

E-Filing of Audit Reports & Certificates

Western India Regional Council of ICAI

3rd August, 2013



CA AMEET PATEL

New e-filing procedures

040

Your first name and address

If a joint return, spouse's first name and address

Home address (number and street). If you have a P.O. box, see page 14.

City, town or post office, state, and ZIP code. If you have a foreign address, see page 14.

Filing Status
Check only one box.

1 Confused
2 Disgruntled
3 Disgruntled and confused

Exemptions

6 a Yourself. If someone can claim you as a dependent.
b Spouse
c Dependents:

(1) First name	Last name	(2) Dependency social security

If more than four dependents, see page 17 and

Chattanooga Times Free Press

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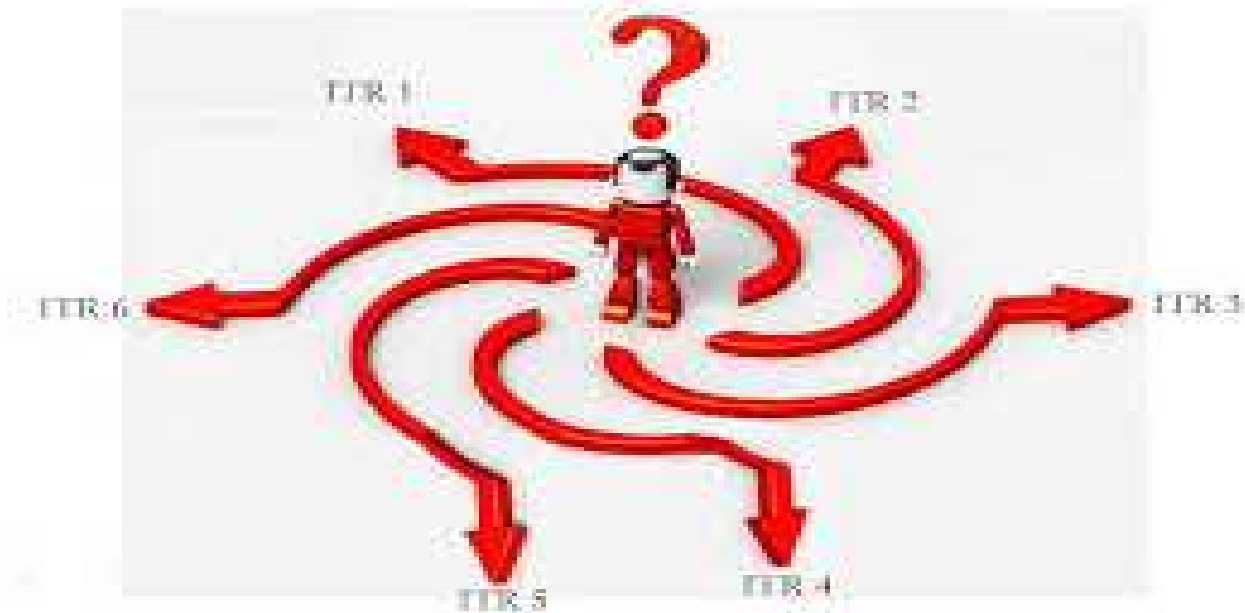
- Changes made in the Income Tax Return (ITR) forms
 - ✓ *ITR 1 to ITR 7*

- Precautions to be taken while preparing the Return of Income (ROI)

About the Topic

We are in the month of July now, financial year 2012-13 has ended and due date to file the Return of Income ('ROI') is soon approaching.

This presentation aims at creating awareness about the due date for filing the ROI, various forms used for filing of the return, recent amendments to the Finance Act impacting the filing of return and Introduction to the 'New Uploading requirements' in relation to Tax Audit Report, Form 29B and Transfer Pricing Report.



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
[CENTRAL BOARD OF DIRECT TAXES]

NOTIFICATION

New Delhi, the 1st day of May, 2013

Income-tax

S.O. 1111 (E).— In exercise of the powers conferred by section 295 of the Income-tax Act, 1961 (43 of 1961), the Central Board of Direct Taxes hereby makes the following rules further to amend the Income-tax Rules, 1962, namely:-

1. (1) These rules may be called the Income-tax (**3rd Amendment**) Rules, 2013.
- (2) They shall be deemed to have come into force with effect from the 1st day of April, 2013.

