

	Inland Revenue Department SOP for Integrated Tax System			Pg. 1 of 8
	SOP Number: ITS - R001	Effective Date: 09/03/2014	Rev: 0.0	

TITLE: ITS_R001–REGISTRATION FOR PERSONAL PAN

Purpose: To define the methods and responsibilities for taxpayer registration process for Personal PAN (PPAN).

Scope: This procedure applies to taxpayers who want to register in Personal PAN.

Responsibilities:

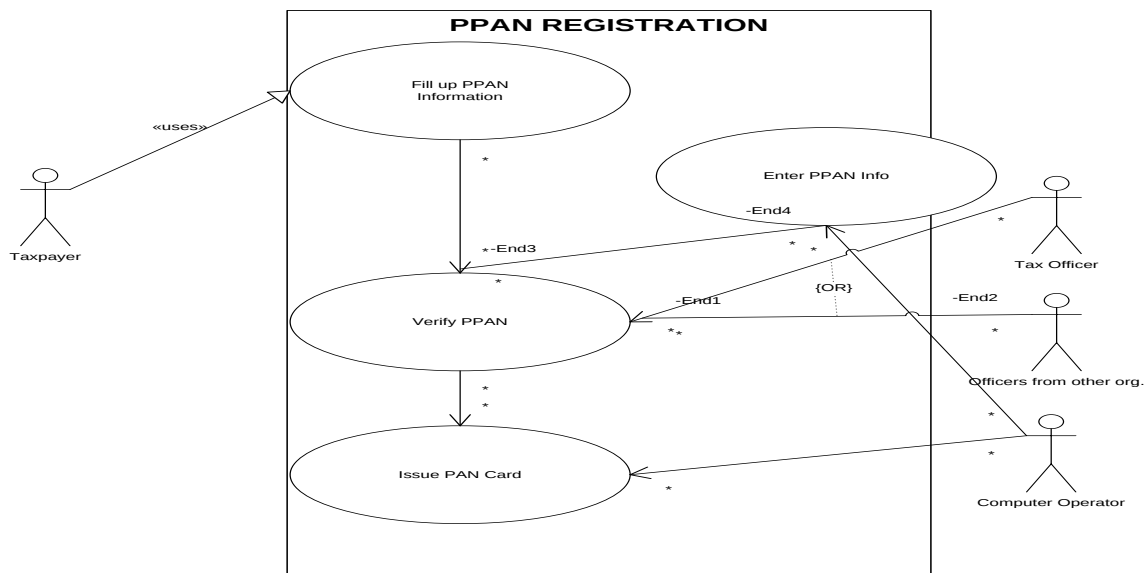
The **Taxpayer** is responsible for providing all information required for registration as required by IRD regulation for Personal PAN. Taxpayer can use e-filing or fill up prescribed forms and submit to Inland Revenue Offices (IRO).

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

Verifying Officer (officers in organization such as FNCCI, CNI for which IRD has authorized to verify PAN application) are responsible for ensuring the correctness and adequacy of the information provided by the taxpayer and register taxpayer as requested by taxpayer.

Computer Operators are responsible for entering forms submitted by taxpayer for registration of PPAN. Computer Operator is also responsible for printing the PAN card and issuing PAN card 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 to be registered in Personal PAN 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 Personal PAN Registration (PPAN), person must use IRD website (www.ird.gov.np) and select Taxpayer Portal.
- 1.2 Click on Taxpayer Portal link to display Taxpayer Portal Menu.
- 1.3 In the subsequent Taxpayer Portal menu, click on '+' sign beside 'Registration for (PAN,VAT,EXCISE)' to expand the menu.
- 1.4 Click on Application for Registration option in the menu. Following screen will be displayed

The screenshot shows a web browser window with the URL `taxpayerportal.ird.gov.np/taxpayer/app.html`. The page header includes the Inland Revenue Department logo and the Nepali motto "जनतालाई सम्मान र सेवा: सुशासनलाई टेवा". The date is 2071.05.31. The left sidebar lists 'Online E-Services' with options like Integrated Tax System, General, Registration(PAN,VAT,EXCISE), Application For Registration, Registration Log In, VAT, Estimated Return, Income Tax, and Diplomatic Refund. The main content area is titled 'Integrated Tax Menu >> Joint TaxPayer registration system >> Registration >> Application For Registration'. It contains a 'Get Submission Number' form with sections for 'Login Information' (Username, Password, Re-Password, Contact No, Email-Id), 'Registration For' (Personal PAN, Income Tax, VAT, Excise), and 'Verifying Offices' (IRO/LTO, TSO). A dropdown menu for 'IRO Name' is shown with the option 'Choose --'. At the bottom right are 'Ok' and 'Cancel' buttons. The footer indicates 'Designed & Developed By PCS'.

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 – 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 PPAN for personal PAN.
7. Select where application is to be registered. Select from radio button IRO/LTO or TSO.
8. Select office where application will be registered from the list.
9. Press 'OK' button at bottom right corner.

