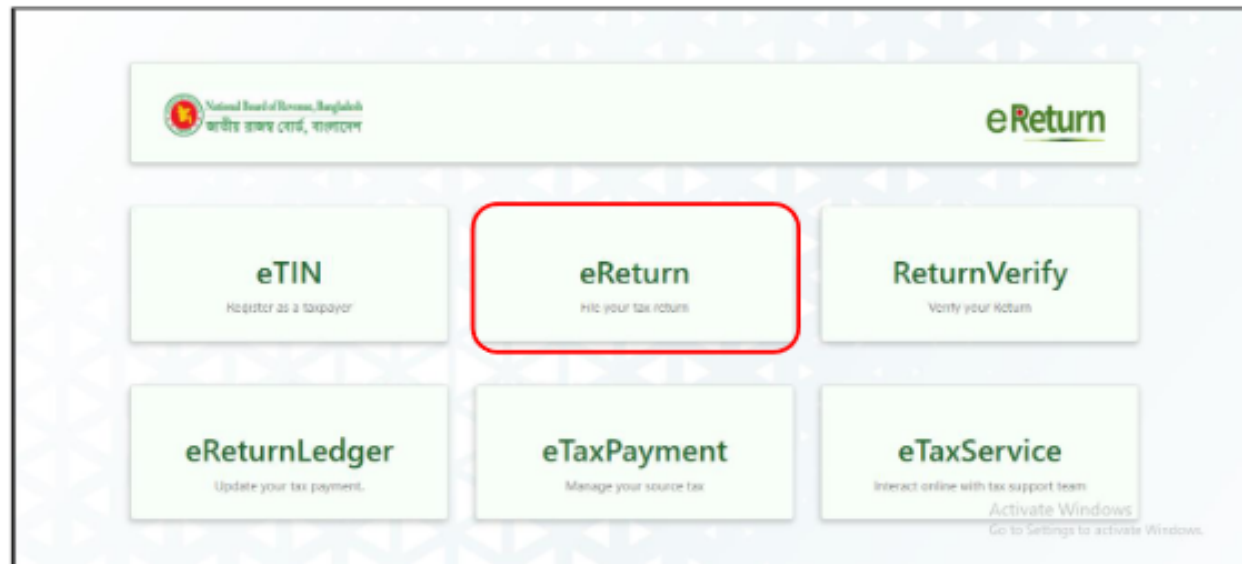


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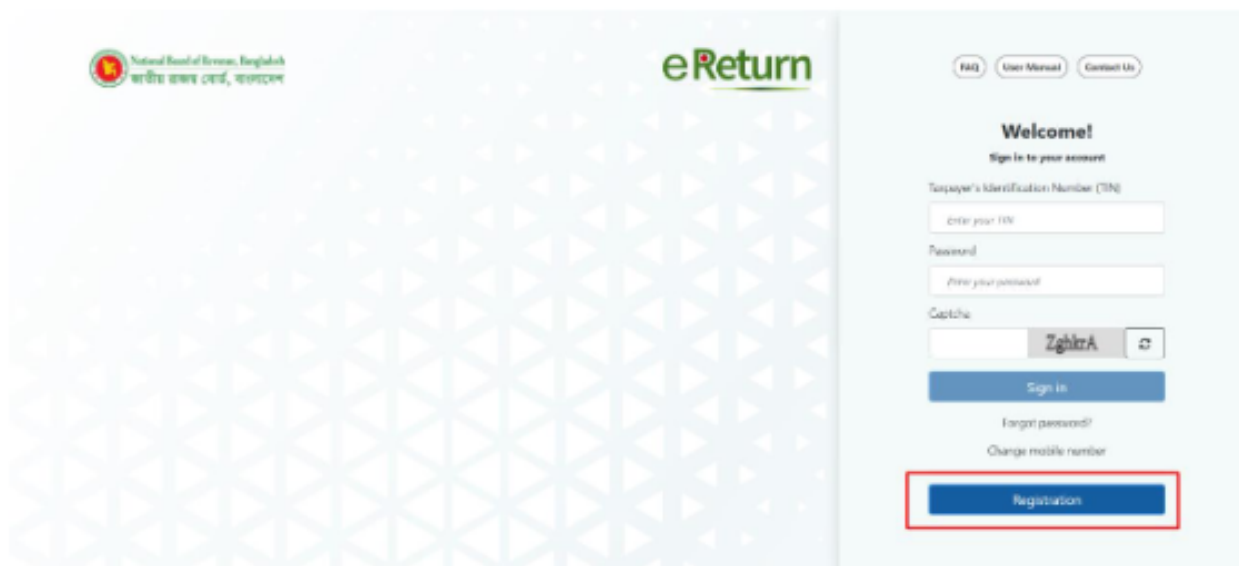
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1. Registration

