



Capital Gain Tax

User Guide

April, 2011



Version Control History

Version	Description	Prepared By	Changed By	Date
1.0	User Manual	Sana Khan		13-04-2011

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Capital Gain Tax (CGT) is one of the services co-hosted by FBR at web based e-Portal (<http://e.fbr.gov.pk>). Pakistan Revenue Automation Pvt Limited [PRAL] is managing this e-Portal under the policies of FBR, Government of Pakistan. This guide intends to describe the steps to file the CGT.

1. Intended Users:

- **Broker:** Broker is a person who sales or purchase shares in Stock market duly authorized by Investor & Stock Exchange. He manages the account of every investor through CDC (Sub account Number.)
- **Investor:** Investor is one who invests in stock exchange through broker. An investor can be Individual, AOP and Company. Investor can have more than one broker.

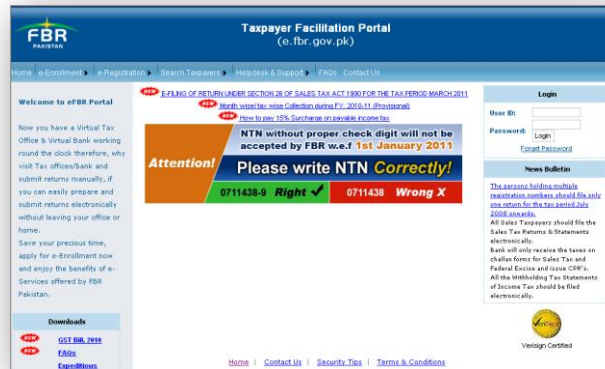
2. Activities in CGT

- The Capital Gain Tax filing involves mainly the following activities:
 - Opening of Web Application. i.e. <http://e.fbr.gov.pk>
 - Login the System.
 - Opening the CGT Application
 - Preparation of CGT

3. Application Guide

3.1. Opening of Web Application & Login the System:

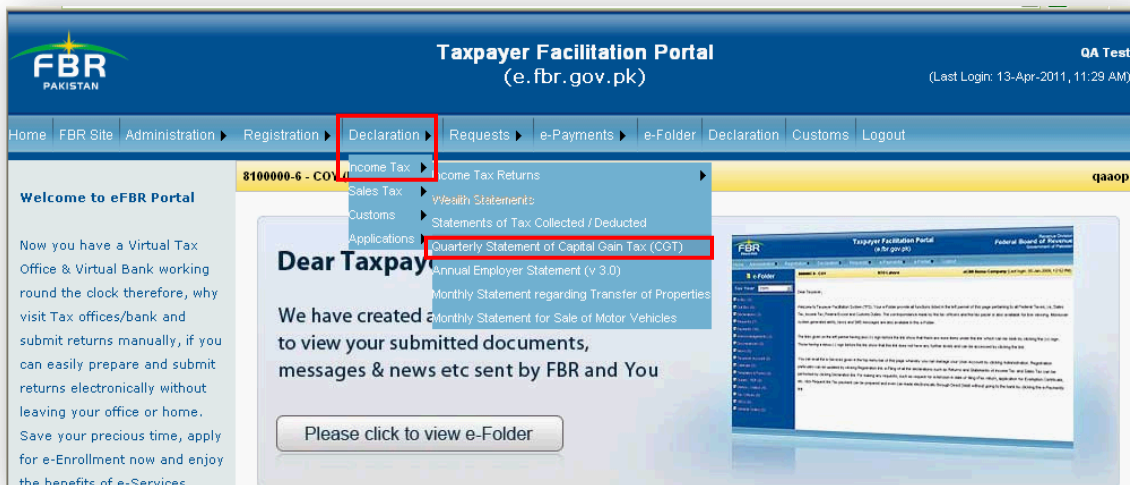
- Open the web portal application by following the address <http://e.fbr.gov.pk> in your web browser.
- Enter your issued login and password in the login section given in the right side of page to enter into the website and to file CT showing in the figure CGT_Login_1.



CGT_Login_1

3.2.CGT link Opening:

- On successfully login, system will redirect to the main home page of the system. Follow the link **“Declaration → Income Tax →Quarterly Statement of Capital Gain Tax (CGT)”** from the main menu bar seeing in CGT_Filing_1.

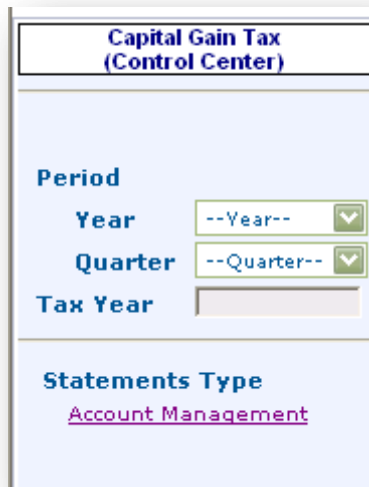


CGT_Filing_1

- On following the link, the CGT main page opens. The page contains two sections seeing in **“CGT_Filing_4”**.

