



REGISTRATION OF INDIVIDUAL ON IRIS



MAY 25, 2019

Registration of Individual on Iris

Online registration facility is available for unregistered tax payers through Iris. Only tax payers with registered account on Iris can file their annual return through Iris portal. Taxpayers who already have NTN issued to them by FBR can also apply for online account of Iris through E-Enrollment option available on Iris main login screen.

Registration for Unregistered Person

1 – Access Iris through the URL <https://iris.fbr.gov.pk/public/txplogin.xhtml>.

2 – Click on link given as “Registration for Unregistered Person” as shown below:



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

Iris

Registration No

Password

Login

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[Forgot Password](#) [E-Enrollment for Registered Person](#)
[Registration for Unregistered Person](#) [Help](#)

3 – Iris will load registration form for unregistered person. Enter Information in provided fields as shown in below screen with correct format.

The screenshot shows the 'New Registration' form on the FBR Pakistan website. The form is titled 'New Registration' and includes the following fields and options:

- CNIC * (text input)
- Registered Name (text input)
- Prefix * (dropdown menu, currently showing 'Select')
- First Name * (text input)
- Middle Name (text input)
- Last Name* (text input)
- Current Service Provider* (dropdown menu, currently showing 'Select')
- Cell No * (text input, value: 00923211234567)
- Confirm Cell No. * (text input, value: 00923211234567)
- Email * (text input, value: abc@gmail.com)
- Confirm Email * (text input, value: abc@gmail.com)

A red error message 'Registered on your CNIC' is displayed below the Confirm Cell No. field. The form has a 'Submit' button at the bottom right. The FBR logo and '2t Tx' are visible on the page.

4 – Click Submit. System will send “PIN codes” on provided “Cell No.” and “Email Address” and enable fields to enter these codes on registration form.

5 – Enter Pin codes in their respective fields for SMS and Email and click “verify” button.

6 – On successful pin verification Iris will send password of provided email address and cell number.

7 – Go back to main login screen of Iris at <https://iris.fbr.gov.pk/public/txplogin.xhtml>. Enter your CNIC in “Registration No” field and enter password in password field as received on your registered cell number or email address.

8 – Iris will verify the entered password and redirect user to main Iris dash board after successful login.

9 – To complete the registration process, click on “Draft” section from main Iris dashboard provided on left panel of the screen.

10 – From draft, click on “Registration” link. Iris will display a task of “181 (Form of Registration filed voluntarily)”.

11 – Click on the task “181 (Form of Registration filed voluntarily)” to select and then click “Edit” button from top left corner of menu provided above the left panel.

12 – Iris will load registration form with already provided information visible by default in respective fields. Provide your address and other information as applicable in given form.

13 – Click on “Attachments” tab to attach following documents, if applicable:

- Business letter head (For business individuals only).
- Paid utility bill of business premises not older than 3 months (For business individuals only).
- Evidence of tenancy / ownership of business premises (For business individuals only).

14 – Click on “Submit” button to submit registration application. Iris will move your registration task under “Completed Task” folder in left panel.

Check the Completed Tasks folder on Iris after 5 minutes, you will see “181 (Order to grant / refuse registration on application)”. Now you can file your tax return online as the registration process is completed. Please note that just after login you cannot file Tax Return unless the registration process is completed by submitting the registration application as stated above.

E-Enrollment for Registered Person

1 – For Taxpayer already have NTN issued to them by FBR needs to E-Enroll on Iris portal. Access Iris through the URL <https://iris.fbr.gov.pk/public/txplogin.xhtml>.

2 – Click on link given as “E-Enrollment for Registered Person” as shown below:



3 – Iris will load E-Enrollment form for registered person. Enter Information in provided fields as shown



in below screen with correct format.

4 – Click Submit. System will send “PIN codes” on provided “Cell No.” and “Email Address” and enable fields to enter these codes on registration form.

5 – Enter Pin codes in their respective fields for SMS and Email and click “verify” button.

6 – On successful pin verification Iris will send password of provided email address and cell number.

7 – Go back to main login screen of Iris. Enter your CNIC in “Registration No” field and enter password in password field as received on your registered cell number or email address.

8 – Iris will verify the entered password and redirect user to main Iris dash board after successful login.

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