On pressing 'OK' button following screen will be displayed.

Welcome to Inland Revenue Department
Inland Revenue Department
कन्दताको श्रेयमा शुभचिन्ता

“जनतालाई सम्मान र सेवा: सुशासनलाई टेवा”

Date: 2071.05.31

Online E-Services

- Integrated Tax System
 - General
 - Registration(PAN,VAT,EXCISE)
 - Application For Registration
 - Registration Log In
 - VAT
 - Estimated Return
 - Income Tax
 - Diplomatic Refund

Integrated Tax Menu >> Your Submission No

Your Submission No

Submission Number:-710000885135

कृपया आफ्नो Username, Password र Submission Number सुरक्षित राख्नुहोस्। यदि Username र Password तपाईंले आन्तरिक राजस्व विभागको अन्य E-SYSTEM हरू मा पनि प्रयोग गर्ने भन्ने छ। सम्पूर्ण आवश्यक विवरण, फोटो र परिचयपत्र प्रविष्ट गरीसकेपछि लैस र सर्वाधिक Button चिह्ननुहोस् र "Print Form" मा क्लिक गरी फिन्ट निकाल्नुहोस्। योको एक प्रति वा Submission Number लिई सम्बन्धित आन्तरिक राजस्व कार्यालयमा सम्पर्क गरी आफ्नो व्यक्तिगत/व्यवसायिक स्थायी लेखा नम्बर प्रमाणपत्र प्राप्त गर्नुहोस्।

Continue Cancel

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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.

Press 'Continue' button to go forward. On pressing 'Continue' button following screen will be displayed.

Welcome to Inland Revenue Department
Inland Revenue Department
कन्दताको श्रेयमा शुभचिन्ता

“जनतालाई सम्मान र सेवा: सुशासनलाई टेवा”

Date: 2071.05.31

Online E-Services

- Integrated Tax System
 - General
 - Registration(PAN,VAT,EXCISE)
 - Application For Registration
 - Registration Log In
 - VAT
 - Estimated Return
 - Income Tax
 - Diplomatic Refund

Integrated Tax Menu >> Person Registration

E-Person Registration

Submission Number:-710000885135

Personal Info (व्यक्तिगत विवरण)

नाम पहिलो * दोस्रो शर *

नेपालीमा *:

अंग्रेजीमा *:

☒ वि.स ☐ इ.स लिंग : ☒ पुरुष ☐ महिला ☐ तेस्रो लैंगिक

जन्म मिति * : yyyy.mm.dd राष्ट्रियता * : NEPAL

Document (संगलग्न)

कमजोर शानको लागि चिह्ननुहोस्।

कमजोर	परिचय पत्र नं.	जारी गर्ने कार्यालय	जारी गर्ने कार्यालयको स्थान	जारी गरेको मिति
Citizenship Card				
Passport				
Embassy ID				

Relative's (परिवारिक विवरण)

पहिलो * दोस्रो शर *

पति/पत्नीको नाम:

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Enter following information:

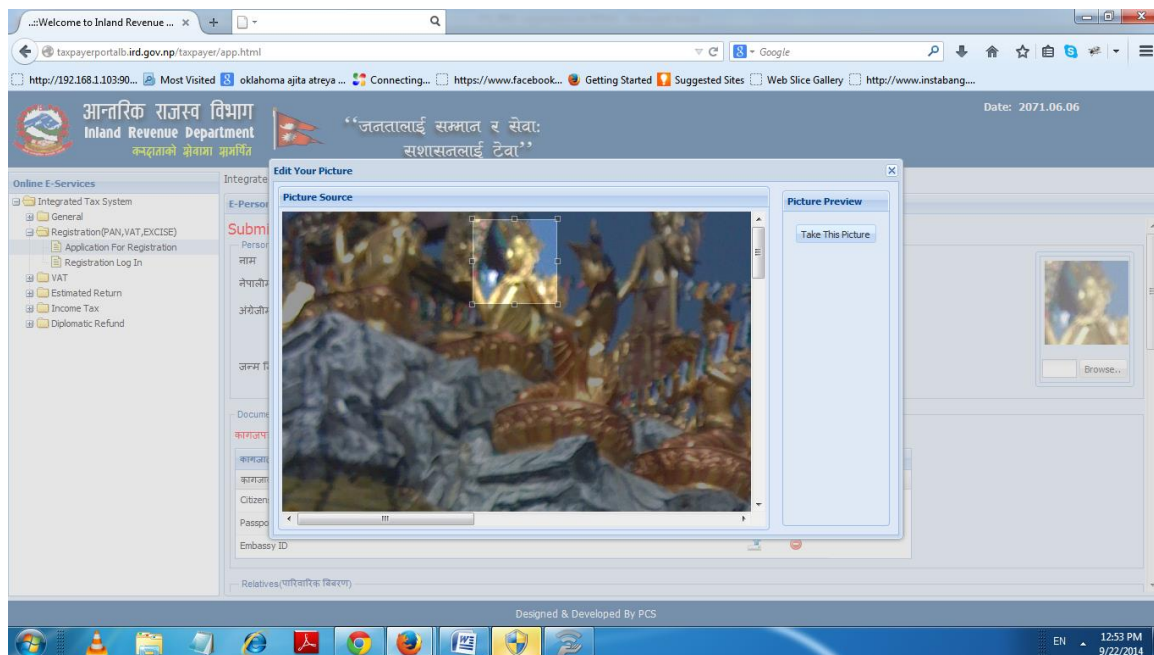
1. First Name, Middle Name and Last Name of the applicant in Nepali. Although typed information will be Unicode use Remington standard for typing.
2. First Name, Middle Name and Last Name of the applicant in English.
3. Sex: Select ex in radio button. Third Gender is also allowed.