Go to the following URL and select the eReturn tile: <https://etaxnbr.gov.bd/#/landing-page>

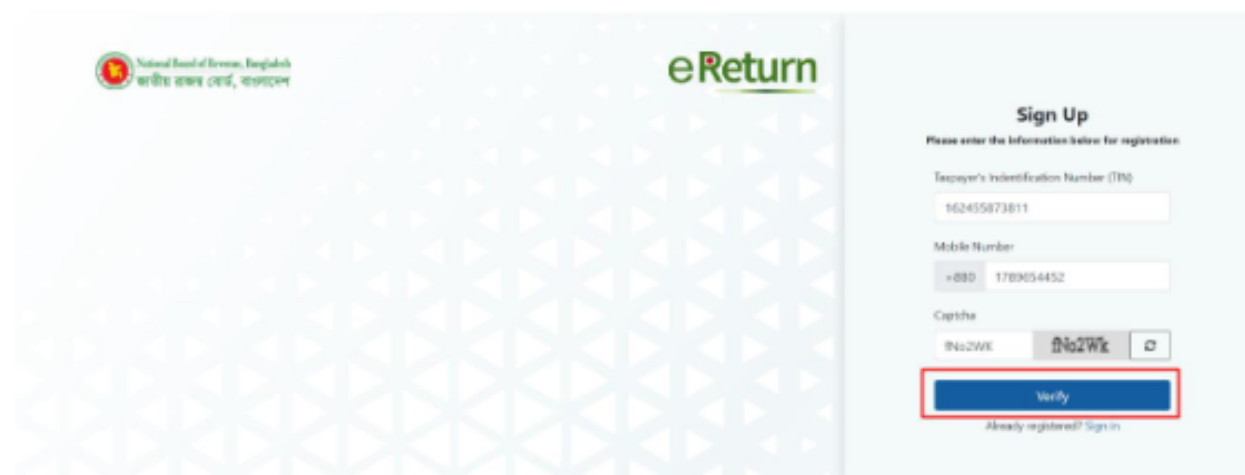


The following page will be displayed when the user hits "eReturn," and if they are a new user, they must register here.



User Manual for Tax Payer

The sign-up page will open when the "**Registration**" button is clicked, and the user will need to enter their information and follow the instructions to verify. To confirm the procedure, the user needs to provide the **NID-verified** phone number.



The OTP is sent to the user's phone number by the system after they press the "**verify**" button. The user then submits their registration after entering their OTP and the password that the system requires.

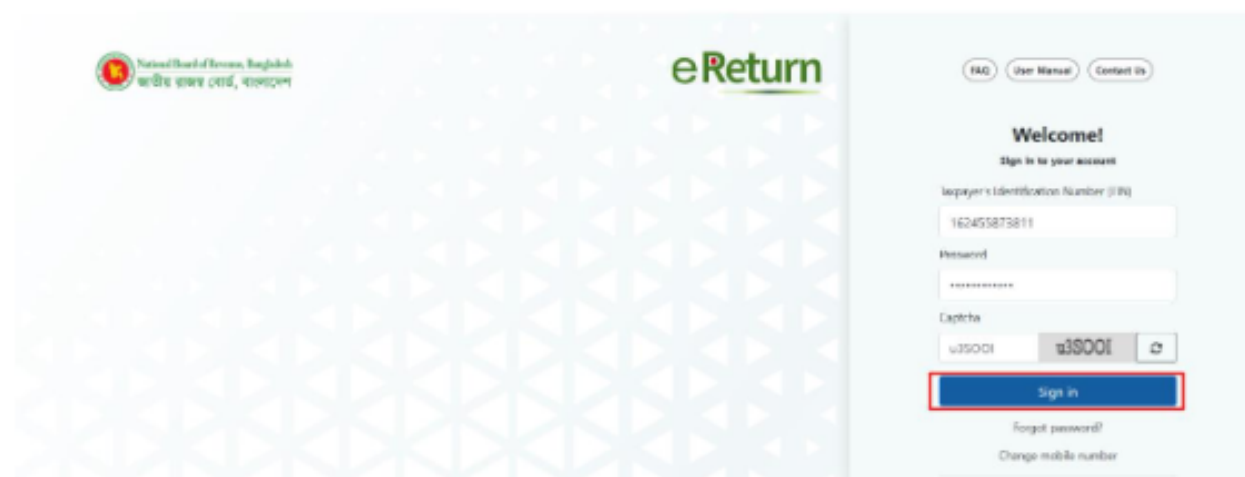


After that, a page indicating that the registration procedure is complete and the user can log in using their details will appear.



