FEDERAL BOARD OF REVENUE

Email Password Recovery/Private Email ID Updation Form

(This form is mandatory if an employee forgets / loses access to private e-mail address provided earlier for e-mail creation)

A. PARTICULARS OF THE EMPLOYEE:

1. CNIC: _____ 2. Emp No.:_____ 3.BPS:_____

4. Name:_____

5. Designation:_____

6. Department:_____

7. Phone:_____ 8. Mobile:_____

9. Official Address:_____

10 Your New/Existing Email on Yahoo/Gmail or Hotmail: _____

11. Official Email Address for which Password Need to be reset: _____

12. Reason to reset password:_____

_____ _____

Date Signature & Stamp

B. APPROVAL BY:

Approval to be granted by the departmental head not below the rank of a **Commissioner/ Collector/ Director/ Chief (BS-20 officer).** In case of application by a CIR/ Collector/ Director etc. (BPS-20), approval must be given by CCIR/ Chief Collector/ DG (BPS-20/21). (If **Applicant** is Head of Field Formation, this form shall be sent to **Member TPS for Approval**).

Name:_____ **Designation:**_____

Date:_____ **Signature & Stamp:**_____

C. GUIDELINES:

- Duly completed and approved form must be sent directly to PRAL Email Team, Room No. 149, FBR House Islamabad.
- For queries and further assistance, call Email Team 051 9204604, or e-mail at emailsupport@fbr.gov.pk

D. FOR USE BY EMAIL DEPARTMENT

1. Comments:_____ 2.Date:_____

3.: Verified By:_____ 4. Name & Signature of Issuing Officer:_____