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Fw: How can I appoint my Adviser / Attorney / Consultant?

1 message

abdul mueed <a.mueedauditor@yahoo.com> Wed, Sep 30, 2015 at 11:37 PM
Reply-To: abdul mueed <a.mueedauditor@yahoo.com>
To: Muhammad Imran Ghazi <ghazi.imran@gmail.com>

----- Forwarded Message -----
From: Member IT <memberit@fbr.gov.pk>
To: "a.mueedauditor@yahoo.com" <a.mueedauditor@yahoo.com>
Sent: Monday, September 28, 2015 12:48 PM
Subject: How can I appoint my Adviser / Attorney / Consultant?

Previously an EI had to add a taxpayer as his Client but now a taxpayer has to appoint his Adviser / Attorney / Consultant. The process is as under:

How can I appoint my Adviser / Attorney / Consultant?

You can appoint your Adviser / Attorney / Consultant as under:
Click “Registration” on the Horizontal Bar Menu at the top of the Screen. A Vertical Drop Down Menu will open. Select “181 (Form of Registration filed for modification) (Income Tax)“. An Interface will open. Click on “Period” Button on right of the Screen. A Dialog will open. Enter current tax year against “Tax Period”. Click on “Search”. Click on “select” against the relevant dates which appear in the Box. Click on “Links” Tab. Click on “+” Icon. “Link Person” Dialog will open. Select “Advisor / Attorney / Consultant“ in “Capacity” Field. Click on Magnifying Glass Icon against “Name” Field. “Search” Dialog will open. Enter CNIC / NTN of your Advisor / Attorney / Consultant. Again, Click on Magnifying Glass Icon. Find relevant Person from the list. Click on “Select” Hyperlink against the Person. Enter 100 in “Share” Field. Select Date from the calendar. Click “OK” Button.