2. Sign in

The user must enter the required information into the system and then select the "**Sign in**" button to log in.



The screenshot shows the eReturn Sign in page. At the top left is the NBR logo with the text 'National Board of Revenue, Bangladesh' and 'জাতীয় রাজস্ব বোর্ড, বাংলাদেশ'. To its right is the 'eReturn' logo. Further right are links for 'FAQ', 'User Manual', and 'Contact Us'. The main heading is 'Welcome!' followed by 'Sign in to your account'. The login form includes: 'Taxpayer's Identification Number (TIN)' with the value '162455873811', a 'Password' field with masked characters, and a 'Captcha' field with the value 'u3500I'. The 'Sign in' button is highlighted with a red border. Below it are links for 'Forgot password?' and 'Change mobile number'.

After logging into the system, the user is taken to this homepage.



3. Online Submission

3.1. Get Tax Certificate

Taxpayers who file their returns online can obtain their tax certificates using the following procedure: To access the "Express Certificate" menu, the user must expand the "Tax Record" section. Taxpayer must click on the "Express Certificate" menu.



The taxpayer can view the desired system-generated certificate by selecting the "Express Certificate" menu item.



User Manual for Tax Payer

eReturn

Home

Submission

Single Page Return

Detail Return

Tax Record

TIN Certificate

Express Certificate

Certificate Status

Acknowledgement

Return

Challan

History

Taxpayer's Name

Current Address

Permanent Address

Status

House # 15/1/02/07, Sahar Khilgaon, Tarabag, Khilgaon, Dhaka

House # 15/1/02/07, Sahar Khilgaon, Tarabag, Khilgaon, Dhaka

Individual -> Bangladeshi -> Having NID

Total Income

Net Wealth

Paid Tax

This is to certify that is a registered taxpayer of Taxes Circle-092, Taxes Zone-05, Dhaka. The taxpayer has filed the return of income for the Assessment Year 2023-2024.



This is a system generated certificate, and requires no signature.

Download

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Clicking the checkbox will allow users to select criteria for a custom certificate, which will then appear in the certificate.

eReturn

Home

Submission

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History



Government of the People's Republic of Bangladesh
National Board of Revenue
Income Tax Department
Income Tax Certificate
Assessment Year: 2023-2024

Taxpayer's Name

Taxpayer's Identification Number (TIN)

Father's Name

Mother's Name

Current Address

Permanent Address

Status

House # 15/1/02/07, Sahar Khilgaon, Tarabag, Khilgaon, Dhaka

House # 15/1/02/07, Sahar Khilgaon, Tarabag, Khilgaon, Dhaka

Individual -> Bangladeshi -> Having NID

Total Income

Net Wealth

Paid Tax

This is to certify that is a registered taxpayer of Taxes Circle-092, Taxes Zone-05, Dhaka. The taxpayer has filed the return of income for the Assessment Year 2023-2024. Shown Total Income 5,80,000 BDT, Net Wealth 17,00,000 BDT and Paid Tax 5,000 BDT.