3.3.Preparation of CGT

- The left panel contains the **Control Center of Capital Gain Tax Statement**.
- Under the heading Period, select the Year from the given drop down list and Quarter of the respective Tax Year.



CGT_Filing_2

- When quarter and year under heading **Period** get selected then the respective tax year will be display in the given textbox named **Tax Year** and then click on the link “[Account Management](#)” under the heading Statements Type.



CGT_Filing_3

- When you click on the link, system will open the account management page in right side of screen as showing in the figure “CGT_Filing_ 4.”
- The investor’s particular are displayed in the page.
- “Quarter Ending Date, NTN, Name and Address of Investor” is reflecting in the right section under the heading of the “Particulars of Investor (Taxpayer).”
- The details of the account which broker manage will be added in the section named “Account’s Particular.”

Capital Gain Tax (Control Center)

8100000-6 - COY (RTO ISLAMABAD)

Language English

qaaop

Quarterly Statement of Capital Gain Tax (CGT) -> Account Management

Particulars of Taxpayer(Investor)

NTN / FTN Name of Investor Quarter Ending

Address

Particulars of Investor's Account

1. Brokerage Account Number
2. Date of Opening of Brokerage Account
3. Type of Account
4. Name of Brokerage Firm/Company
5. Contact No. and address of Brokerage Firm/Company
6. Date of closing of Investor Account
7. CDC Sub Account Number
8. Investor Account Number

Investor's Account Records

<< Page# 1 of 1 >>

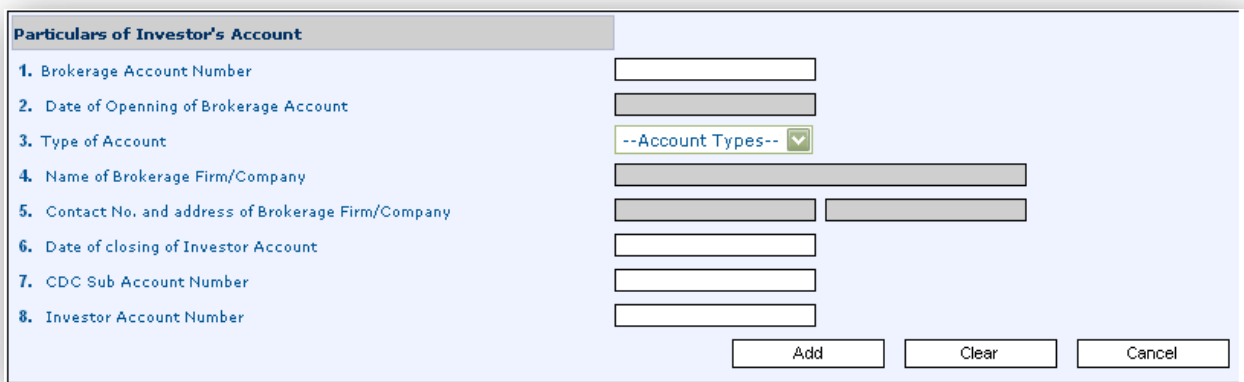
Sr.No.	Brokerage Account No.	Date of Opening of BC	Type of Account	Name of Brokerage F/C	Contact No. and Address	CDC Sub Account No.	Edit	Details
1	BRK-08	01/11/2001	AOP	M/s. Alfa Adhi Securities (Pvt) Ltd.	N/A / N/A	cdc-01	<input type="button" value="Edit"/>	<input type="button" value="Details"/>
2	BRK-02	01/01/2011	Company	M/s. Eastern Capital Limited	Blue area / 52255454	ABC0123	<input type="button" value="Edit"/>	<input type="button" value="Details"/>
3	BRK-30	01/11/2001	Individual	Mr. Haroon Suleman	N/A / N/A	AAA111	<input type="button" value="Edit"/>	<input type="button" value="Details"/>

<< Page# 1 of 1 >>

CGT_Filing_ 4

- In the account’s particular section, enter the brokerage account number, account opening date and type of account. Provide the name of brokerage firm, its contact information (address and contact number), account closing date, CDC number and Investor account number showing in the figure below.

- As you enter the Brokerage Account number and press the Tab key system will load its corresponding values in columns 2,3, and 5 which are non-editable.
- If you not remembering the Number then either enter the Name, as you start entering the name system will display the list of all the names starting with the same letter, select one of them and system will loads the respective values in the text boxes.
- In column 4, Account Type meant is for Investor Account.
- After entering the asked particulars add them by following a click on **Add** button. System will add the detail and is visible in the grid below.
- The **Clear** button clears the entered detail shown in CGT_Filing_5.



