



REGISTRATION AS BUILDER / DEVELOPER

STEP BY STEP GUIDE

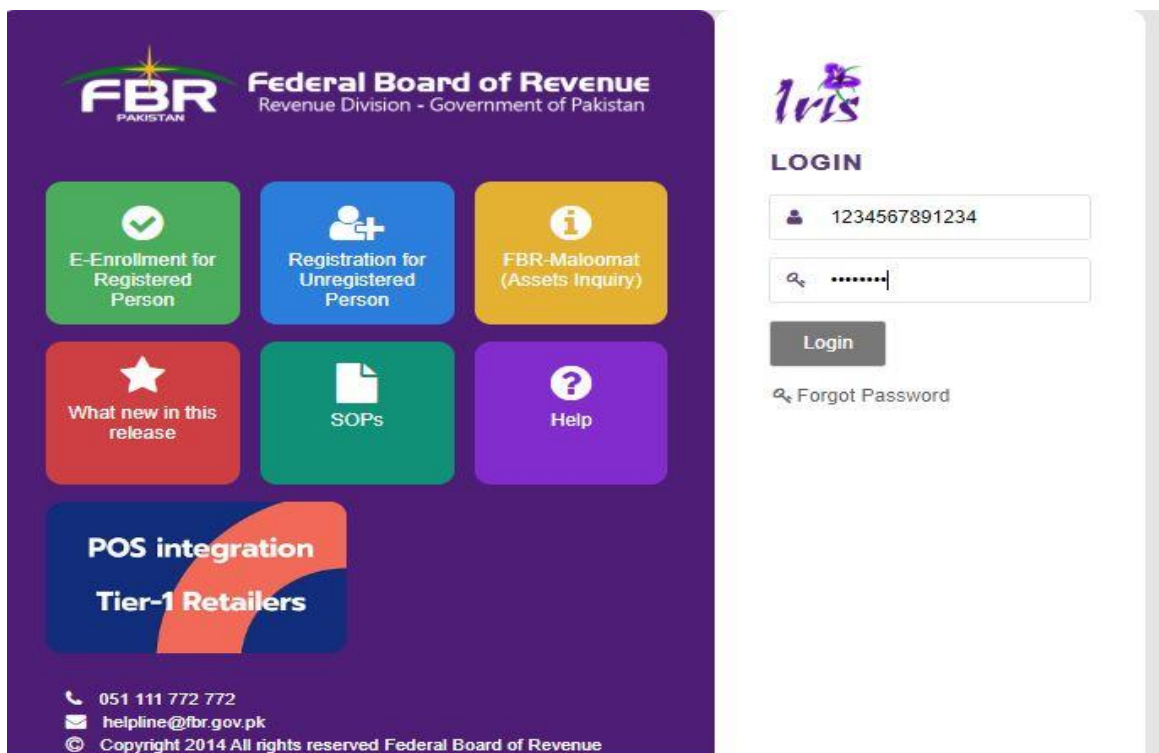
Step-Step Guide for Registration as Builder & Developer

Not Registered

Please go to <https://iris.fbr.gov.pk/public/txplogin.xhtml> and Click “Registration for Unregistered Person”.

Already Registered

1. Please use your Iris login and password to enter in Iris application.



2. After logging in, on left upper corner of your window, Click **Registration** and select **Builder / Developer**.

Registration	Declaration	Assets Declaration	Rectification	Refund
Forms 14(1) (Form of Registration filed voluntarily through Simplified) (Sales Tax) 181 (Form of Registration filed for modification) (Income Tax) ★ Builder / Developer	Applications 2(36)(c) (Application for approval as Non-Profit Organization) 2(36)(c) (Application for revision Order to grant / refuse / maintain / withdraw approval to Non-Profit Organization) 32(4) (Application for permission to change to accounting method) 74(3) / (4) (Application for permission to adopt special / normal tax year)	Applications 1(1) / Part I Sixth Sch. (Application for recognition to Provident Fund) 1(1) / Part II Sixth Sch. (Application for recognition to Superannuation Fund) 1(1) / Part III Sixth Sch. (Application for recognition to Gratuity Fund) 117(3) Part III Sixth Schh. (Application for special contribution to Gratuity Fund) 21(1) Application for De-Registration of Sales Tax 2(59A) Application for change of rate of tax for companies		

3. Click on tab **Builder / Developer** on the following window:

Property	Business	Builder/Developer	Link	Verification		
Properties						
Type	Form	Address	Capacity	% Share	Residence / Head Office	+
No records found.						

