currency Account**
 - Payment in USD/AED on **Foreign Assets**
 - Payment of Default Surcharge under “Deferred Payment” Option
- Make payment

Step-by-Step Guide for Filing Declaration

1. Access Iris through the URL <https://iris.fbr.gov.pk/public/txplogin.xhtml> following screen will be displayed:



2. Enter your **Registration No. / CNIC / NICOP No.** in “Registration No.” field.
3. Enter your “**Password**” (as received on email while registration) in provided field.
4. Click the “**Login**” button.
5. After successful login, user will be redirected on Iris dashboard where a new tab of “**Asset Declaration**” is available as shown below:



6. Hover the “Asset Declaration” tab from main menu, application will load the link for task “**Declaration under Asset Declaration Ordinance 2019**” as shown in image provided below:



- Click “Declaration under Asset Declaration Ordinance 2019”. Iris system will ask you for the period:

- Click on “**Period**” button to select the desired Tax Year as done for filing Tax Return.

- Enter “**2018**” in “Tax Period” field and click “”. System will load Tax Period for selection. Click the “**Select**” link provided in front of the tax period under action column
- System will open Declaration form which shows five main categories of items (vertically) on the left part of the screen:




- Domestic Assets**
- Foreign Assets**
- Undeclared Expenditure**
- Undeclared Sales**
- Payment of Tax Demanded**

Please note that each item has sub-categories.

- Click on the **category/item** for which you want to enter details , relevant part of the declaration form will open in the right part of the screen for entering details:

Description	Cost of Acquisition (PKR)	Fair Market Value (PKR)	Tax Amount (PKR)	Action
Bank Account (PKR) @ 4%				+
Bank Account (Foreign Currency) @ 4%				+
Open Plots / Land @ 1.5%				+
Superstructure @ 1.5%				+
Apartments/ Flats @ 1.5%				+
Motor Vehicle @ 4%				+
Other Investments (Excluding bearer bonds, certificates, Prize bonds, Gold, Precious Stones & Metals) @ 4%				+
All Other Assets (Excluding bearer bonds, certificates, Prize bonds, Gold, Precious Stones & Metals) @ 4%				+
Total tax in Rupees				

11. To add domestic assets details, click on “**Domestic Assets**” section (if not opened already by default) as shown earlier.
12. For domestic assets declaration you can enter values under “**Owned Assets**” and “**Benami Assets**” section as applicable by click on respective sub-category from left menu. System will show relevant part of the declaration form on the left side of the screen.
13. To enter values for respective item, please click  button at the end of relevant row under “**Action**” column as under:



Description	Cost of Acquisition (PKR)	Fair Market Value (PKR)	Tax Amount (PKR)	Action
Bank Account (PKR) @ 4%				+
Bank Account (Foreign Currency) @ 4%				+
Open Plots / Land @ 1.5%				+
Superstructure @ 1.5%				+
Apartments/ Flats @ 1.5%				+
Motor Vehicle @ 4%				+
Other Investments (Excluding bearer bonds, certificates, Prize bonds, Gold, Precious Stones & Metals) @ 4%				+
All Other Assets (Excluding bearer bonds, certificates, Prize bonds, Gold, Precious Stones & Metals) @ 4%				+
Total tax in Rupees				

Following **dialog window** shall appear for the selected row as shown below:



Type	Account
Form	Current Account
Institution	MCB Bank Limited Factory A
IBFT	IBFT Account No.
IBAN	PK36 SCBL 1112 0011 2345 6702
Balance On Date Of Declaration	
Currency	Select
Opening Date	

14. **Enter values**, click “Ok” to save values and dialog window will disappear. System will save details and **enable an input field** on the main form for entering values of items (Cost of acquisition / Fair Market Value):




