



# FBR Client ID Renewal Form For Digital Certificate

## Account Information: (TO BE FILLED IN BLOCK LETTERS)

### Required fields

Computerized National Identity Card Number: (Applicant)

National Tax Number:

Sales Tax Registration Number (Applicable for Sales Tax E-filing)

Customs Agents License Number: (Applicable for Customs filing)

Organization Name:

E-mail Address: (please provide Email address already registered with NIFT)

(NOTE: please provide POP3 e-mail address. Free Email Address like hotmail, yahoo, gmail is not acceptable)

## INCASE OF INFORMATION CHANGE: (Optional)

Please advise your new information, if there is any change or difference.

E-mail Address:

(NOTE: please provide POP3 e-mail address. Free Email Address like hotmail, yahoo, gmail is not acceptable)

Nominee/ Applicant Name: (As in CNIC)

First Name:

Last Name:

**IMPORTANTNOTE: Please break your complete name as per CNIC into TWO parts i.e. First name and Last Name.**

Computerized National Identity Card Number: (Applicant)

Street Address: (Line 1)

Street Address: (Line 2)

City:

**NOTE: Please provide Authority Letter on company Letter Head duly stamped)**

## Undertaking:

- I, the undersigned declare that to the best of my knowledge and belief the information given above is correct and complete. I understand that if the information is found to be false I can be penalized legally and the certificate issued to me will be revoked.
- By signing this certificate request form I agree and consent to all the terms and conditions as laid down in the CP (Certificate Policy) and CPS (Certificate Practice Statement) and Client ID Subscriber Agreement published on www.nifttrust.com (which I have been given notice of) and which may include any subsequent modification as made from time to time and informed to me through email by NIFT.
- I declare that the requested Certificate will be used only for the purpose of electronic communication with CBR as indicated above.
- I agree that on the advice of CBR (Central Board of Revenue), NIFT may revoke my certificate without any notice and no refund / replacement would be applicable or made in this regard.
- I do not have any objection in NIFT verifying my CNIC (Computerized National Identification Card) particulars from NADRA.

Pay Order/ Demand Draft Number:

Issue Date:

## For NIFT Use Only:

NIFT Branch Office Reference #	
Authentication Officer Details	Receiving Information
Name: _____	Courier – Name: _____ Tracking #: _____
Signature: _____ Date: _____	<input type="radio"/> In Person : Mr./ Ms. _____
	<input type="radio"/> NIFT Center : _____

**For Office Use Only**

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NIFT Application ID

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NIFT Finance Reference number

Applicant's Signature & Date

**FBR Client ID Renewal Form For Digital Certificate  
INSTRUCTIONS****REQUIRED DOCUMENTS**

Pay Order or Demand Draft in favor of "NATIONAL INSTITUTIONAL FACILITATION TECHNOLOGIES (NIFT) (Pvt.) LTD.

Renewal of Digital Signature Certificate	
Certificate Charges	Rs. 1,000.00
Federal Excise Duty @ 19.5%	Rs. 195.00
Validation charges	Rs. 0.00
<b>Total Digital Certificate Charges</b>	<b>Rs. 1,195.00</b>

Refer Finance Act 2009: [www.niftetrust.com/downloads/FED\\_FinanceAct2009.pdf](http://www.niftetrust.com/downloads/FED_FinanceAct2009.pdf)**IF NOMINATED APPLICANT CHANGED:**

A. Please attach ATTESTED copies of;

- Computerized National Identification Card or Passport (**Mandatory**).
  - Authorization Letter, on Company letter head (**Mandatory**) must be signed by higher authority (see template \*\*\*).
3. Kindly mail/ courier your duly completed Client ID Request Form along with the payment and required documents to:  
**National Institutional Facilitation Technologies (NIFT) Pvt. Ltd.**  
**Attn: Digital Certificate Customer Services**  
**5<sup>th</sup> Floor, AWT Plaza, I. I. Chundrigar Road, Karachi - 74200, Pakistan.**
4. For enquiry call Toll free number **0800 06438** between office hours.
5. Office Timings: **9:00 am - 5:00 pm** (Monday to Friday), **9:00 am - 1:30 pm** (Saturday),
6. Kindly retain a photocopy of your Digital Certificate Form; it will be needed during enrolment for Client ID.
7. Certificates issuance may take 2 – 3 days, after submission of documents (depending on the verification of client's document).
8. You can download Certificate Request Form from [www.nift.com.pk/cbr/CBR.htm](http://www.nift.com.pk/cbr/CBR.htm)

**\*\*\* AUTHORIZATION LETTER TEMPLATE****Important Note:** *Should be printed on company letter head with Company official seal or stamp.*

To,  
The Administrator  
NIFTeTRUST Customer Support Services,  
National Institutional Facilitation Technologies (Pvt.) Ltd,  
5<sup>th</sup> Floor, AWT Plaza,  
I. I. Chundrigar Road,  
Karachi – 74000