The screenshot shows a form titled "Particulars of Investor's Account" with the following fields:

1. Brokerage Account Number	<input type="text"/>
2. Date of Opening of Brokerage Account	<input type="text"/>
3. Type of Account	--Account Types-- <input type="button" value="v"/>
4. Name of Brokerage Firm/Company	<input type="text"/>
5. Contact No. and address of Brokerage Firm/Company	<input type="text"/> <input type="text"/>
6. Date of closing of Investor Account	<input type="text"/>
7. CDC Sub Account Number	<input type="text"/>
8. Investor Account Number	<input type="text"/>

Buttons: Add, Clear, Cancel

CGT_Filing_5

- In the Account's record grid, the details will be display in the form of tabular grid with an option to edit or delete the respective record.
- The paging facility is there in the account's grid as if the number of display record is greater it get manage with paging.

Investor's Account Records

|< < Page# 1 of 2 > >|

Sr.No.	Brokerage Account No.	Date of Opening of BC	Type of Account	Name of Brokerage F/C	Contact No. and Address	CDC Sub Account No.	Edit	Details
1	BRK-08	01/11/2001	AOP	M/s. Alfa Adhi Securities (Pvt) Ltd.	N/A / N/A	cdc-01	<input type="button" value="Edit"/>	<input type="button" value="Details"/>
2	BRK-02	01/01/2011	Company	M/s. Eastern Capital Limited	Blue area / 52255454	ABC0123	<input type="button" value="Edit"/>	<input type="button" value="Details"/>

|< < Page# 1 of 2 > >|

CGT_Filing_6

- Click on **Edit** button to change the particular details of the investor account. System will load the detail in their respective text boxes.
- Change any detail which needs to be and then click on **Update** button to update the record.
- To reset the text boxes value click on **Clear** button.
- Cancel the updating or editing by following on **Cancel** button.
- **Delete** button when clicked it will then delete the current record.

Particulars of Investor's Account

1. Brokerage Account Number:

2. Date of Opening of Brokerage Account:

3. Type of Account:

4. Name of Brokerage Firm/Company:

5. Contact No. and address of Brokerage Firm/Company:

6. Date of closing of Investor Account:

7. CDC Sub Account Number:

8. Investor Account Number:

Investor's Account Records

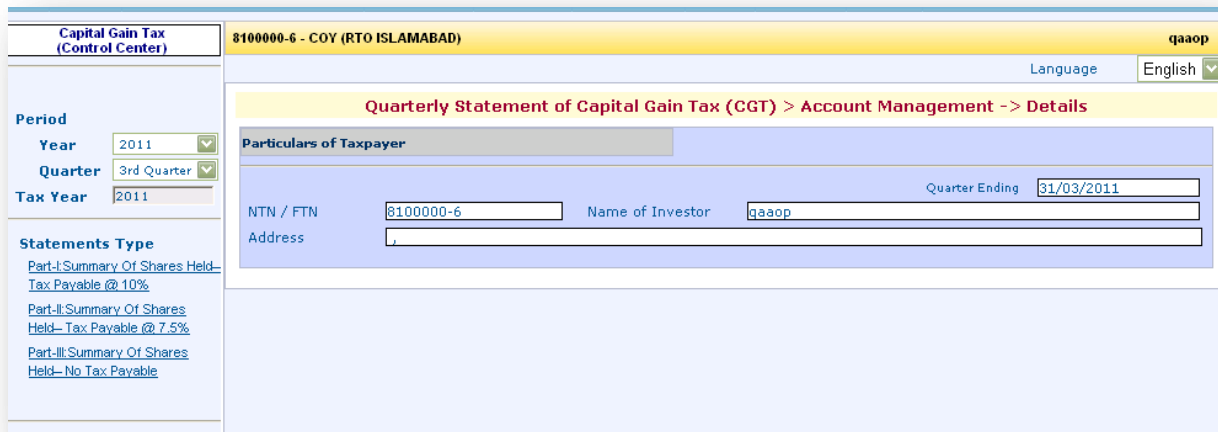
|< < Page# 1 of 2 > >|

Sr.No.	Brokerage Account No.	Date of Opening of BC	Type of Account	Name of Brokerage F/C	Contact No. and Address	CDC Sub Account No.	Edit	Details
1	BRK-08	01/11/2001	AOP	M/s. Alfa Adhi Securities (Pvt) Ltd.	N/A / N/A	cdc-01	<input type="button" value="Edit"/>	<input type="button" value="Details"/>
2	BRK-02	01/01/2011	Company	M/s. Eastern Capital Limited	Blue area / 52255454	ABC0123	<input type="button" value="Edit"/>	<input type="button" value="Details"/>

|< < Page# 1 of 2 > >|

CGT_Filing_7

- Detail button in the grid facilitates you to feed the summary of shares relevant to the selected broker.
- Click on **Details** button from the grid to view the details of the respective account. System will load a new page.
- Now the right section contains the investor’s particulars and in the left panel under **Statements Type** there are three different types of share summaries present showing in the figure “CGT_Filing_8.”
 - Summary of Shares Held - Tax Payable @ 10%
 - Summary of Shares Held - Tax Payable @ 7.5%
 - Summary of Shares Held – No Tax Payable



CGT_Filing_8

3.3.1. Summary of Shares Held - Tax Payable @ 10%

- Click on the Details button from the grid, the system will load the new page with the controls.
- The share summary now have status “**Preparing**” and after entering the details you need to save it and then verify it like other statements.

