TITLE: ITS_R004–REGISTRATION FOR PAN AND VAT FOR BUSINESS

Purpose: To define the methods and responsibilities for taxpayer registration process for Income Tax (PAN) and VAT together.

Scope: This procedure applies to taxpayers who want to register in Income Tax (PAN) and VAT together.

Responsibilities:

The Taxpayer is responsible for providing all information required for registration as required by IRD regulation for Income Tax (PAN) and VAT. Taxpayer can use e-filling or fill up prescribed forms and submit to Inland Revenue Offices (IRO) or Organizations like (FNCCI) approved by IRD.

Tax Officers are responsible for ensuring the correctness and adequacy of the information provided by the taxpayer and register taxpayer as demanded by taxpayer.

Computer Operators are responsible for entering forms submitted by taxpayer for registration of Income Tax PAN and VAT. Computer Operator is also responsible for printing the PAN card and issuing them after getting signed by officer.

Use Case:
Definitions:

**Registration Form:** Form prescribed by Inland Revenue Department (IRD) for registration purpose.

**Registration:** Taxpayer is considered registered in Income Tax PAN and VAT once taxpayer fulfills all requirement of registration and is approved by Tax Officer.

**PROCEDURE:**

1.0 Application for registration

This Part is to be done by applicant (Taxpayer).

1.1 To apply for registration PAN, person or company must use IRD website (www.ird.gov.np) and select Taxpayer Portal.

1.2 Click on Taxpayer Portal link will display Taxpayer Portal menu.

1.3 Expand 'Registration for (PAN,VAT,EXCISE)' by clicking on '+' sign beside 'Registration for (PAN,VAT,EXCISE)' and then click on ‘Application for Registration’ will display following screen.
1.4 It is necessary to obtain a submission number for each application. This submission number serves as identification number for application. Fill in following information in screen displayed above to obtain the submission number:

1. Username – Username is case sensitive. This username will be used to open application document again if application is partially filled previously. Hence applicant must note the username.

2. Password – Password is case sensitive and must be six character or more. Password will be required to open previously saved document later. Hence applicant must note the password.

3. Re-Password – Re-enter password again just to confirm previously typed password.

4. Contact No – Type in Contact number.

5. Email-id – Type in Email Id

6. Registration for – Tick PAN and VAT to register for PAN and VAT together.

7. Select where application is to be registered. Select from radio button IRO/LTO, TSO (Taxpayer Service Center) or 'Other' for applying in IRD authorized organization for verification. 'Other' radio button becomes visible only if PAN (selecting more one will not enable 'Other' button) is selected in previous step. Selecting other will also enable other office selection list box.

8. Select IRO/TSO where PAN will be registered.

9. Select office where application will be registered from the list.

10. Press 'OK' button at bottom right corner.
On pressing 'OK' button following screen will be displayed.

Note down submission number, username and password. Submission number will be required to print the form as well as for verification by the Tax Officer.

Enter the following.

1. Select Business Type (Individual or Business) from the list.
2. Select Business Sub Type from the list. If Business is selected in previous step list will contain 'Private Limited', 'Public Limited' etc.
3. If taxpayer has already received the PAN from Office of Company Registrar(OCR) press 'Yes' otherwise press 'No'.
4. If 'Yes' is selected in the radio button following fields will be displayed.

5. Select Manual if PAN was issued by field officer. Select 'OCR' if PAN was issued by Office of Company Registrar. Select 'Allocated' if PAN was allocated already during VAT registration.
6. Enter PAN,
7. Pressing 'No' will not require step 4,5 and 6.
8. Press 'Continue' to enter data.
Enter Business Details:

9. If Business was selected in Business Type in previous screen, following screen will be displayed.

10. Enter Tradename in Nepali.
11. Enter Tradename in English.
12. Enter Registration Details, such as Business Registration Date, Registration Number, Place of registration, Business Start Date.
13. Tick whether Business is new or transferred from other owner.
14. Enter Address of Main Office and Main Place of Business.
15. Enter Business Detail, such as Business Type, Business Sub-type and press 'Add' button. More than one business type and sub-type can be added. These Business Type and Business Sub-type will be displayed in the certificate. So business type and sub-type needs to be selected carefully.

