

Government of Pakistan
Revenue Division
Federal Board of Revenue

**

C.No.21(3) S. IR-Automation/2011/54380R

Islamabad, the 12th April, 2012.

To,

All Chief Commissioners Inland Revenue,
Regional Tax Offices/Large Taxpayers Units,

Subject:- PROCEDURE FOR CHANGE IN COMPUTERIZED PAYMENT RECEIPT
(CPR)-SALES TAX

I am directed to refer to the subject and to say that Director e Operations, PRAL, is hereby authorized to allow genuine correction in sales tax CPR for which the procedure to be followed, is as under:-

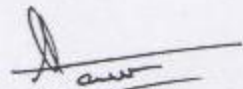
- i) Applicant to apply for correction in CPR to the relevant Chief Commissioner alongwith following supporting documents:-
 - a) Written request on letter head
 - b) Copy of CNIC
 - c) Copy of TPR & CPR
 - d) In case of bank's mistake, letter from the bank and affidavit from the taxpayer on stamp paper that amendment may be made in CPR.
 - e) For correction of NTN in CPR, affidavit from the person on whose name the payment has been deposited.
 - ii) Chief Commissioner would recommend and then endorse the application to Chief (IR-Automation), FBR (HQ), Islamabad.
 - iii) Approval of change would then be conveyed to Director (MIS), FBR (HQ) who would :-
 - a) Update changes as per approval
 - b) Maintain record of changes
 - c) Intimate applicant and relevant RTO
 - d) Summary report to be send to Chief (IR-Automation) on weekly basis.
 - iv) As required by Director (MIS) PRAL would provide
 - a) Software support
 - b) Operational support
 - v) Monitoring of changes in CPR would be done by Director (MIS)
2. The above mentioned procedure is enforced with immediate effect.
 3. Receipt of these instructions may be acknowledged to the Board please.



(Hafoon Masood)
Secretary (IR-Automation)

Copy to:-

1. The G.M. PRAL, Islamabad.
2. The Director e Operations, PRAL, Lahore.
3. Joint Director (CRO), FBR (HQ), Islamabad
4. Director (MIS), FBR (HQ), Islamabad.



(Haroon Masood)
Secretary (IR-Automation)