4. After clicking on **Builder / Developer** tab, you will arrive at following screen where you can add detail of your Project by click on **+** button in right side of corner of your screen.

Property	Business	Builder/Developer	Link	Verification						
Projects										
Project Name	Project Nature	Project Type	Approved By NAPHDA/Ehsas Program	Total Estimated Cost	Total Cost Incurred till last day of tax year 2019	Date of transfer	Value	Reg. Status	Attachment	+
No records found.										
Seller Information										
Name	Reg No.	Instrument Type	Crossed Banking Instrument No.							
No records found.										
Money Invested										
Bank Acc No	Amount	Date of Deposit								
No records found.										
Land Invested										
Address	Reg No.	Name	Date of transfer	Value						
No records found.										

5. Please add detail of your project in the following screen. Information for **Annexure-B** is optional. To add the location of the project, please click on search button against **Project Location**.

The screenshot shows a web application interface for project registration. At the top, there are navigation tabs: "Basic Information & Annex-B" (highlighted with an orange circle), "Purchases 100D(4) - (for persons wishing to avail this exemption)", "Investments 100D(3) - (for persons wishing to avail this exemption)", and "Attachments". Below the tabs is the "Project Details" section with the following fields:

- Project Name * (text input)
- Project Nature * Existing Project (dropdown)
- Approved By NAPHDA/Ehsas Program * Yes (dropdown)
- Date of Registration with SECP/ROP(Coy/AOP) (text input)
- Project Type * Development (dropdown)
- Project Location * (text input with a search icon button to its right, indicated by an orange arrow)

Below this is the "Annexure-B (In case of existing Projects)" section with fields for:

- Total Estimated Cost * (text input)
- Total Cost Incurred till last day of tax year 2019 * (text input)
- Percent of Completion (In case of existing projects) * (text input)

At the bottom right, there are "Previous" and "Next" buttons.

6. After adding detail of the property, click **OK** to continue.

The screenshot shows a modal dialog box titled "Address". It has radio buttons for "Local" (selected) and "Foreign". The form contains the following fields:

- Type * (dropdown)
- Form * (dropdown)
- Measurement Unit * (dropdown)
- Area (text input)
- Unit No. * (text input)
- Complex / Street * (text input)
- Area / Locality * (text input)
- City * (text input with search icon)
- District (text input)
- Additional Particulars (text area)

At the bottom, there are "OK" and "Close" buttons. The "OK" button is highlighted with an orange circle.

7. Click **NEXT** on the following screen:

The screenshot shows the same project registration form as in step 5, but with the following data entered:

- Project Name * Test Project
- Project Nature * New Project
- Approved By NAPHDA/Ehsas Program * No
- Date of Registration with SECP/ROP(Coy/AOP) 03-Mar-2006
- Project Type * Development
- Project Location * Unit 1, Street 1, G 21/ 3, Islamabad Islamabad (with search icon)

The "Annexure-B" section is empty. At the bottom right, the "Next" button is highlighted with an orange circle. A red text note at the bottom center reads: "These Fields are only required for existing projects".

8. In Annex-C, please add the **information about the seller**. If you have no information to enter, please click on **Next**.

Basic Information & Annex-B **Purchases 100D(4) - (for persons wishing to avail this exemption)** Investments 100D(3) - (for persons wishing to avail this exemption) Attachments

Value Date of transfer

Name	Reg No.	Instrument Type	Crossed Banking Instrument No.
No records found.			

Previous Next

Seller Information

Registration No. *

Name *

Instrument Type *

Crossed Banking Instrument No. *

OK Close

9. Click **Next** and you will find following screen to enter information about **Money Invested** and **Land Invested**.

Basic Information & Annex-B Purchases 100D(4) - (for persons wishing to avail this exemption) **Investments 100D(3) - (for persons wishing to avail this exemption)** Attachments

Money Invested

Bank Acc No	Amount	...
No records found.		

Land Invested

Address	Reg No.	Name	Date of transfer	Value
No records found.				

Previous Next

10. Add detail of **Money Invested** by clicking at **+**

A dialog box titled "Add detail of Money Invested" with a close button (X) in the top right corner. It contains three input fields: "Bank Account No. *" with the value "PK36SCBL1112001123456702" and a red error message "PK36 SCBL 1112 0011 2345 6702" below it; "Amount *" with the value "10,000,000.00"; and "Date of Deposit *" with the value "01-Jun-2020" and a calendar icon. At the bottom are "Ok" and "Cancel" buttons.