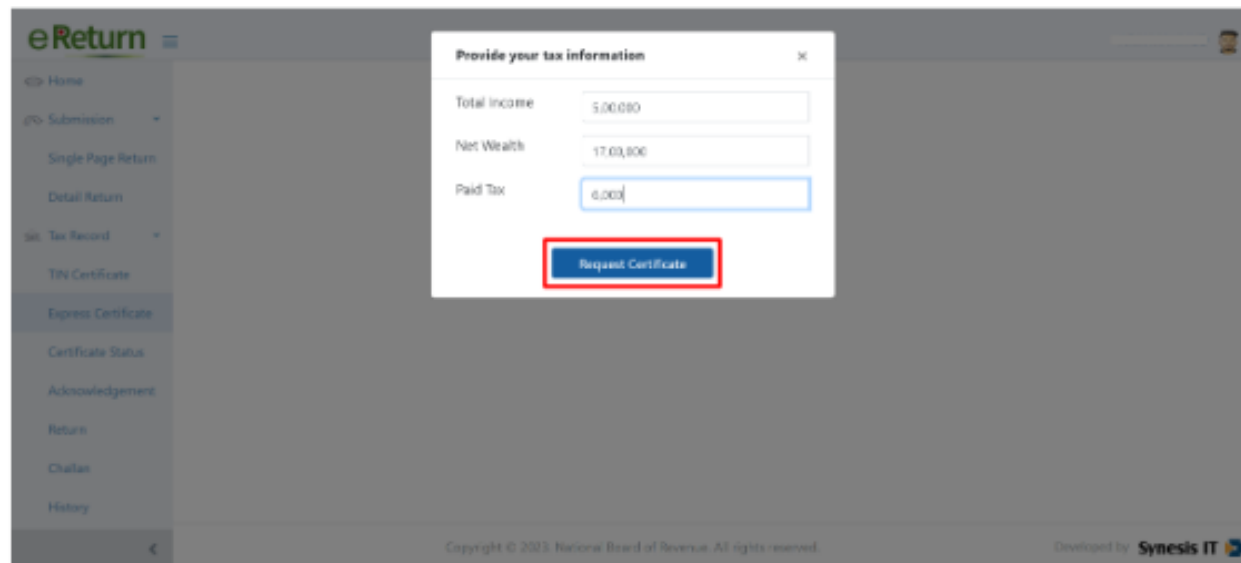
4. Offline Submission (manually submitted in Circle Office)

4.1. Get Tax Certificate

Taxpayers who manually submit their returns to the circle office can still obtain their tax certificates online, if their information has already been approved by the circle office and entered into the system. To receive the certificate, the taxpayer must first choose **"Express Certificate"** from the menu.



Users must provide the required data and then click the **"request certificate"** button to obtain the certificate.



User Manual for Tax Payer

If the provided data does match with the system data, income tax certificate for the taxpayer will be generated.

eReturn

Home

Submission

Single Page Return

Detail Return

Tax Record

TIN Certificate

Express Certificate

Certificate Status

Acknowledgement

Return


Challan

History

Income Tax Certificate

eReturn

Reference Number: 3337910908



Government of the People's Republic of Bangladesh
National Board of Revenue
Income Tax Department

Income Tax Certificate
Assessment Year: 2023-2024

Taxpayer's Name

Taxpayer's Identification Number (TIN)

Father's Name

Mother's Name

Current Address

House # 15/1/02/07, Sahar Khilgaon,
Taratog, Khilgaon, Dhaka

Please choose a
criteria for a custom
certificate:

☐ Total Income

mother's name

Current Address

Permanent Address


Status

House # 15/1/02/07, Sahar Khilgaon,
Taratog, Khilgaon, Dhaka

House # 15/1/02/07, Sahar Khilgaon,
Taratog, Khilgaon, Dhaka

Individual -> Bangladeshi -> Having
NID

This is to certify that is a registered taxpayer of Taxes Circle-082, Taxes
Zone-05, Dhaka. The taxpayer has filed the return of income for the Assessment Year
2023-2024.



This is a system generated certificate, and requires no signature.

Download

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User Manual for Tax Payer

Clicking the checkbox will allow users to select criteria for a custom certificate, which will then appear in the certificate.

Government of the People's Republic of Bangladesh
National Board of Revenue
Income Tax Department

Income Tax Certificate
Assessment Year: 2023-2024

Taxpayer's Name	:	██████████
Taxpayer's Identification Number (TIN)	:	██████████
Father's Name	:	██████████
Mother's Name	:	██████████
Current Address	:	House # 15/1/02/07, Sahar Khilgaon, Tarabag, Khilgaon, Dhaka
Permanent Address	:	House # 15/1/02/07, Sahar Khilgaon, Tarabag, Khilgaon, Dhaka
Status	:	Individual -> Bangladeshi -> Having NID

Please choose a criteria for a custom certificate:

- ☒ Total Income
- ☒ Net Wealth
- ☒ Paid Tax

This is to certify that ██████████ is a registered taxpayer of Taxes Circle-092, Taxes Zone-03, Dhaka. The taxpayer has filed the return of income for the Assessment Year 2023-2024. Shown Total Income 5,80,000 BDT, Net Wealth 17,00,000 BDT and Paid Tax 5,000 BDT.

