

**Government of Pakistan  
Revenue Division  
Federal Board of Revenue  
Inland Revenue**

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C.No. 1(1) ST-LP&E/ZR/2017/243658-R


Islamabad, the 30<sup>th</sup> December, 2020

**Circular No. 04 of 2020 - Operations**  
**(Sales Tax)**

**Subject: Standard Operating Procedure for Registration of New Manufacturers for Concessionary Tariff Rates on Supply of Electricity and Gas**

The Economic Coordination Committee (ECC) of the Cabinet vide its decision in case No.ECC-434/59/2020 dated 02.12.2020, directed Federal Board of Revenue, Ministry of Commerce and other stake-holders to devise a standard operating procedure (SOP) for enrollment of Registered Persons under the export-oriented sectors (erstwhile zero-rated sectors) to qualify concessionary regime of electricity, RLNG and Gas tariff. Accordingly, a meeting was held in FBR on 22.12.2020 and as a result of thorough deliberations amongst all stakeholders the requisite SOP has been agreed upon and being rolled onto. The main features of the SOP are as under: -

- (i) For new registration of manufacturers for concessionary tariff rates, applicants may apply through respective representative Association, as listed at **Annex-A**.
- (ii) The Association concerned, after verifying the particulars on the prescribed format (**Annex-B**), may forward the application along-with its element recommendations, duly signed by its Chairman/President, to the Export-oriented Sector Registration Cell (ESRC) of FBR.
- (iii) The ESRC shall examine the particulars and recommendations of the respective Associations and counter-verify particulars of the taxpayer including declarations in the registration profile etc. as required, and forward the case to the Ministry of Commerce for allowing concessionary tariff through respective DISCOs/Gas Companies.
- (iv) In case the ESRC spots any discrepancies in the verification report and data available with FBR, the matter will be referred to Inland Revenue field formations for ground-check, report and recommendations.
- (v) The newly enrolled taxpayers shall be entitled to avail concessionary tariff prospectively.

  
**Khalid Mahmood**  
Second Secretary (ST-L&P)  
Federal Board of Revenue  
Islamabad

- (vi) The DISCOs/Gas Companies shall ensure that the taxpayers are active on FBR's (Sales Tax) Active Taxpayers List (ATL) as shared with DISCOs/Gas Companies each month before generating the monthly utility bill. In case the taxpayer is found non-active on the ATL, standard utility tariff shall apply on supply of utilities for the relevant period.
- (vii) Any taxpayer aspiring to avail concessionary utility rates and who is not registered with the respective sector Association, may approach the IR field formation concerned for verification of its business particulars and onward submission of report on the prescribed format to the ESRC within 15 days of the submission of the application.

2. The procedure for registration of new entrants in Export-oriented Sectors shall become applicable with effect from 1<sup>st</sup> January 2021.

Encl: as above

  
**(Khalid Mehmood)**  
Second Secretary (ST-L&P)

**Distribution:**

- (i) Secretary, Ministry of Commerce, Govt. of Pakistan, Islamabad
- (ii) Secretary, Ministry of Energy (Power Division), Govt. of Pakistan, Islamabad
- (iii) All Chief Commissioners-IR, LTOs, MTO, CTOs & RTOs
- (iv) All DISCOs, SSGC/ SNGPL
- (v) Associations of Export-Oriented Sectors-
  - (a) All Pakistan Textile Mills Association (APTMA)
  - (b) Pakistan Readymade Garments Manufacturers & Exporters Association (PRGMEA)
  - (c) Pakistan Hosiery Manufacturers Association (PHMA)
  - (d) Pakistan Textile Exporters Association (PTEA)
  - (e) Pakistan Leather Garments Manufacturers & Exporters Association (PLGMEA)
  - (f) Pakistan Sports Goods Manufacturers & Exporters Association
  - (g) Surgical Instruments Manufacturing Association of Pakistan
  - (h) Pakistan Denim Manufacturers and Exporters Association
  - (i) All Pakistan Textile Processing Mills Association (APTPMA)