Quarterly Statement of Capital Gain Tax (CGT) -> Summary of Shares Held upto six months - Tax payable @10%

Particulars of Taxpayer

NTN / FTN: Name of Investor: Quarter Ending:
 Address:

Details of Shares Held - Tax payable @10% Status: Preparing

Quarterly Data	1. Brokerage Account No.	<input type="text" value="BRK-02"/>	4. Total gain during tax period	<input type="text" value="0"/>
	2. Total Value of Shares carried in account as on 31st March	<input type="text"/>	5. Capital Loss during the tax period	<input type="text" value="0"/>
	3. Total Cash carried in account as on 31st March	<input type="text"/>	6. Net gain/loss	<input type="text" value="0"/>
			7. Tax on capital gain payable for the tax period	<input type="text"/>

CGT_Filing_9

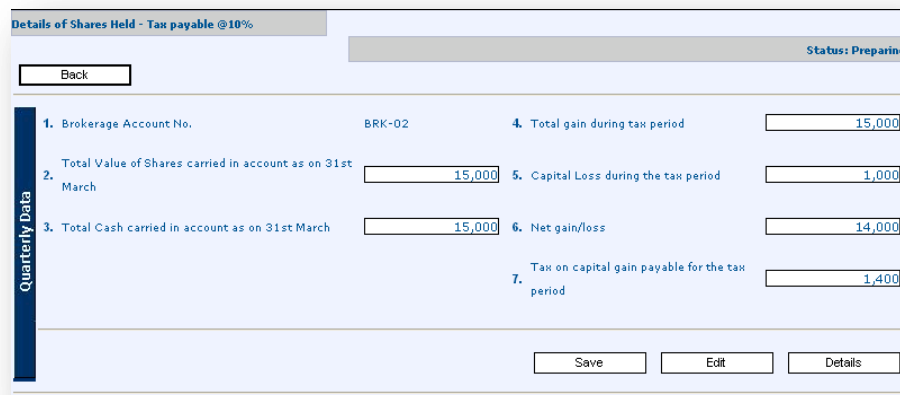
- The Quarterly data of the brokerage is seeing in the figure below. Brokerage Account Number is pre-loaded by the system. Enter the asked details and then click on **Save** button.

Details of Shares Held - Tax payable @10% Status: Preparing

Quarterly Data	1. Brokerage Account No.	<input type="text" value="BRK-02"/>	4. Total gain during tax period	<input type="text" value="0"/>
	2. Total Value of Shares carried in account as on 31st March	<input type="text"/>	5. Capital Loss during the tax period	<input type="text" value="0"/>
	3. Total Cash carried in account as on 31st March	<input type="text"/>	6. Net gain/loss	<input type="text" value="0"/>
			7. Tax on capital gain payable for the tax period	<input type="text"/>

CGT_Filing_10

- As you save the date system will reload the page with the success message of save and now contains the Details of Shares held section showing in “CGT_Filing_12”
- Once when you saved the data, it gets locked and can't be editable. To change any particular click on **Back** button given in the section, it will reload the page with editable fields seeing in the figure below, change them and then again **Save** it.



Details of Shares Held - Tax payable @10%		Status: Preparing		
<input type="button" value="Back"/>				
Quarterly Data				
1. Brokerage Account No.	BRK-02	4. Total gain during tax period	<input type="text" value="15,000"/>	
2. Total Value of Shares carried in account as on 31st March	<input type="text" value="15,000"/>	5. Capital Loss during the tax period	<input type="text" value="1,000"/>	
3. Total Cash carried in account as on 31st March	<input type="text" value="15,000"/>	6. Net gain/loss	<input type="text" value="14,000"/>	
		7. Tax on capital gain payable for the tax period	<input type="text" value="1,400"/>	
		<input type="button" value="Save"/>	<input type="button" value="Edit"/>	<input type="button" value="Details"/>

CGT_Filing_11

Details of Shares Held - Tax payable @10%
Status: Preparing

Quarterly Data

1. Brokerage Account No. <input type="text" value="BRK-02"/> 2. Total Value of Shares carried in account as on 31st March <input type="text" value="15,000"/> 3. Total Cash carried in account as on 31st March <input type="text" value="15,000"/>	4. Total gain during tax period <input type="text" value="15,000"/> 5. Capital Loss during the tax period <input type="text" value="1,000"/> 6. Net gain/loss <input type="text" value="14,000"/> 7. Tax on capital gain payable for the tax period <input type="text" value="1,400"/>
---	---

Saved Successfully!