4. Date of Birth: Date of birth can both be in Bikram Sambat (BS) or in English date (AD), but it must be indicated in radio button above date of birth. Date format for both BS and AD is 'YYYY.MM.DD'.
5. Nationality: Select nationality from list and press enter. Nationality is by default 'Nepal'.
6. Documents: At least one of the documents from the list displayed must be entered. To enter document, click upload sign (up-arrow) at the right side of the document row to be uploaded (Such as citizenship, passport etc). System will display following screen.

The screenshot shows the 'E-Person Registration' form on the taxpayer portal. The form is titled 'E-Person Registration' and includes a 'Submission Number: 710000886303'. The form is divided into several sections: 'Personal Info (व्यक्तिगत विवरण)', 'Document (किराजपत्र)', and 'Relatives (परिवारिक विवरण)'. The 'Personal Info' section includes fields for Name (नाम), Gender (पहिलो), Date of Birth (जन्म मिति), and Nationality (राष्ट्रियता). The 'Document' section includes a list of document types (Citizenship Card, Passport, Embassy ID) and a 'Browse...' button to upload a document. The 'Relatives' section includes fields for the name of the relative (परिवारिकको नाम) and their gender (पहिलो). The form is designed by PCS and is dated 2071.05.31.

7. Enter document number such as citizenship number or driving license number or passport number depending on which document type was selected from the list.
8. Enter name of the office which issued the document.
9. Enter Place of Issue.
10. Enter Issue Date in Nepali (BS) in 'YYYY.MM.DD' format.
11. To upload document first scan the document in black and white mode and at minimum resolution (high resolution scanned document takes longer time to upload) and save somewhere in the disk. Then Press 'Browse' button and identify the scanned document in the drive and double click picture file of the document.
12. To finish document entry press 'OK' button.
13. Uploading Photo:
 - a. To upload photo scanned photo is required.

- b. Click on the 'Browse' button.
- c. Locate scanned photo and press open button. Picture will be loaded in new windows as follows.



- d. Place the rectangle over the face by grabbing the rectangle and dragging over the face. Resize the rectangle by dragging the corner of the rectangle to clip the area of the loaded picture so that passport size picture is clipped. Press 'Take his picture' button to clip and load picture. Loaded picture will be displayed in the right of the screen.
14. Enter First Name, Middle Name and Last Name of the spouse.
 15. Enter First Name, Middle Name and Last Name of the Father in Nepali.
 16. Enter First Name, Middle Name and Last Name of the Father in English.
 17. Enter First Name, Middle Name and Last Name of the mother in Nepali. Father's name or mother's name is mandatory.
 18. Enter First Name, Middle Name and Last Name of the grandfather in Nepali.
 19. Enter First Name, Middle Name and Last Name of the guardian in case of minor in Nepali.
 20. Enter Professional Certificate Number.
 21. Select Professional Category from the List.
 22. Select Professional Sub-Category from the list.

23. Press 'Add' button to add professional data.
24. Applicant can add more than one professional data by repeating step 19 to 22.
25. Entering Address:
 - a. Select District from the List.
 - b. Select whether address is in Metro, Sub-Metro, Municipality or VDC.
 - c. Enter Name of Metro, Sub-Metro, Municipality or VDC in Nepali.
 - d. Enter Name of Metro, Sub-Metro, Municipality or VDC in English.
 - e. Enter Location Name(Tole) in Nepali.
 - f. Enter Location Name(Tole) in English.
 - g. Enter Email Address
 - h. Enter Contact Number if available.

26. Entering Temporary Address (Note: this is not mandatory)

- a. Select district from the list.
- b. Click on one of the radio buttons for (Metro, Sub Metro, Municipality or VDC).
- c. Enter name of (Metro, Sub-metro, Municipality or VDC).
- d. Enter tole.

e. Enter House Number.

f. Enter Ward Number.

27. At this stage you can either save data or submit application by pressing 'Save' button or 'Submit' button.

2.0 Verification of Application

2.1 All application submitted by Taxpayer will be displayed in Submitted List.

Effectiveness Criteria:

Average time it takes to register a Personal PAN.

References:

SOP G002-Module Verification:

Revision History:

Revision	Date (DD/MM/YY)	Description of Changes	Requested By