Date	Attribute	Payment	Verification	
Domestic Assets				
Owned Assets				
Benami Assets				
Foreign Assets				
Undisclosed Expenditures				
Undisclosed Sales				
Subject to Sales Tax / FED				
Payment of tax demanded				
	Description	Cost of Acquisition (PKR)	Fair Market Value (PKR)	Tax Amount (PKR)
	Bank Account (PKR) @ 4%			
	Bank Account (PKR) @ 4% - (jsd4h062342342342342)		0	0
	Bank Account (Foreign Currency) @ 4%			
	Open Plots / Land @ 1.5%			
	Superstructure @ 1.5%			
	Apartment/ Flats @ 1.5%			
	Motor Vehicle @ 4%			

15. Please **enter amount** in enabled input field as shown below:

Date	Attribute	Payment	Verification	
Domestic Assets				
Owned Assets				
Benami Assets				
Foreign Assets				
Undisclosed Expenditures				
Undisclosed Sales				
Subject to Sales Tax / FED				
Payment of tax demanded				
	Description	Cost of Acquisition (PKR)	Fair Market Value (PKR)	Tax Amount (PKR)
	Bank Account (PKR) @ 4%			
	Bank Account (PKR) @ 4% - (jsd4h062342342342342)		0	0
	Bank Account (Foreign Currency) @ 4%			
	Open Plots / Land @ 1.5%			
	Superstructure @ 1.5%			
	Apartment/ Flats @ 1.5%			
	Motor Vehicle @ 4%			

You will notice following three buttons at the right end of the relevant row:



- Click  button to remove mistakenly added information.
- Click  button to edit information provided in dialog.
- Click  button to view information provided in dialog.

16. **Repeat above Step** to declare additional items under the same category or for different categories..

17. Click **Calculate** button to view accumulated amount of all values entered in **selected section**.

18. Similarly for **foreign assets** you can enter values under “**Owned Assets**” and “**Benami Assets**” section as applicable by clicking on respective section from left menu. System will show relevant portion/ fields of the form on the left part of the screen:

Date	Attribute	Payment	Verification	
Domestic Assets				
Foreign Assets				
Owned Assets				
Benami Assets				
Undisclosed Expenditures				
Undisclosed Sales				
Payment of tax demanded				
Tax payable				
	Description	Cost of Acquisition (PKR)	Fair Market Value (PKR)	Tax Amount (PKR)
	Immovable assets @ 4%			
	Foreign Liquid Asset Not Repatriated @ 6%			
	Foreign Liquid assets repatriated @ 4%			
	Total tax in Rupees			

19. To enter **undisclosed expenditures**, click on “Undisclosed Expenditures” section from left menu, system will load following screen to enter values accordingly:

Domestic Assets						Calculate
Foreign Assets						
Undisclosed Expenditures						
Undisclosed Expenditures	Description	Cost of Acquisition (PKR)	Fair Market Value (PKR)	Tax Amount (PKR)	Action	
	Undisclosed Expenditures @ 4%					+
	Total tax in Rupees					

20. To enter **undisclosed sales** subject to Sales Tax/FED, click on “Undisclosed Sales” section from left menu, system will load following screen to enter values accordingly:

Domestic Assets						Calculate
Foreign Assets						
Undisclosed Expenditures						
Undisclosed Sales						
Undisclosed Sales	Description	Value as per ST / FED	Tax in Pak Rupees	Action		
	Undisclosed Sales subject to sales tax @ 2%					+
	Undisclosed Sales subject to FED @ 2%					+
	Total tax in Rupees					

21. If you want to declare any **outstanding demand determined by the Officer of Inland Revenue** under Sales Tax Act, Federal Excise Act or Income Tax Ordinance, click on section “**Payment of Tax demanded**”. System will load following screen to enter tax demanded details:

Domestic Assets						Calculate
Foreign Assets						
Undisclosed Expenditures						
Undisclosed Sales						
Payment of tax demanded	Description	Tax Amount	Action			
	Payment of Tax demanded (without penalty and default surcharge)					+

22. To view tax payable under the Asset Declaration Scheme, please click on “Tax Payable” section from left menu and click **Calculate** button. System will load accumulated amount of tax paid and tax payable segregated based on respective sections as filled by taxpayer. Following screen will be displayed for “**Tax Payable**” section.


