GOVERNMENT OF PAKISTAN
REVENUE DIVISION
CENTRAL BOARD OF REVENUE
(SALES TAX WING)

No.5(26)ST.Int.Audit/99 Islamabad, the 22nd September,1999.

SALES TAX GENERAL ORDER NO.09/99

SUBJECT:- **SALES TAX AUDIT**

With a view to streamlining the audit of registered units/persons including composite units paying excise duty as well as sales tax and to eliminating the grievances of the trade and industry in this regard, the following criteria is laid down for conduct of audit of registered units/persons:-

(i) audit of any registered person/unit in routine will be conducted once during a financial year. However, in exceptional circumstances and under the specific instructions in writing by the Collector concerned, a particular registered person/unit can be re-audited for that financial year or within that financial year;

(ii) in case of composite units manufacturing and supplying excisable and sales taxable goods, a joint audit will be conducted by the team of officials of Sales Tax and Excise Collectorates. Whenever such a registered person is selected by Sales Tax Collectorate for audit, the respective Excise Collectorate will be informed atleast 10 days in advance and the Collector Excise may nominate his representative for conducting a joint audit. The team will prepare a report for the respective Collectorates regarding any discrepancy in the records and any tax liability thereon; and

(iii) the staff of the Directorate General of Intelligence and Investigation (Customs, Excise & Sales Tax) and Directorate General of Inspection, Internal Audit and Training (Internal Audit and Inspection Wing) will not undertake any audit of any registered person/unit except under specific written authorization by the CBR in each such individual case. However in case of any information regarding evasion of sales tax or any other illegal activity on the part of any registered person, the respective Directorate will pass on the information to the concerned Collector of Sales Tax who will order for the audit of that particular unit by the Sales Tax Auditors/Special Auditors. The representative of the said Directorate/Directorate General may also be associated while conducting such an audit of the said registered person/unit.

(Lutfullah Virk)
Chief (Sales Tax)