4.2. Data Entry Request

When the taxpayer files their return with the circle office, if the designated authority does not enter taxpayers' information into the system yet, the taxpayer can submit a request to the circle office.

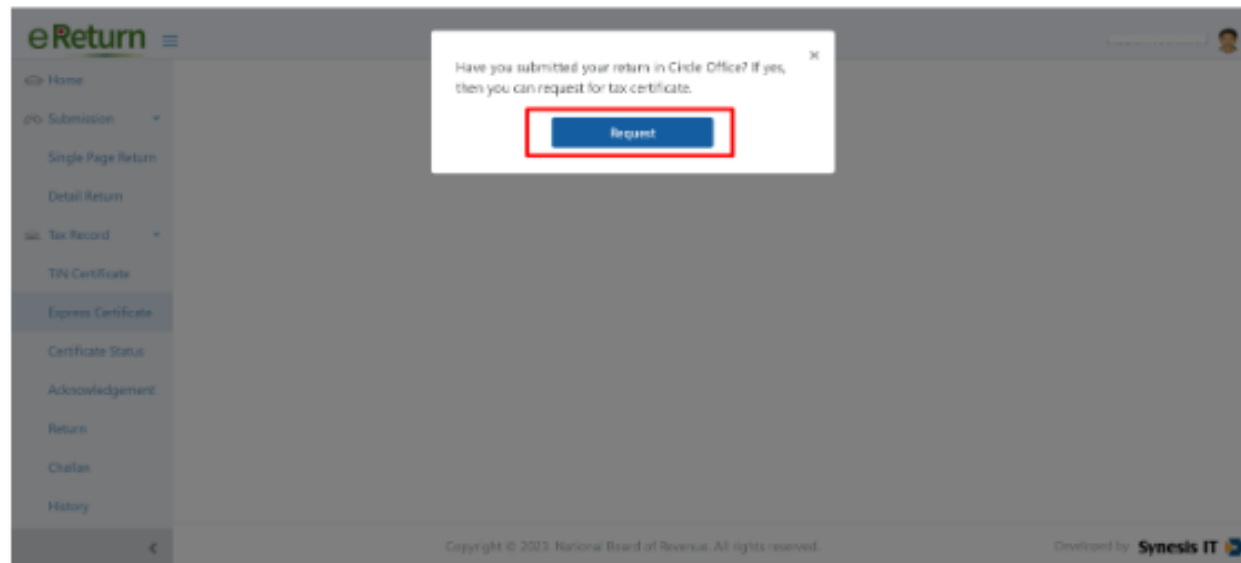
To access the "Express Certificate" menu, the user must expand the "Tax Record" section. Taxpayer must click the "Express Certificate" menu to submit a data entry request.

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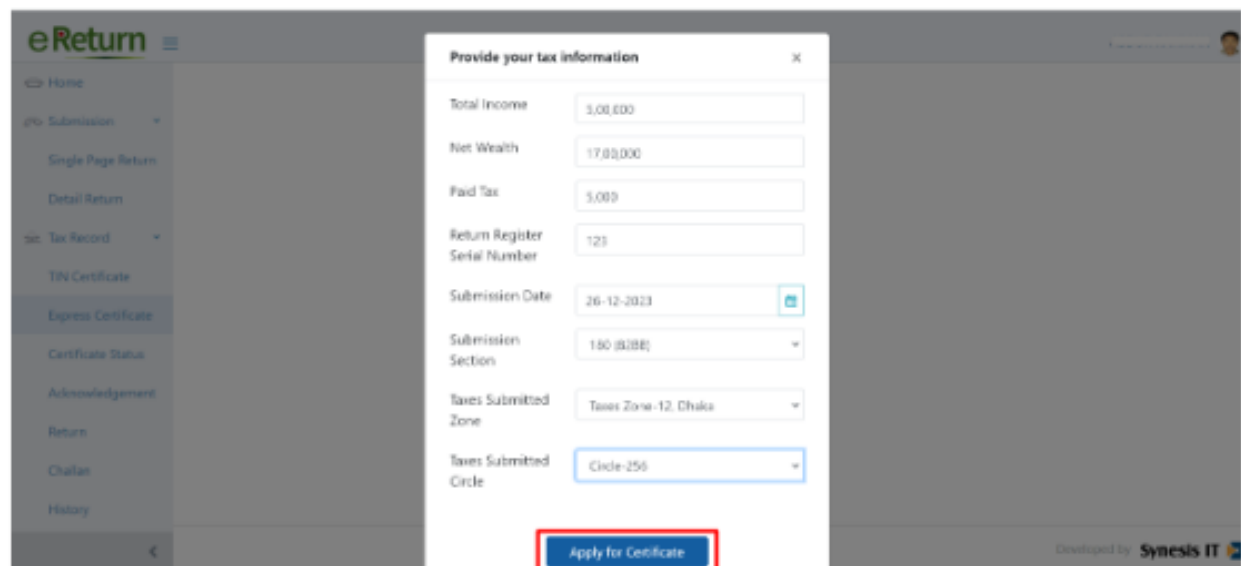
Developed by Synesis IT

