# FBR Notice Reply Checklist

Use this checklist when you receive a notice from FBR. It does not replace advice on your own case, but it helps you take the right first steps and avoid common mistakes.

## 1. First 24 hours

☐ Do not ignore the notice, and do not discard the envelope or email.

☐ Write down the date you received it and how it was delivered (post, email or IRIS).

☐ Find the reply date in the notice and note it where you will see it.

☐ Note the provision of law the notice mentions and the tax years it covers.

☐ Take clear photos or save a PDF of the notice and every attachment.

☐ Contact an adviser the same week. Short deadlines leave little room for delay.

## 2. Gather your records

☐ Income tax returns and wealth statements for the years concerned.

☐ Bank statements for the period in question.

☐ Invoices, contracts and agreements that explain the transactions.

☐ Sale, purchase, loan and gift documents that show the source of funds.

☐ Withholding tax certificates and payment challans.

☐ Earlier letters and replies exchanged with the tax office.

## 3. Planning the reply

☐ Decide whether the reply can be filed in time or whether more time should be requested in writing before the date passes.

☐ Answer what has been asked, with supporting documents, and keep the reply accurate and consistent with your earlier returns.

☐ File the reply in writing and keep proof of submission.

☐ Keep a copy of everything you send.

☐ Diary the next hearing or follow-up date.

## 4. Common mistakes to avoid

- Waiting until the last day to start.
- Replying only by phone or in person without a written reply on record.
- Submitting documents that contradict earlier returns or wealth statements.
- Offering more information than the notice asks for.
- Missing the time limit to appeal after an order is passed.

## 5. If an order is passed

If an order goes against you, appeals have time limits. Note the date you received the order and contact an adviser immediately to discuss whether and where to appeal.

**Need help with a notice?** Send a clear photo or PDF of the notice to +92 300 3395255 on WhatsApp or to consultant@tanweerhabib.com. We will tell you what it means and what is needed. See www.tanweerhabib.com/services/fbr-notice-reply-audit-support/

This checklist is general information and is not legal or tax advice.