



Required Documents for KPRRA Registration / SOP

Documents Required for **INDIVIDUALS** Processing of Sales Tax Registration Application

Authority Letter in case of any other authorized person	
1	Applicant CNIC and NTN copy
2	a. Copy of paid electricity bill not more than three (3) months old, installed at Business Address b. Affidavit on stamp paper in case, if no utility connection is installed at the business premises OR the electricity bill is shared and an internal bill is issued by the main bill recipient OR the business is a Self-Electricity Generating Unit.
3	One Page of Business Letterhead Pad (Crossed)
4	Bank Account Statement OR Account Maintaining Certificate
5	Property Documents of Business Premises, Ownership Or Rent Deed / Lease Deed .

Documents Required for **ASSOCIATION OF PERSONS** Processing of Sales Tax Registration Application

Authority Letter in case of any other authorized person	
1	AOP NTN and All Directors/Members CNIC and NTN copy
2	a. Copy of paid electricity bill not more than three (3) months old, installed at Business Address b. Affidavit on stamp paper in case of, if no utility connection is installed at the business premises OR the electricity bill is shared and an internal bill is issued by the main bill recipient OR the business is a Self-Electricity Generating Unit.
3	One Page of Business Letterhead Pad (Crossed)
4	Bank Account Statement OR Account Maintaining Certificate of Business Name
5	Copy of Partnership Deed and Form-H .
6	Property Documents of Business Premises, Ownership Or Rent Deed / Lease Deed .

Documents Required for **COMPANY** Processing of Sales Tax Registration Application

Authority Letter in case of any other authorized person	
1	Company NTN and All Directors/Members CNIC and NTN copy
2	a. Copy of paid electricity bill not more than three (3) months old, installed at Business Address b. Affidavit on stamp paper in case of, if no utility connection is installed at the business premises OR the electricity bill is shared and an internal bill is issued by the main bill recipient OR the business is a Self-Electricity Generating Unit.
3	One Page of Business Letterhead Pad (Crossed)
4	Bank Account Statement OR Account Maintaining Certificate of Business Name
5	Copy of Incorporation Certificate issued by SECP and Form-21 , Form-29
6	Property Documents of Business Premises, Ownership Or Rent Deed / Lease Deed .

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