Sales	Purchase
1. Date of Sale <input type="text"/>	6. Date of Purchase <input type="text"/>
2. Particulars of Shares <input type="text"/>	7. Particulars of Shares <input type="text"/>
3. No. of Shares <input type="text"/>	8. No. of Shares <input type="text"/>
4. Sale Price Per Share <input type="text"/>	9. Purchase Price Per Share <input type="text"/>
5. Sale Proceeds <input type="text"/>	10. Total Purchase Price <input type="text"/>

Capital Gain(Loss)

11. Capital Gain/ Loss <input type="text"/>
12. CGT Payable <input type="text"/>

Statement Records

No Record Found!

CGT_Filing_12

- In the **Shares Details** section, enter the Sale, Purchase detail of the shares and the Capital Gain/ Loss in their respective areas and then click on **Add** button.
- To reset the fields click on **Clear** button.
- As you will add the record, system will redirects the page with the success message and the added record will display in the Statement Records section in the form of tabular grid. Seeing in the figure given below.
- The grid contains the details of Sale & Purchase with respect to their dates, price per shares, number of shares, total price of sale/ purchase, Payable Capital Gain Tax and the

column of **Edit**. This button is to facilitate the change in statement particular before the verification.

Added Successfully!

Statement Records

|<< Page# 1 of 1 >>|

S.No.	Sales					Purchase					Capital Gain/Loss	CGT Payable	Edit
	Date of Sale	Particulars of Shares	No. of Shares	Sale Price per Share	Sale Proceeds	Date of Purchase	Particulars of Shares	No. of Shares	Purchase Price per Share	Total Purchase Price			
1	30/03/2011	automation	10	1500	10000	31/03/2011	automation	10	1000	10000	100000	2500	<input type="button" value="Edit"/>

|<< Page# 1 of 1 >>|

CGT_Filing_13

- Click on **Edit** button, to change the particular's detail. After performing the desired change click on **Update** button, to update the backend data base record.

Sales						Purchase											
Details of Shares Held	1. Date of Sale	<input type="text" value="30/03/2011"/>				6. Date of Purchase	<input type="text" value="31/03/2011"/>										
	2. Particulars of Shares	<input type="text" value="automation"/>				7. Particulars of Shares	<input type="text" value="automation"/>										
	3. No. of Shares	<input type="text" value="10"/>				8. No. of Shares	<input type="text" value="10"/>										
	4. Sale Price Per Share	<input type="text" value="1,500"/>				9. Purchase Price Per Share	<input type="text" value="1,000"/>										
	5. Sale Proceeds	<input type="text" value="10,000"/>				10. Total Purchase Price	<input type="text" value="10,000"/>										
Capital Gain(Loss)																	
11. Capital Gain/ Loss	<input type="text" value="100,000"/>																
12. CGT Payable	<input type="text" value="2,500"/>																
<input type="button" value="Update"/>						<input type="button" value="Delete"/>						<input type="button" value="Clear"/>		<input type="button" value="Print"/>		<input type="button" value="Verify"/>	
Statement Records																	
<< Page# 1 of 1 >>																	
SNo.	Sales					Purchase					Capital Gain/Loss	CGT Payable	Edit				
	Date of Sale	Particulars of Shares	No. of Shares	Sale Price per Share	Sale Proceeds	Date of Purchase	Particulars of Shares	No. of Shares	Purchase Price per Share	Total Purchase Price							
1	30/03/2011	automation	10	1500	10000	31/03/2011	automation	10	1000	10000	100000	2500	<input type="button" value="Edit"/>				
<< Page# 1 of 1 >>																	
Home Contact Us Security Tips Terms & Conditions																	

CGT_Filing_14

- After the successful update, now its need to verify the statement. To verify it, click on **Verify** button.
- As you click on verify button, system will load a new screen on the page.

Statement Verification Information

I, ICSB DEBQ COMPANY CHANGE 1 S/O _AB_ CNIC No _ resident of 30B Flou, Sakura, Tour, Corridor, F501, holding brokerage account No. 88112, with the brokerage firm and holding CDC sub account No. CGC-9971542, with Central Depository Company do hereby solemnly affirm that particulars of my account given in Part I and the particulars of share transactions conducted during the tax period given in Part - II, III and IV of the summary of share transactions are true and correct and in accordance with the ledger statements and CDC statements of my account for the above mentioned tax periods. I further affirm that nothing has been concealed or incorrectly stated regarding my account. I know that in case any particulars of my account and share transactions conducted during the above mentioned tax period and given under rule 139E of the Income Tax Rules, 2002 as mentioned above are found to be false being not in conformity with ledger statements and CDC statements of my account, I am liable to be penalized in accordance with rule 139C of the Income Tax Rules, 2002.

