



FEDERAL BOARD OF REVENUE
REQUEST FOR ISSUANCE OF OFFICIAL EMAIL ADDRESS(Only for BS-16 & Above Officers)

To,
The Chief FATE
Room# 275,
FBR House,
Islamabad.

A. PARTICULARS OF THE OFFICER (To be completed by the officer)

1. CNIC _____ 2. Emp No. _____ 3. BPS: _____
4. Name: _____
5. Designation: _____
6. Department: _____
7. Phone: _____ 8. Fax: _____
9. Official Address: _____
10. Purpose: _____
11. Existing Email (Gmail, yahoo etc.): _____
[Official Email ID & password will be sent to existing email]

12. Email Address Option

- By Name i-e (ali.khan@fbr.gov.pk) For Office i-e (RTO Islamabad)
- For Designation i-e (Chief IR (HQ)) For Project i-e (like e-Filing)

Declaration:

I hereby declare that I will keep the email address and Password confidential and change the password from time to time. I further declare that I will inform Email Team in written in case of my resignation and retirement/official disassociation from FBR to discontinue the assigned email address.

_____ Date

_____ Signature & Stamp

B. APPROVAL

Approval to be granted by the departmental head not below the rank of a **Commissioner/Collector/Director/Chief (BS-20 officer)**

1. CNIC of the approving Officer: _____
2. Name of the approving Officer: _____
3. Designation of the approving Officer: _____

_____ Date

_____ Signature & Stamp

C. GUIDELINES

1. Email will only be created for BS-16 and above Officers.
2. Duly completed and approved form may be sent to **Chief FATE** Room 275, FBR House, Islamabad by Courier.
3. Email Address and Password will be sent on the existing e-Mail Address provided in Part-A(11)
4. For queries and further assistance, call 051 9204604, or e-mail at emailsupport@fbr.gov.pk

D. FOR USE BY Email Section

1. Assigned Email: _____ 2. Creation Date : _____
3. Issuing Officer Name: _____ 4. Signature of Issuing Officer : _____