User Manual for Tax Payer

The user must first click the "**Express Certificate**" menu to initiate a request for the circle office to entry his data. A pop-up request button will then appear for the user to submit their request.



The user must enter these particular details upon requesting data entry to apply for the certificate.



User Manual for Tax Payer

Following the certificate application process, the taxpayer can view their "request status" as well as the confirmation that their request was submitted successfully. Additionally, the taxpayer will receive an SMS on their phone number to let them know when the process is complete. Once the process is complete, the status of the request is updated, and if it is denied, the reasons for the denial are displayed.

The screenshot shows the eReturn portal interface. A green notification box at the top right states: "Your application request has been submitted successfully". The main content area displays the "Tax Certificate Request Information" table. The table has columns for TIN No, Assessment Year, Submission Date, Submission Section, Return Register Serial, Zone Name, Circle Name, Total Income, Net Wealth, Total Tax Paid, Request Type, Request Status, and Reject Reason. A single row of data is shown with the Request Status highlighted in yellow and labeled "PENDING". Below the table, a message states: "Your request is in processing. You will be notified through SMS on your phone number [redacted] when it is completed." The footer includes copyright information for 2023 and the developer Synesis IT.

TIN No	Assessment Year	Submission Date	Submission Section	Return Register Serial	Zone Name	Circle Name	Total Income	Net Wealth	Total Tax Paid	Request Type	Request Status	Reject Reason
17813354022	2023-2024	26-12-2023	180 (S25E)	123	Zone-12, Dhaka	Circle-258	500000	1700000	5000	Entry Request	PENDING	

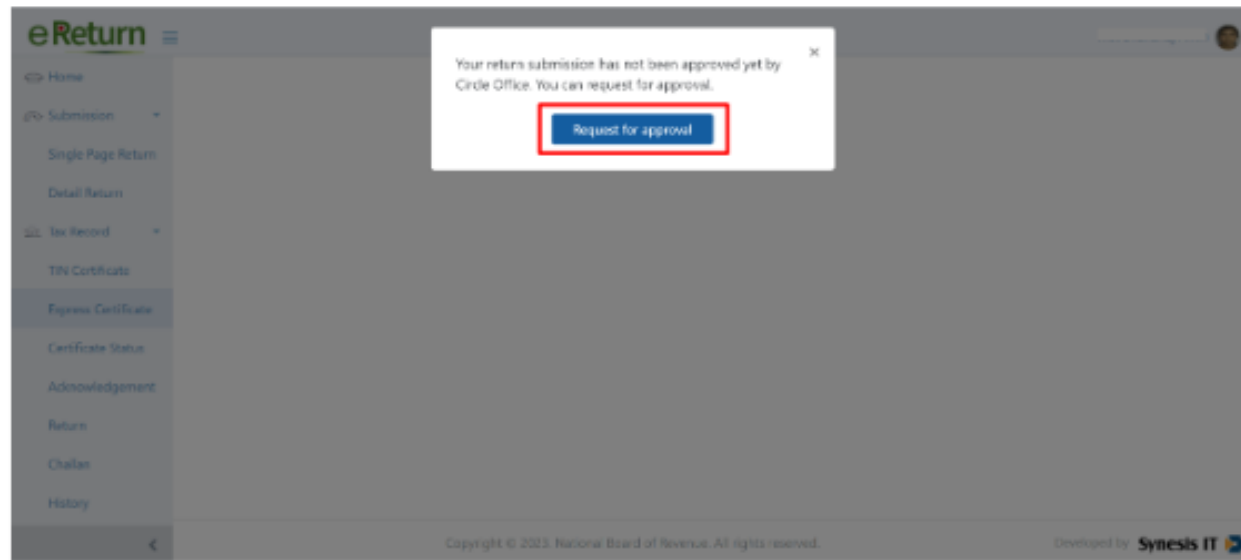
4.3. Approval Request

Taxpayers can request for the approval procedure if their data has been entered into the system but has not yet been approved by the circle office. To initiate the request procedure, the user must click "Express Certificate."