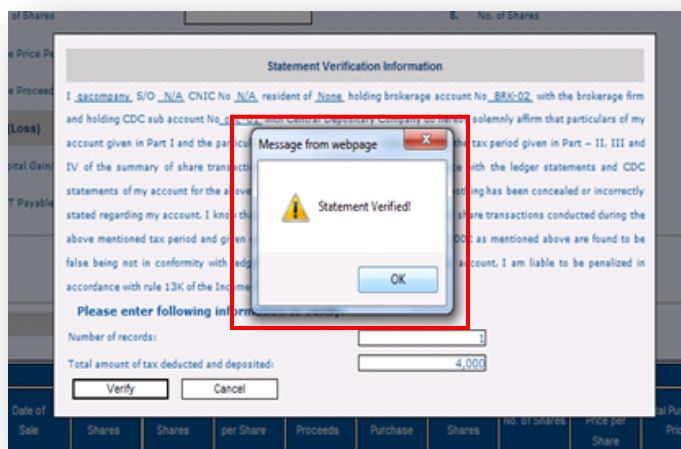
Please enter following information to verify:

Number of records:

Total amount of tax deducted and deposited:

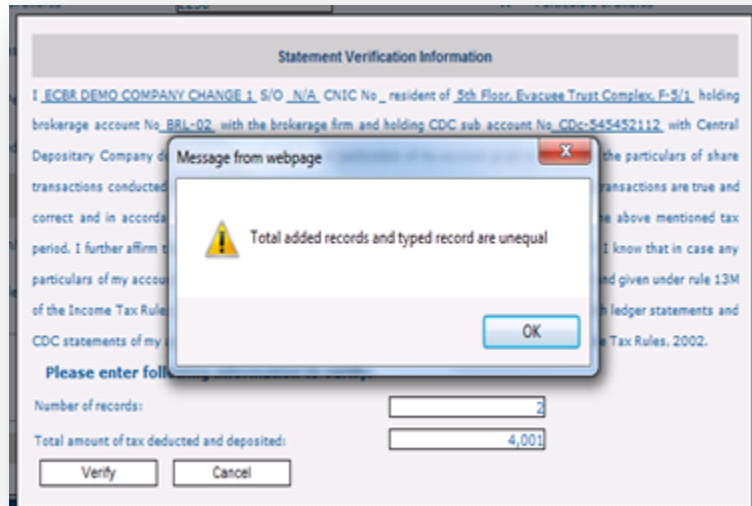
CGT_Filing_15

- Enter the asked information, the number of records to verify and the total amount of paid tax.
- As you entered the correct information and click on Verify button. System will verify the entered data with the back end data and on successful authentication statement gets verify and system will display the success message.