Domestic Assets						Calculate
Foreign Assets						
Undisclosed Expenditures						
Undisclosed Sales						
Payment of tax demanded						
Tax payable	Description	Tax Paid	Tax Payable	Action		
	Tax payable on domestic assets					
	Tax payable in foreign currency on FC accounts of domestic assets					
	Tax payable in foreign currency on foreign assets					
	Tax payable on demand determined					
	Total tax payable					

23. If you want **to save Asset Declaration** for later submitting, click on “Save” button given on top menu. (Please note that a saved task can be accessed for further editing and later

submit from the draft section of main Iris dashboard after verifying pin in “verification”)



Mandatory Steps for Submission of Declaration

- **Selection of payment method:** Please note that it is mandatory for the tax payer to select the payment method provided under “**Attributes**” tab of asset declaration before submitting declaration. In order to select the payment method, click on “Attributes” tab and click on  button provided under “Action” column as shown below to select the **desired payment method:**



- If you want to make payments along with the asset declaration, select “**With Declaration**” option. Please note that for this option you have to make the payments on and before 30th June 2019.
- If you want to make deferred payments later after submitting the declaration then select “**Deferred**” option from the payment type. Please note that for this option you can make the payments till 30th June 2020 however a surcharge amount will be applied on deferred payment from 30th June 2019 onwards.
- **Submit Return/Revised Return/Wealth Statement/ Statement of Assets and Liabilities for TY 2018/:**At the time of creation of declaration, System shall check whether Return for Tax Year 2018 has been filed and **automatically create draft return/ revised return/ wealth statement or statement of assets and liabilities as applicable**. The submission of the automatically created draft is mandatory before submission of the Asset Declaration (**both original and revised declarations**).

Steps for Filing System Created drafts of Return/ Revised Return/ wealth statement or statement of assets and liabilities

1. **Log-on** to Iris dashboard.
2. Click the “Drafts” tab from the left menu of Iris dashboard.
3. Click the “Declaration” link provided under draft section, system will load declarations records.



4. Click on “**Declaration under Asset Declaration Ordinance 2019**” to select the task, system will enable edit button after highlighting the task as selected.
5. Click “**Edit**” button from action bar, system will load edit window for the asset declaration task.



6. Please **complete revised return/wealth statement/ statement of assets and liabilities**
7. If no tax is payable, please Click on “**Verification**” tab.. Please read the statement carefully before you enter PIN and click on “Verify Pin” button.

I hereby declare that any declaration by misrepresentation or suppression of facts shall render such declaration void and shall be deemed to have been never made under Assets Declaration Ordinance, 2019.

Date: 22 May 2019

Verify Pin

Signature: _____
Name: _____



Note: If you have forgotten your PIN, go to main Iris Dashboard screen and click “Change PIN” on top-right of the screen.

- After verification, click on **“Submit”** button to submit the completed assets declaration. Please note that once submitted, the document will be no longer editable.

Declaration under Asset Declaration Ordinance 2018

Transaction Date: 18-May-2019

Registration No.:

Submission Date:

Period: 01-Jul-2017 - 30-Jun-2018 Tax Year: 2018 Valid Up to: Due Date: 31-Jul-2018 Document Date:

I hereby declare that any declaration by misrepresentation or suppression of facts shall render such declaration void and shall be deemed to have been never made under Assets Declaration Ordinance, 2018.

Date: 22 May 2019

Verify Pin

Signature: _____

Name: _____

- Click on **“Print”** button to get a printable PDF version of submitted declaration.