The screenshot shows the eReturn portal interface. The sidebar on the left contains a list of menu items: Home, Submission, Single Page Return, Detail Return, Tax Record, TIN Certificate, Express Certificate, Certificate Status, Acknowledgement, Return, Chalan, and History. The "Express Certificate" option is highlighted with a red box. The main content area displays the eReturn logo and a welcome message in Bengali: "দেশের সুস্বাদি অংশ হয়ে উঠুন". The footer includes copyright information for 2023 and the developer Synesis IT.

User Manual for Tax Payer

The user can request approval by clicking the "**Express Certificate**" button, which prompts a pop-up request button to appear.



Taxpayer needs to enter these particular details when requesting approval in order to apply for the certificate.

A screenshot of the eReturn portal showing the "Provide your tax information" form. The sidebar menu is the same as in the previous image, with "Express Certificate" highlighted. The form is a white box with a title bar and a close button. It contains the following fields: "Total Income" (text input with value 5,00,000), "Net Wealth" (text input with value 17,00,000), "Paid Tax" (text input with value 5,000), "Return Register Serial Number" (text input with value 146), "Submission Date" (date picker showing 26-12-2023), "Submission Section" (dropdown menu showing 100 (2200)), "Taxes Submitted Zone" (dropdown menu showing Taxes Zone-12, Dhaka), and "Taxes Submitted Circle" (dropdown menu showing Circle-256). At the bottom of the form is a blue button labeled "Apply for Certificate" which is highlighted with a red rectangular border. The footer at the bottom of the page is the same as in the previous image.

User Manual for Tax Payer

Following the certificate application process, taxpayers are able to view their "request status" as well as the confirmation that their request was submitted successfully. Additionally, taxpayers will receive an SMS on their phone number to let them know when the process is complete. Once the process is complete, the status of the request is updated, and if it is denied, the reasons for the denial are displayed.

The screenshot shows the eReturn portal interface. On the left is a sidebar menu with options: Home, Submission, Single Page Return, Detail Return, Tax Record, TIN Certificate, Express Certificate, Certificate Status, Acknowledgement, Return, Chalan, and History. The main area displays a table titled "Tax Certificate Request Information". A green notification box at the top right states "Your application request has been submitted successfully". The table has columns: TIN No, Assessment Year, Submission Date, Submission Section, Return Register Serial, Zone Name, Circle Name, Total Income, Net Wealth, Total Tax Paid, Request Type, Request Status, and Request Reason. The first row shows data for TIN No 221747057434, Assessment Year 2023-2024, Submission Date 26-12-2023, Submission Section 100 (B2B), Return Register Serial 140, Zone Name Taxes Zone 12, Circle Name Circle 258, Total Income 500000, Net Wealth 1700000, Total Tax Paid 5000, Request Type Approval Request, Request Status PENDING, and Request Reason. Below the table, a message says "Your request is in processing. You will be notified through SMS on your phone number [redacted] when it is completed." The footer includes "Copyright © 2023. National Board of Revenue. All rights reserved." and "Developed by Synesis IT".

TIN No	Assessment Year	Submission Date	Submission Section	Return Register Serial	Zone Name	Circle Name	Total Income	Net Wealth	Total Tax Paid	Request Type	Request Status	Request Reason
221747057434	2023-2024	26-12-2023	100 (B2B)	140	Taxes Zone 12	Circle 258	500000	1700000	5000	Approval Request	PENDING	