16. Click whether business have branch. If yes is selected one more tab for branch detail will become visible.
17. Enter Land Lord's details after clicking in land lord tab, if office is in rented property. Land lord's detail include:
   a. PAN (if Exist).
   b. Land lord's Name.
   c. Area in square feet.
   d. Parcel Number.
   e. Rent Amount and
   f. Landlord's address.

18. Enter Business Personnel detail (detail of Managing Director or CEO) by clicking 'Business Personnel detail' tab.
   a. Enter First Name, Middle Name and Last Name of business persons such as CEO, Managing Director etc in Nepali.
   b. Enter First Name, Middle Name and Last Name of business persons such as CEO, Managing Director etc in English.
   c. Enter Appointment Date in Nepali date (BS).
   d. Select Document Type (Citizenship, passport or Embassy ID).
e. Enter Identification Number.

f. Enter Issuing office name.

g. Location of issuing office.

h. Enter Issue date.

i. To upload the Identifying document click 'Browse' button and locate the scanned document and double click scanned document file.

j. Enter Address of Business Person.

k. Enter Detail of contact person for tax purpose if the person is different than CEO or Managing Director in the same manner as Business person entry.

19. Enter Branch Detail (If branch exists) by clicking 'Branch Detail' tab.

   a. Enter Branch Serial No.
   
   b. Enter Branch Start Date in Nepali (BS).
   
   c. Enter Branch Name in Nepali.
   
   d. Enter Branch Name in English.
   
   e. Enter Branch Address.
   
   f. Press 'Add शाखा' button to add branch.
   
   g. Repeat process a to f to add more branch.

20. Press 'SAVE' button to save date.
21. Press 'Next' Button to enter VAT related information. On pressing 'Next' Button following screen will be displayed.

22. Enter VAT related data as follows:
   a. Select whether registration to VAT is requested voluntarily or not. Selecting voluntarily will decide the filling period to Trimester 'T', if expected or actual turnover does not exceed VAT threshold otherwise filling Period will be 'M'.
   b. Enter applicable registration date.
   c. Enter PAN number if already registered in Income Tax.
   d. Enter VAT registration number if already registered in VAT. This is applicable only if taxpayer is already registered in VAT before creation of Inland Revenue Department in VAT Department.
   e. Enter Registration date if PAN exists.
   f. Enter Last Fiscal Year's Taxable Turnover including export.
   g. Enter Estimated Taxable Turnover including export for next three month.
h. Enter Last Fiscal Year's estimated Total non-taxable Turnover including export.

i. Enter Estimated Total non-taxable Turnover including export for next three month.

j. Enter Last Fiscal Year's VAT Exempt Turnover including export.

k. Enter Estimated VAT Exempt Turnover including export for next three month.

l. Enter Last Fiscal Year's Total Turnover.

m. Enter Estimated Total Turnover for next three month.

n. Enter Last Fiscal Year’s Total Assessable Income.

o. Enter Estimated Total Assessable Income for next three month.

p. Enter Last Fiscal Year’s Total Export.

q. Enter Estimated Total Export for next three month.

r. Check filling Period generated by system by pressing 'Check Filling Period' button.

s. Enter Contact Person detail for VAT (including address) if it is different than contact person for Income Tax.

23. Press 'Save' button to save data. This will save data and will allow edit data later.

24. Press 'Submit' button to submit the application.

25. Press 'Print' button to print the Registration Form. Sign the application and submit to IRO/TSO/LTO officer for verification.

2.0 Verification of Application

2.1 All applications submitted by Taxpayer will be displayed in Submitted List in IRO officer's portal.

Effectiveness Criteria:

Average time it takes to register a Business PAN for both in PAN and VAT.

References:

None:

Revision History:

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