Declaration under Asset Declaration Ordinance 2018

Transaction Date: 18-May-2019

Registration No.:

Submission Date:

Period: 01-Jul-2017 - 30-Jun-2018 Tax Year: 2018 Valid Up to: Due Date: 31-Jul-2018 Document Date:

I hereby declare that any declaration by misrepresentation or suppression of facts shall render such declaration void and shall be deemed to have been never made under Assets Declaration Ordinance, 2018.

Date: 22 May 2019

Verify Pin

Signature: _____

Name: _____

How to make payment?

Prepare PSID from FBR Portal

Summary:

Payment system provides for creating three PSIDs/ Payment challans depending on your Asset Declaration:

- PSID for **Domestic Assets/Expenditures/Sales/Tax Demanded**
- PSID for **Domestic Foreign Currency Accounts (Payment in USD only)**
- PSID for **Foreign Assets (Payment in USD or AED only)**

For the last two types of PSIDs payments need to be made in Foreign Currency as per SBP Notification Dated May 25, 2019.

Note: One more PSID category will be created for “Default Surcharge”

Step-by-Step Detailed Guide for Payments

1. **Access** payment system: URL <https://e.fbr.gov.pk>
2. Hover on **“e-Payments”** tab in main menu, system will load list of payments available for amnesty tax as shown below:



FBR PAKISTAN Federal Board of Revenue
Revenue Division – Government of Pakistan

Home e-Payments Search Taxpayers Verification

Sales Tax
Federal Excise
Income Tax
Income Tax Annual Return
Closure of audit (214 E)
Foreign Assets
Foreign Currency Account (Domestic)
Domestic Assets/Expenditure/Sales
Sales Tax With Held
Tax on Immovable Property

e-file
Sales Tax & FED Returns

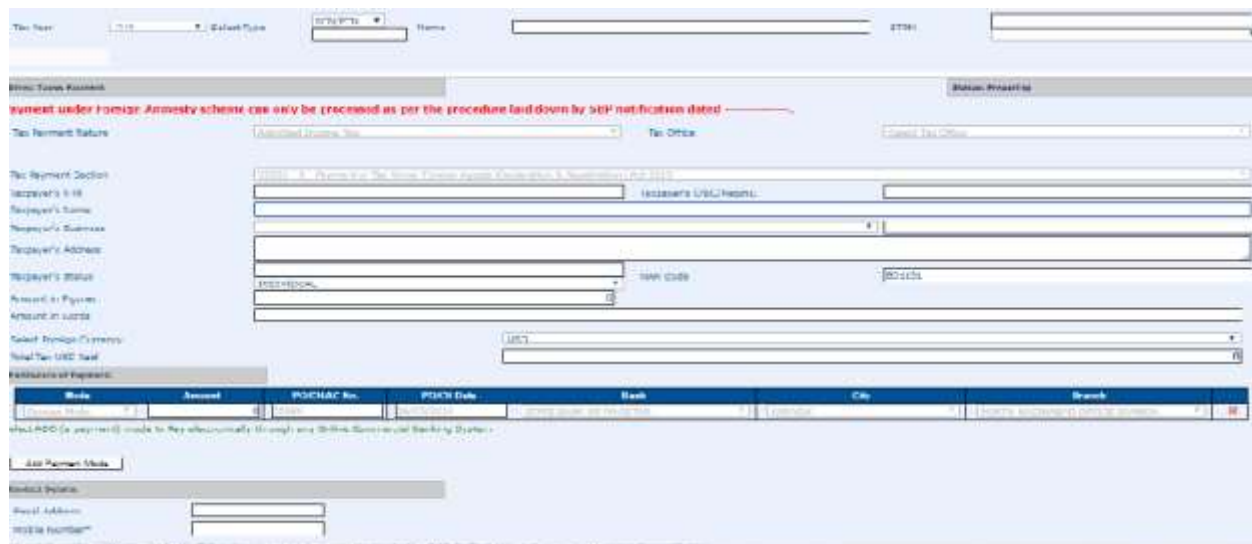
Login to your account

Username

Password

Login

3. Click on **desired payment option**, system will load following screen:



Tax Year: 2018-19 Taxpayer's Name: [Name] Taxpayer's Address: [Address] Taxpayer's Status: [Status] Amount in Rupees: [Amount] Amount in US\$: [Amount] Select Foreign Currency: [Currency] Total Tax US\$ Paid: [Amount]

