



FBR Digital Certificate Request Form

Account Information: (TO BE FILLED IN BLOCK LETTERS)

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.

E-mail Address:

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

Job Title:

Organization Name:

Business Address:

Street Address: (Line 1)

Street Address: (Line 2)

City:

Province:

Telephone Number: (Office)

Cell Number:

Computerized National Identity Card Number: (Applicant)

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

National Tax Number:

Customs Agents License Number: (Applicable for Customs filing)

Others:

For NIFT Use Only

NIFT Application ID

NIFT Finance Reference number

Undertaking:

1. 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.
2. 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.niftetrust.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.
3. I declare that the requested Certificate will be used only for the purpose of electronic communication with CBR as indicated above.
4. 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.
5. 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: _____	<input type="radio"/> Courier - Name: _____ Tracking #: _____
Signature: _____ Date: _____	<input type="radio"/> In Person : Mr./ Ms. _____
	<input type="radio"/> NIFT Center : _____

Applicant's Signature & Date

FBR Digital Certificate Request Form INSTRUCTIONS

ATTESTATION REQUIREMENTS

- Document(s) should be attested by a Notary Public/ Grade 17 Gazette Officer/ Banker/ Doctor/ Company Secretary/ Chief Executive)
- Attestation must show:
 - The words "**Certified True Copy**"
 - Signature of Attester
 - Official seal of the Signatory and/or Organization.

REQUIRED DOCUMENTS

A. Pay Order or Demand Draft in favor of **NIFT (Pvt.) LTD.**

New Digital Signature Certificate	
Certificate Charges	Rs. 1,000.00
Federal Excise Duty @ 19.5%	Rs. 195.00
Validation charges	Rs. 500.00
Total Digital Certificate Charges	Rs. 1,695.00

Refer Finance Act 2009: www.niftetrust.com/downloads/FED_FinanceAct2009.pdf

B. Please attach ATTESTED copies of;

1. For Individuals:

- Computerized National Identification Card or Passport (**Mandatory**).
- National Tax Number Certificate (**Mandatory**).
- General Sales Tax Certificate (if available).
- Customs Agents License (if available).

2. If applying on behalf of the organization:

- Computerized National Identification Card or Passport (**Mandatory**).
- National Tax Number Certificate (**Mandatory**).
- General Sales Tax Certificate (if available).
- Customs Agents License (if available).
- SECP Registration Certificate (if available).
- 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

5th 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/GBR.htm

FBR Digital Certificate Request Form***** 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,
5th Floor, AWT Plaza,
I. I. Chundrigar Road,
Karachi – 74000

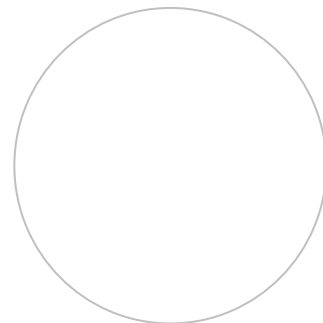
SUBJECT: AUTHORITY LETTER FOR DIGITAL CERTIFICATE

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 Digital Certificate Request Form HOW TO CONTACT NIFT NATIONWIDE

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

OR

Email: customerservices@niftetrust.com

OR

Visit NIFT Offices in the following cities

NIFT Head Office

5th 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

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