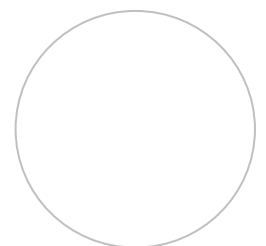
**SUBJECT: AUTHORITY LETTER FOR DIGITAL CERTIFICATE**

I, Mr. / Ms. \_\_\_\_\_ (Name), holding CNIC Number \_\_\_\_\_,  
\_\_\_\_\_ (Job Title) of \_\_\_\_\_ (company name) do hereby  
authorize Mr. / Ms. \_\_\_\_\_ (Name), holding CNIC Number \_\_\_\_\_, \_\_\_\_\_ (Job Title)  
to apply for obtaining Digital Signature Certificate from National Institutional Facilitation Technologies (Pvt.) Ltd in respect of  
electronic filing of documents with Federal Board of Revenue, Government of Pakistan.

(Specimen Signature)

\_\_\_\_\_  
Chief Executive/ Company Secretary

Dated: \_\_\_\_\_



Official Seal/ Stamp



## FBR Client ID Renewal Form For Digital Certificate HOW TO CONTACT NIFT NATIONWIDE

For Complete support Call us Toll free number **0800 - 06438**

OR

Email: [customerservices@niftetrust.com](mailto:customerservices@niftetrust.com)

OR

Visit NIFT Offices in the following cities

### NIFT Head Office

**5<sup>th</sup> Floor AWT Plaza,**

**I. I. Chundrigar Road,**

**Karachi – 74000.**

Timing(s): **9:00 am - 4:30 pm** (Monday to Thursday), **9:00 am - 1:30 pm & 3.30pm - 4.30** (Friday) and **9:00 am - 1:00 pm** (Saturday)

### NIFT OFFICES

<p><b>Lahore Centre:</b> 4th floor, Al-Malik Plaza, 19 Davis Road, Lahore, PAKISTAN Tel: 92-42-6317152-4</p>	<p><b>Islamabad Centre:</b> 1st floor, HBL Tower, 6 Jinnah Avenue, Blue Area, Islamabad, PAKISTAN Tel: 92-51-2876414-6</p>	<p><b>Sialkot Centre:</b> 2nd Floor, 13 IBEL Plaza, Narget Street, Sialkot, PAKISTAN Tel: 92-52-4598956</p>
<p><b>Rawalpindi Centre:</b> Babar Plaza, Opposite Ayub Park, Jehlum Road, Rawalpindi, PAKISTAN. Tel: 92-51-5876371-2</p>	<p><b>Faisalabad Centre:</b> 4th floor, State Life Building, 2 Liaquat Road Faisalabad, PAKISTAN Tel: 92-41-2619101-3</p>	<p><b>Bahawalpur Centre:</b> 3rd Floor, Al-Karim Plaza, Circular Road, Bahawalpur. PAKISTAN Tel: 92-62-2731401</p>
<p><b>Hyderabad Centre:</b> 3rd floor, State Life Building, Thandi Sarak Hyderabad, PAKISTAN Tel: 92-22-2784452-3</p>	<p><b>Peshawar Centre:</b> 1st floor, Jasmine Arcade Trade Centre, Fakhar-e-Alam Road, Peshawar Cantt. PAKISTAN Tel: 92-91-287657-8</p>	<p><b>Muzaffarabad Centre:</b> Ground Floor, Irfan House Ghari pur, Chowk PM House Road, Jalalabad, Muzaffarabad.</p>
<p><b>Multan Centre:</b> Ground Floor, State life Building, Chowk Nawan Shaher, Abdali Road Multan. PAKISTAN Tel: 92-61-9201372-73</p>	<p><b>Quetta Centre:</b> 2nd Floor, Usman Complex Hali Road , Model Town Quetta Cantt. Tel: 92-81-2834851, 2834962</p>	<p><b>D. I. Khan Centre:</b> 1st Floor, State Life Building, East Circular Road, Dera Ismail Khan. Tel: 92-96-6730192</p>
<p><b>Gujranwala Centre:</b> 1st Floor, Trust Plaza, J Block, G.T.Road, Gujranwala. Tel: 92-55-3256164</p>	<p><b>Sukkur Centre:</b> 1st Floor, State Life Building Hussaini Road, Sukkur. Tel: 92-71-5619020</p>	<p><b>Jhelum Centre:-</b> 3rd Floor, Mehfooz Plaza, Kazim Kamal Road Jhelum Cantt, Jhelum. Tel: 0544-627911, 0544-622811</p>
<p><b>Abbotabad Centre :-</b> 2nd Floor, Pir Khan Plaza, Manshera Road Near Muqdas Tower, Mandian Abboatabad. Tel: 0992-381051, 0992-380944</p>	<p><b>Sargodha Center:</b> 1st Floor, Solo Center / Hotel, Railway Road Sargodha District Sargodha. Tel: 92-048-3768270 / 3768271 / 3768272</p>	<p><b>Sahiwal Center:</b> 2nd Floor, House/ Shop # 557 Bi Jinnah Road, (High Street) Tehsil &amp; District Sahiwal Tel: 92-040-4225829/ 4225830</p>