Bank: [Bank] City: [City] Branch: [Branch]

Pay

4. **“Tax Year”** will be 2018 by default.
5. Select **“CNIC”** from **“Select Type”** field and enter your CNIC / NICOP No. (With dashes e.g. #####-#####-#) in the text field, the system shall automatically fill your name and other related fields.
6. Tax payment nature field shall be selected as default.
7. Tax Payment Section shall also be selected based on payment nature.
8. **Enter the tax amount** information:
 - Enter the Total tax amount to be paid in **“Amount in figures”** field.



- If it is payment of tax foreign Asset The system shall automatically convert the entered amount in selected Foreign Currency. In case of Domestic Foreign Currency Account, system will convert the payment amount in USD while in case of domestic assets, payment will appear in PKR only.

9. Please note that the payment mode is set to default and user cannot change the payment mode
10. Re-enter the total tax amount in **“Amount”** field.
11. Enter your **“Email Address”** and **“Mobile Number”** which are **mandatory**, as you will receive email/SMS intimation on these contacts.
12. Press **“Create”** button, the system shall ask confirmation and redirect user on PSID confirmation page as shown below:

Income Tax e-Payment

PSID: 123456789

Your e-Payment Slip has been created successfully
Click on **Print** button to download PSID on your computer.

You may deposit your payments in any NBP/SBP branch. Following is the list of branches nearest to your business.

Locate nearest Branch in your city: RAWALPINDI

Code	Branch Name	Phone
0639	AOC MORGAH, RAWALPINDI	
2183	BAHRIA TOWN BRANCH, PHASE 7 RAWALPINDI	051-5400181
1858	BANK ROAD Branch, RAWALPINDI	051/9272675 to 9272678
0394	CANTT BRANCH, RAWALPINDI	051-9270586
2264	IBB QADEER KHAN ROAD BRANCH, RAWALPINDI	051-9268325
2047	Islamic Banking Branch, Rawalpindi	
0638	KECHARY BRANCH, RAWALPINDI	0
1493	MEDICAL COLLEGE BRANCH, RAWALPINDI	051/9280757
0551	MURREE BREWERY BRANCH, RAWALPINDI	
1508	PESHAWAR ROAD BRANCH, RAWALPINDI	051-9278194
1536	PIRWADHAI BRANCH, RAWALPINDI	
0395	RAWALPINDI CITY BRANCH	051/5553214 - 5553105
0399	SATELLITE TOWN BRANCH, RAWALPINDI	051/4429950 - 9290836
1623	SHALIMAR PLAZA BRANCH, RAWALPINDI	051/9272671 & 72

Print

13. PSID No. shall be displayed at the top of page. (you can note down the PSID number or print it by clicking “**Print**” button)

Deposit Payment

For payment of tax on foreign assets and Domestic foreign Currency Accounts, please follow the procedure notified by State Bank of Pakistan vide notification dated May 25, 2019 available on FBR website.

Revised Declaration

If you want to make correction to your declaration, you will have to file Revised Declaration as below:

1. After successful login, you will see “Asset Declaration” option on the dash board as shown below:



2. Hover the “Asset Declaration” tab from main menu, please select the second option “Revision of Declaration under Asset Declaration Ordinance 2019” as below:



3. The remaining steps are same as detailed above for filing “declaration of Assets”.



Note: This guide may be updated from time to time. Please access the latest version from <https://www.fbr.gov.pk/assets-declaration-scheme-2019/132009>