List of Export Oriented Sectors Associations

S.No	Name of Associations
1.	All Pakistan Textile Mills Association (APTMA)
2.	Pakistan Readymade Garments Manufacturers & Exporters Association (PRGMEA)
3.	Pakistan Hosiery Manufacturers Association (PHMA)
4.	Pakistan Textile Exporters Association (PTEA)
5.	Pakistan Leather Garments Manufacturers & Exporters Association (PLGMEA)
6.	Pakistan Sports Goods Manufacturers & Exporters Association
7.	Surgical Instruments Manufacturing Association Of Pakistan
8.	Pakistan Denim Manufacturers and Exporters Association
9.	All Pakistan Textile Processing Mills Association (AFTPMA)

**Annexure-B**

<b>Verification Report for Allowing Concessionary Tariff to Manufacturers of Export-oriented Sectors</b>			
<b>Part-I- To be Filled &amp; Authenticated by Association concerned/ IR Formation.</b>			
			(Please tick the relevant box)
1	Name of LTO/MTO/CTO/RTO where Taxpayer falls		
2	Name of Owner.		
3	Contact details of registered Representative, if any		
4	Name of the Business Unit.		
5	Sales Tax Registration No.		
6	NTN No.		
7	Status of taxpayer / RP (Individual, AOP, Company).		
8	Category, i.e., manufacturer- cum-exporter/ local supplier, both etc.		
9	Address of Head Office/ Registered Office.		
10	Address(es) of Manufacturing Premises		
11	Whether the premises is owned, rented or leased by the RP?	Owned	Rented      Leased
12	Whether premises are singly owned or shared?	Yes	No
13	Is unit operational?	Yes	No
14	Nature of Manufacturing activity and type of products/ items being manufactured		
15	Do these items fall under the Export oriented sector	Yes	No
	Are items other than Export-oriented sector	Yes	No
16	If yes, the nature and type of items/ products and quantum of production (unit of measure (meters, tons, etc.)		
17	Whether separate gas/ electricity meters are installed for all units in same premises?	Yes	No
	If yes, give details of meters installed		
18	Electricity Account No(s)/ consumer No (s) / Reference No (s), for which concessionary rate is sought.		
19	Average monthly amount of sales tax on electricity bills		
20	Sui Gas Account No (s) consumer No (s)/ Reference No (s), for which concessionary rate is sought.		
21	Average monthly amount of sales tax on gas bills		
22	Whether gas/ electricity meter(s) are installed at given manufacturing premises?	Yes	No
	If no, then where installed?		
23	Are the gas/electricity connections in the name of taxpayer?	Yes	No
	If no, in whose name these meters are installed?		
24	Is electricity / gas being used exclusively by the taxpayer or being supplied / shared with others?		

25	Whether electricity / gas are also being supplied to guest houses/ residential colony or others? If yes, give details.	Yes	No
26	What is the proportion of gas/ electricity being supplied to guest house/ residential colony?	Yes	No
27	Whether the RP in whose name the electricity connections are installed is conducting business itself or the said premises has been rented out to others? If no, give details.	Yes	No
28	Average electricity consumption as % of average sale?		
29	Average gas consumption as % of average sales?		
30	Is the production/output proportionate/ commensurate with the electricity & gas consumption?		
31	<b>Whether the applicant is active on FBR's ATL ?</b>	Yes	No
32	Gas and electricity Account nos./consumer nos/ reference nos. already availing concessionary rate tariff.		
<b>General Remarks of Concerned Association/ Respective Field Office Recommending the applicant for allowing reduce tariff rates or otherwise:</b>			
<b>Documents attached:</b>		<b>Mark 'Yes'</b>	
Copy of latest electricity bill(s)			
Copy of latest gas bill(s)			
Annexure containing detail of machinery			
Any other supporting documents			

**Name and signature(s) of the Chairman/President of the Association concerned/ DCIR/ Commissioner-IR concerned:**

<b>Part-II- To be Filled by Export-oriented Sector Registration Cell, FBR</b>			
1	Whether the Registration Profile of Taxpayer has been verified from the autoamted system with the report of Associoiton?	Yes	No
2	Whether any mis-decalration is detected ? If yes, give details.	Yes	No
<b>General Remarks of Registration Cell of FBR, Recommending the applicant for allowing reduce tariff rates or otherwise:</b>			

**Name and signature(s) of officers of Registration Cell of FBR:**