

NTN Registration – Salaried

Requirements:

- ✓ Color copy of CNIC
- ✓ Latest paid electricity bill
- ✓ Phone Number
- ✓ Email address

NTN Registration – Business

Requirements:

- ✓ Color copy of CNIC
- ✓ Rent agreement/ownership docs of Office premises
- ✓ Letterhead
- ✓ Latest paid electricity bill
- ✓ Phone Number
- ✓ Email address

NTN Registration – Partnership or AOP

Requirements:

- ✓ Partnership Deed
- ✓ Partnership registration certificate
- ✓ Authorization of principal Officer
- ✓ Color copy of CNIC's of Partners
- ✓ Rent agreement/ownership docs of Office premises
- ✓ Letterhead
- ✓ Latest paid electricity bill
- ✓ Phone Number
- ✓ Email address

NTN Registration – Company

Requirements:

- ✓ Incorporation Certificate
- ✓ Memorandum & Articles of Association
- ✓ Partnership registration certificate
- ✓ Authorization of principal Officer
- ✓ Color copy of CNIC's of Partners
- ✓ Rent agreement/ownership docs of Office premises
- ✓ Letterhead
- ✓ Latest paid electricity bill
- ✓ Phone Number
- ✓ Email address

NTN Registration – NPO

Requirements:

- ✓ NTN of all members
- ✓ Registration Certificate
- ✓ Constitution of NPO
- ✓ Authorization of principal Officer
- ✓ Color copy of CNIC's of Partners
- ✓ Rent agreement/ownership docs of Office premises
- ✓ Letterhead
- ✓ Latest paid electricity bill
- ✓ Phone Number
- ✓ Email address
- ✓ Any other document as required by the concerned authority

Quarterly Withholding Statements Tax Filing

Requirements:

- ✓ Details of Taxes deducted at source during each quarter
- ✓ Other information as required

Annual Income Tax Filing- Salaried

Requirements:

- ✓ Annual Salary certificate
- ✓ Other Income sources if any
- ✓ Annual personal expense
- ✓ Details of all owned assets
- ✓ Investments during the year
- ✓ Disposals during the year
- ✓ Other inflows/outflows during the year
- ✓ Other information as required

Annual Income Tax Filing- Sole Proprietor

Requirements:

- ✓ Annual Accounts
- ✓ Other Income sources if any
- ✓ Annual personal expense
- ✓ Details of all owned assets
- ✓ Investments during the year
- ✓ Disposals during the year
- ✓ Other inflows/outflows during the year
- ✓ Other information as required

Annual Income Tax Filing- Partnership/PVT Company

Requirements:

- ✓ Annual Audited Accounts
- ✓ Taxes deducted at source
- ✓ Other information as required

Annual Income Tax Filing- NPO/Charitable Trusts

Requirements:

- ✓ Annual Audited Accounts
- ✓ Taxes deducted at source
- ✓ Other information as required