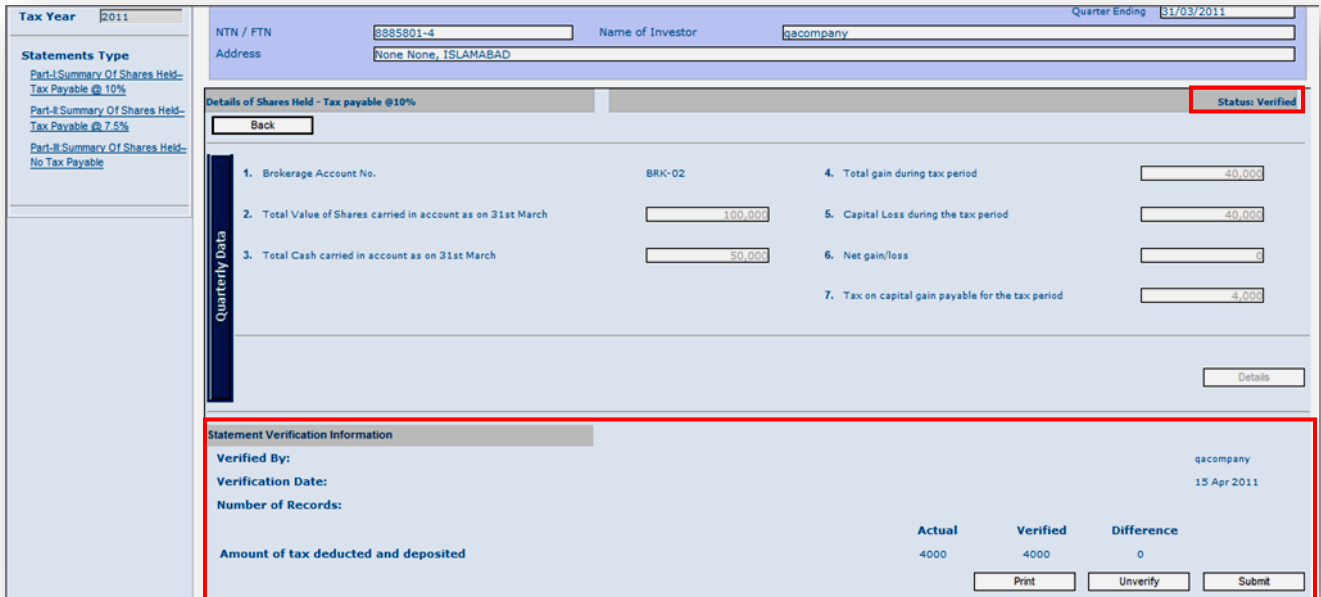
CGT_Filing_16

- If the data mismatched, system will not verify it and will display the error showing in the given figure.



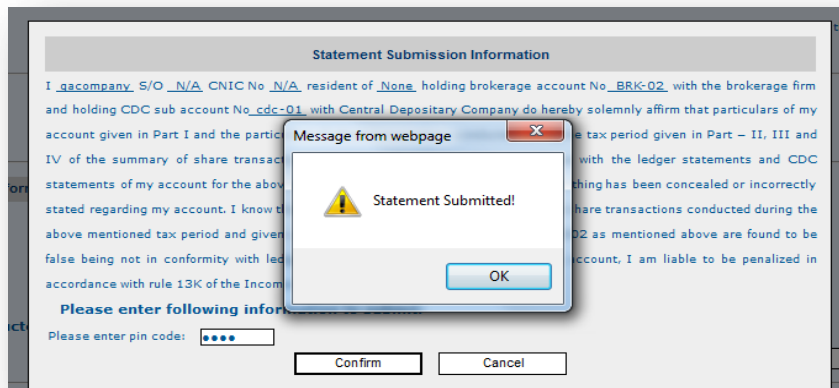
CGT_Filing_17

- On successful verification, system will display the success message.
- As you viewed the message, click on Ok button, system will redirects to the current page, and display the verified record information.



CGT_Filing_18

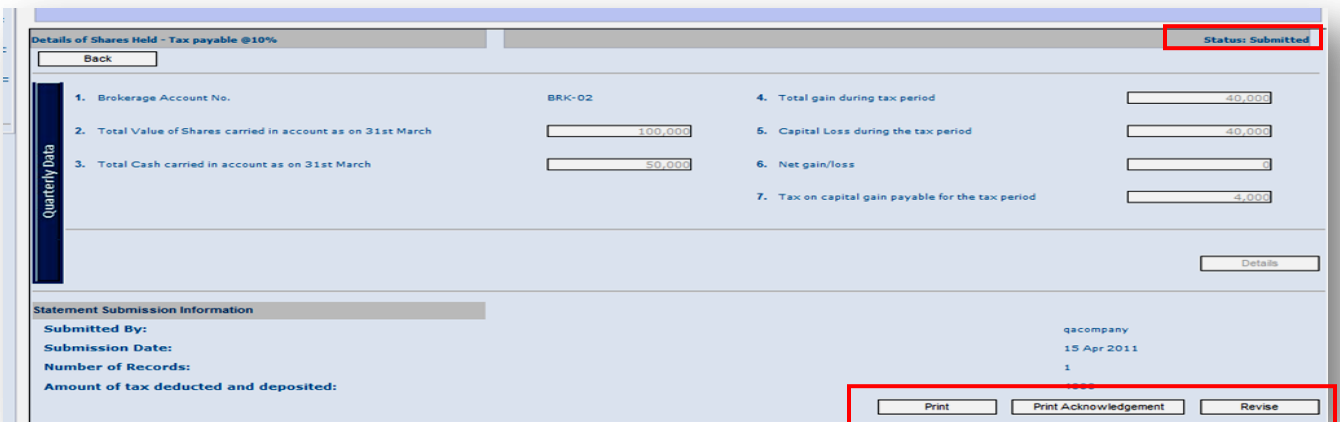
- The verification information reflects the actual, verified data and the difference in these fields.
- The statement has the “**Verified**” status now.
- The statement data is now can’t be editable for further changes unless it can be follow by **Un-Verify** button, to do any change.
- In case of **Un-Verify**: the system will display the pop-up window similar to verification and asks to enter the issued Pin-code to Un-Verify the statement.
- On the successful validation of the Pin Code, the data will be un-lock for editing else not.
- In **Submitting** case of statement, click on **Submit** button.
- System opens a pop-up window and asks to enter the Pin-Code.
- Enter your issued Pin Code and click on **Confirm** button to continue with submitting.
- System validates the entered Pin Code form its data base and display the message of successful submitting.



