



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

**The Chief PR**  
**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](mailto: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)

\_\_\_\_\_ Date \_\_\_\_\_ Signature & Stamp \_\_\_\_\_

**B. RECOMMENDED BY:**

Recommendation 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. APPROVAL BY:**  
**Chief (PR)**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Date: \_\_\_\_\_ Signature & Stamp \_\_\_\_\_

**D. GUIDELINES**

- 1. Email will only be created for BS-16 and above Officers.
- 2. Duly completed and approved form may be sent to **Chief PR** 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](mailto:emailsupport@fbr.gov.pk)

**E. FOR USE BY EMAIL SECTION**

- 1. Assigned Email: \_\_\_\_\_ 2. Creation Date : \_\_\_\_\_
- 3.: Issuing Officer Name: \_\_\_\_\_ 4. Signature of Issuing Officer : \_\_\_\_\_