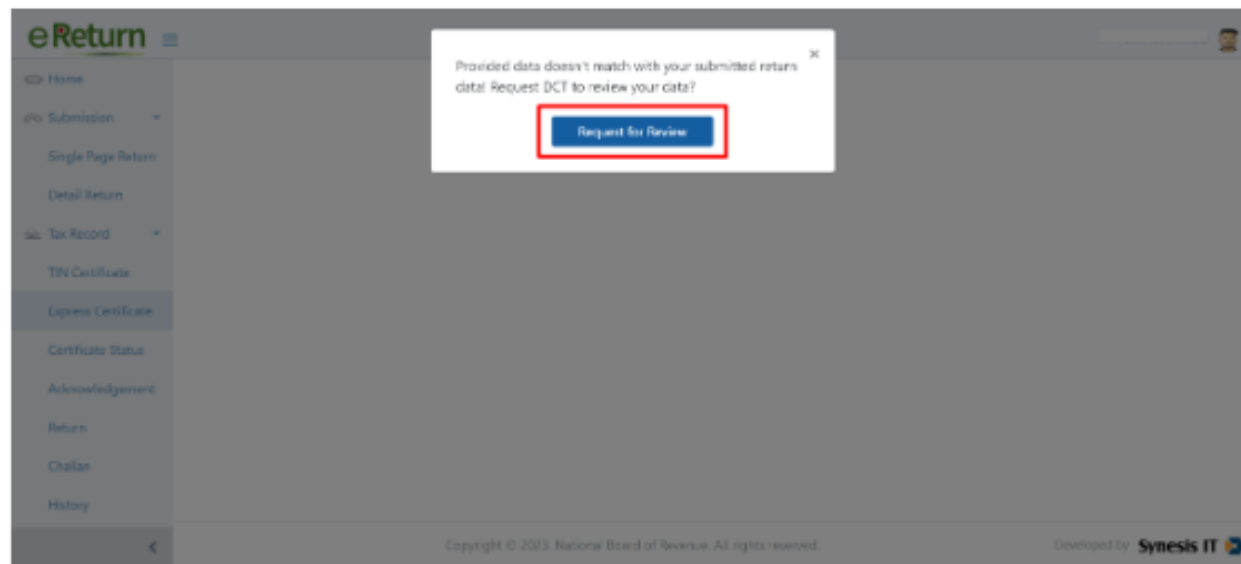
4.4. Edit Request

However, the taxpayer can request for their information be edited or review procedure to be initiated if there is inconsistency between his provided data and system data.

The screenshot shows the eReturn portal with a modal form titled "Provide your tax information". The form has three input fields: Total Income (5,00,000), Net Wealth (17,00,000), and Paid Tax (5,000). A red box highlights the "Request Certificate" button at the bottom of the modal. The sidebar menu and footer are the same as in the previous screenshot.

User Manual for Tax Payer

The user may ask the circle office to review their data if the data taxpayer has provided to get the tax certificate does not match with the return data has been entered into the system from circle office.



Once more, the user must enter their data to be reviewed by the DCT.

A screenshot of the eReturn web application interface showing a form titled "Provide your tax information". The form contains the following fields: Total Income (5,00,000), Net Wealth (17,00,000), Paid Tax (5,000), Return Register Serial Number (145), Submission Date (26-12-2023), Submission Section (100 (2255)), Taxes Submitted Zone (Taxes Zone-12, Dhaka), and Taxes Submitted Circle (Circle-256). At the bottom of the form is a blue button labeled "Apply for Certificate", which is highlighted with a red rectangular box. The sidebar menu on the left is identical to the previous screenshot, with "Express Certificate" highlighted. The footer at the bottom shows "Copyright © 2023. National Board of Revenue. All rights reserved." and "Developed by Synesis IT".

User Manual for Tax Payer

Following the certificate application process, taxpayers are able to view their "request status" as well as the confirmation that their request was submitted successfully. Additionally, the taxpayer will receive an SMS on their phone number to let them know when the process is complete. Once the process is complete, the status of the request is updated, and if it is denied, the reasons for the denial are displayed.

eReturn

Home

Submission

Single Page Return

Detail Return

Tax Record

TIN Certificate

Express Certificate

Certificate Status

Acknowledgement

Return

Challan

History

Your application request has been submitted successfully

Tax Certificate Request Information

TIN No	Assessment Year	Submission Date	Submission Section	Return Register Serial	Zone Name	Circle Name	Total Income	Net Wealth	Total Tax Paid	Request Type	Request Status	Reject Reason
656889437050	2023-2024	25-12-2023	190 (288)	145	Taxes Zone-12, Dhaka	Circle- 258	90000	1700000	6000	Edit Request	Pending	

Your request is in processing. You will be notified through SMS on your phone number [redacted] when it is completed.

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