11. Add detail of **Land Invested** by clicking at **+**

A dialog box titled "Add detail of Land Invested" with a close button (X) in the top right corner. It contains five input fields: "Land Location *" with a search icon; "Owner Registration No. *" with an orange arrow pointing to the search icon; "Owner Name *"; "Date of transfer *" with a calendar icon; and "Value(Amount in pkr) *". At the bottom are "Ok" and "Cancel" buttons.

12. To add the **Land Location**, Click **Search** button and fill the following form.


An "Address" dialog box with a close button (X) in the top right corner. It has radio buttons for "Local" (selected) and "Foreign". The form is divided into two columns. The left column contains: "Type *" (Residential Property), "Measurement Unit" (Select), "Unit No. *" (964), "Area / Locality *" (Chak Shahzad), "City *" (Islamabad Urban) with a search icon circled in orange, and "Additional Particulars". The right column contains: "Form *" (Villa), "Area" (Area), "Complex / Street *" (People Society), and "District" (Islamabad). At the bottom are "OK" and "Close" buttons.

13. To add the detail, press search icon in front of **Owner Registration No.**

Land Location *

Owner Registration No *


Owner Name *

Date of transfer * 

Value(Amount in pkr) *

Ok Cancel

14. Enter **CNIC** of the owner and press **Search Icon** to find from **Iris Database**, then **select** the relevant **Registration No.**

11111 

Sr.	Registration No.	Name	Action
1	1234560	AYX	Selec
2	1234560		Selec
3	1234560		Selec
4	1234569		Selec
5	1234560		Selec
6	1234569		Selec
7	1234569		Selec
8	1234560		Selec

723 record(s) found

15. After Inserting **Date of Transfer** and **Value**, click **OK**

Land Location * 964, People Society, Chak Shahzad, Islamabad 

Owner Registration No *

Owner Name *

Date of transfer * 

Value(Amount in pkr) * 10,000,000

Ok Cancel

16. Now add **Mandatory document (with *)** and other documents

Document Type	File Upload
Transfer deed of land	+
FBR Rates	+
Certificate of registration	+
Approval document of project	+
Certificate by NESPAK/Approving authority under rule 4 of Eleventh schedule	+

17. To attach a document, click + against each category of document.

Attach Document

Document: Transfer deed of land

File * [+]

OK Close

18. After adding all documents, click **Finish**.

Document Type	File Upload
Transfer deed of land	+
FBR Rates	+
Certificate of registration	+
Approval document of project	+
Certificate by NESPAK/Approving authority under rule 4 of Eleventh schedule	+

19. Print Template

Project(s) of Builders / Developers:

Project 1	
Project Nature : <u>New Project</u>	Project Type : <u>Construction</u>
Registration No. : <u>8885801</u>	Date of Registration with SECP / ROP: <u>03-Mar-2006</u>
Name: <u>RTO GUJRANWALA-58 COMPANY</u>	
Total Estimate Cost: _____	Percentage of Completion (in case of existing projects): <u>null %</u>
Approved By NAPHDA / EHSASS Program: <u>No</u>	Total Cost Incurred till last day of Tax Year 2019: _____
Project Location: <u>Unit 1, Street 1, G 13 / 4, Islamabad</u>	
Value: _____	Transfer Date : _____
Registration Status: <u>This project has been temporarily registered. Registration will come into effect upon submission of requisite documents and verification of antecedents by the Commissioner.</u>	

New Project 2	
Project Nature : <u>Existing Project</u>	Project Type : <u>Construction</u>
Registration No. : <u>8885801</u>	Date of Registration with SECP / ROP: <u>03-Mar-2006</u>
Name: <u>RTO GUJRANWALA-58 COMPANY</u>	
Total Estimate Cost: <u>10,000,000.00</u>	Percentage of Completion (in case of existing projects): <u>43 %</u>
Approved By NAPHDA / EHSASS Program: <u>Yes</u>	Total Cost Incurred till last day of Tax Year 2019: <u>2,000,000.00</u>
Project Location: <u>Unit 4, Street 3, H 31/ 4, Islamabad</u>	
Value: _____	Transfer Date : _____
Registration Status: <u>Registered</u>	