TITLE:      ITS - EX02 –EXCISE PERMIT RENEWAL

Purpose:    To define the methods and responsibilities for taxpayer permit renewal process for Excise.

Scope:      This procedure applies to taxpayers who want to renew permit in excise.

Responsibilities:

The Taxpayer is responsible for providing all information required for permit renewal as required by IRD regulation for Excise. 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.

Definitions:

Renewal Form:   Form prescribed by Inland Revenue Department (IRD) for permit renewal purpose.

Use Case:
**PROCEDURE:**

1.0  **Application for Permit Renewal**

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

1.1  To apply for permit renewal, person or company must use IRD website (www.ird.gov.np) and select Taxpayer Portal.
1.2 Click on Taxpayer Portal link, following screen will appear.

1.3 Click on '+-' sign beside menu Item ‘Excise’ to expand excise menu and then. Following menu will be displayed.
1.4 Click on ‘Renew Permit’. Following screen will be displayed

1.5 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.

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 – to confirm previously typed password.

4. Contact No – Type in Contact number.

5. Email-id – Type in Email Id

1.6 On pressing ‘Register’ button, following screen will be displayed.
This form shows the Submission Number for the document. Taxpayer need to note submission number, username and password to open the document later.

1.7 After noting the submission number, click ‘Proceed’ button. The following form will be opened.

1.8 After selecting Business name and branch, following screen will be displayed

1.9 Here, selecting renew from and renew to for permit renewal, following screen will be displayed
Here user can renew what type of permit they want and their permit period and their activity.

1.10 To fill the information regarding renewal on the screen, user can “add” button. Following screen will be shown

Now, clicking on “Save” Button, a message will be displayed as shown below
1.11 If your permit renewal information is correct, you may now proceed to provide your payment information by clicking on the “Proceed to payment Entry from” button.

1.12 After clicking “Proceed to payment Entry from” button, the payment should be entered.
To fill the information about payment details, we fill up the following information

**Payment Type**: Select the payment like bank, cash etc.

**Banks Name**: The name of the bank defined by the system.

**Payment Date**: Enter the date of payment.

**Voucher No.**: Enter the voucher number.

**Amount**: Enter the amount for the particular permit. It should be equals to permit rate but not less.

1.13 After filling the information about payment details, click on “Add” button, it shows the list of payment
1.14 After Entering all the required information, you can either save or submit information.

After the submission of Information, the information is to be approved.

2.0 Verification of Application

2.1 All renewal application submitted by Taxpayer will be displayed in Submitted List in verifying officer.
Effectiveness Criteria:

Average time it takes to renew permit for Excise.

References:

None:

Revision History:

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