CGT_Filing_19

- On viewing the message and click on **Ok** button, system redirects you to the main statement page and the statement now has status “**Submitted.**”
- Page contains the submitted information, the person who submitted the statement, date of submission, number of records submitted and tax amount deposited.
- System now enables the following button

- Revise: to revise the submitted button.
- Print: To print the statement
- Print Acknowledgement: To print the statement’s acknowledgement slip.



Quarterly Data	
1. Brokerage Account No.	BRK-02
2. Total Value of Shares carried in account as on 31st March	100,000
3. Total Cash carried in account as on 31st March	50,000
4. Total gain during tax period	40,000
5. Capital Loss during the tax period	40,000
6. Net gain/loss	0
7. Tax on capital gain payable for the tax period	4,000

Statement Submission Information

Submitted By: gacompany
Submission Date: 15 Apr 2011
Number of Records: 1
Amount of tax deducted and deposited:

Print Print Acknowledgement Revise

CGT_Filing_20

- To print the statement, click on **Print** button.
- System pop-up the Open/ Save dialog box, to view the PDF document of statement and on request Open the document.
- Acknowledgment slip can be printed by following a **Print Acknowledgment** button. In the similar way system display the Open/Save dialog box.
- And then the slip in PDF format will be open, as showing in the figure below.



Revenue Division
 Federal Board of Revenue
 Government of Pakistan

INCOME TAX DEPARTMENT

Electronic Document No. (EDN) : 8427270

ACKNOWLEDGEMENT SLIP

Filed Document : **DIRECT TAXES - Quarterly Statement of Adjustable Advance Capital Gain Tax** REVISED

Submission Date : 15/4/2011
 Quarter Ending : Mar-2011
 Tax Year : 2011
 Tax Office : RTO-I KARACHI

NTN / FTN : 8885801-4
 Taxpayer Name : qacompany

PAYMENT SECTION	RECORDS	TAX DEDUCTED	TAX DEPOSITED
DIRECT TAXES - ADVANCE CAPITAL GAIN TAX	1	4,000	4,000

(All amounts in Pak Rupees)

ITSARQ-032011-8427270 e-Officer, FBR

CGT_Filing_21

3.3.2. Summary of Shares Held – Tax Payable @ 7.5%

- If you will pay tax with respect to 7.5% then from left panel of the screen click on **“Summary of Share Held – Tax Payable @ 7.5%”** showing in the figure “CGT_Filing_8.”
- As you click the system will open the following page, the statement has status **“Preparing.”**

Quarterly Statement of Capital Gain Tax (CGT) -> Summary of Shares Held upto six months - Tax payable @7.5%

Particulars of Taxpayer

Quarter Ending

NTN / FTN Name of Investor
 Address

Details of Shares Held - Tax payable @7.5%

Status: Preparing

Quarterly Data	1. Brokerage Account No.	BRK-02	4. Total gain during tax period	<input type="text" value="0"/>
	2. Total Value of Shares carried in account as on 31st March	<input type="text"/>	5. Capital Loss during the tax period	<input type="text" value="0"/>
	3. Total Cash carried in account as on 31st March	<input type="text"/>	6. Net gain/loss	<input type="text" value="0"/>
			7. Tax on capital gain payable for the tax period	<input type="text" value="0"/>

CGT_Filing_22

- Enter the quarterly data in their respective text boxes.
- Save the data and the process to Save, Verify and Submit is same as mentioned in section 2.1. To view the process of Save, Verify & Submit click [here](#).

3.3.3. Summary of Shares Held - No Tax Payable

- If you don't have to pay tax, then from the left panel select "No Tax Payable" link. Showing in Figure 9.
- As you click the system will open the given page.

Quarterly Statement of Capital Gain Tax (CGT) -> Summary of Shares Held upto six months – Tax payable @0%

Period

Year:

Quarter:

Tax Year:

[Part-I: Summary Of Shares Held- Tax Payable @ 10%](#)

[Part-II: Summary Of Shares Held- Tax Payable @ 7.5%](#)

[Part-III: Summary Of Shares Held- No Tax Payable](#)

Particulars of Taxpayer

NTN / FTN: Name of Investor:

Address:

Quarter Ending:

Details of Shares Held - Tax payable @0%

Status: Preparing

Quarterly Data	1. Brokerage Account No.	BRK-02	4. Total gain during tax period	<input type="text" value="0"/>
	2. Total Value of Shares carried in account as on 31st March	<input type="text"/>	5. Capital Loss during the tax period	<input type="text" value="0"/>
	3. Total Cash carried in account as on 31st March	<input type="text"/>	6. Net gain/loss	<input type="text" value="0"/>
				7. Tax on capital gain payable for the tax period
				<input type="text"/>
	<input type="button" value="Save"/> <input type="button" value="Edit"/> <input type="button" value="Details"/>			

CGT_Filing_23

- Enter the asked data in the section and then click on **Save** button.
- Once when you saved, system will ask to verify & submit the statement.
- The process to verify & submit is same as mentioned above & to view them [click here](#).

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