(b) in sub-rule(2), the following proviso shall be inserted, namely:-

“Provided that where an assessee is required to furnish a report of audit under sections 44AB, 92E or 115JB of the Act, he shall furnish the same electronically.”;

Obligation to file Return of Income

Obligation to file Return of Income

- ***Under section 139 of the Act, following persons are under an obligation to file their return of income:***
 - ✓ All Companies and Firms (including LLP) - *irrespective of level of income*
 - ✓ Person other than company / firm, if the total income exceeds maximum amount not chargeable to tax [section 139(1)(b)]
 - ✓ Resident & Ordinary Resident having foreign asset or signing authority for foreign bank account [4th proviso to section 139(1)]
 - ✓ Person having business loss/capital loss seeking carry forward to file return of income [section 139(3)]
 - ✓ Individual / HUF / AOP / BOI / Artificial Juridical Person having total income exceeding maximum amount not chargeable to tax before deduction under Chapter VIA / Section 10 / 10B / 10BA also liable – 5th proviso to section 139(1)
 - ✓ Political party with total income before section 13A exemption exceeding maximum amount not chargeable to tax liable – section 139(4B)

Obligation to file Return of Income

Obligation to file Return of Income

- ✓ Person having income from property held in trust for charitable / religious purposes with total income before section 11/12 exemption exceeding maximum amount not chargeable to tax liable – section 139(4A)
- ✓ Research association, news agency, professional regulatory body, khadi / village industry development body, educational/medical institution, trade union, public regulatory body, infrastructure debt fund liable if total income before exemption exceeds max amt not chargeable to tax – section 139(4C)
- ✓ University/college/institution [section 35(1)(iii)]

Due Dates

TYPE OF ASSESSEE	DUE DATE
Every company, person requiring audit of accounts under 'ITA' or any other law, working partner of firm subject to audit	30 th September
Person required to furnish transfer pricing report under section 92E (includes person subject to domestic transfer pricing audit)	30 th November
Other cases	31 st July

Recent Amendments in ITA



Recent Amendments in ITA/ITR

- W.e.f. AY 2012-13, any resident who is otherwise not required to furnish a ROI, will now be required to furnish a return if-
 - ✓ has asset located outside India including any financial interest in any entity, or
 - ✓ has signing authority in any account located outside India

- The Finance Act, 2013 has made an amendment to explanation to section 139(9) – treatment of return as defective if self assessment tax and interest not paid before filing of return of income

The amendment will be with effect from 1.6.2013 and is applicable to returns filed after that date

- Limits for tax audit increased to Rs. 1 crore/Rs.25 lakhs for business and profession respectively with effect from AY 2013-14
- Vide IT (Seventh Amendment) Rules, 2013, even trusts claiming exemption u/s. 10(23C)/12A will have to compulsorily file e>Returns (some confusion here)

ITR Forms to be used

Form No.	Applicable To	Not Applicable To
ITR-1 (Sahaj)	Individual having income only from Salaries, Family Pension, House Property (HP), Income from Other Sources (IOS)	Individual having: <ul style="list-style-type: none"> i. More than one HP ii. B/f losses under HP iii. Loss under IFOS iv. Winnings from Lottery or Income from Race Horses v. R & OR having foreign assets/ signing authority in foreign bank account vi. Claim for foreign tax credit/ relief under section 90/90A/91 vii. Exempt income exceeding Rs.5,000
ITR-2	Individual/HUF	Individual/HUF having business/professional income
ITR-3	Individual/HUF who is partner in a firm	Individual/HUF having any other business/professional income
ITR-4	Other Individual/HUF having business/professional income	-

Forms Used

Form No.	Applicable To	Not Applicable To
ITR-4S (Sugam)	Individual/HUF having presumptive business income computed under section 44AD/44AE	Individual/HUF : i. Being R & OR having foreign assets/ signing authority in foreign bank account ii. Claiming foreign tax credit/ relief under section 90/90A/ 91 iii. Having exempt income exceeding Rs.5,000
ITR-5	Person other than Individual/HUF/company	Persons required to file return u/s.139(4A),(4B),(4C) or (4D) – ITR 7
ITR-6	Company	Company required to file ITR 7
ITR-7	Person (including company) required to file return under section 139(4A),(4B), (4C) or (4D)	-

Online filing of Returns



Changes in Online Filing of Returns

Persons	Electronic Filing	Physical Filing	Digital Signature (Compulsory)	Pre amendment position
All persons whose total income is up to 5 lacs (except Companies and person required to furnish return in ITR-7)	✓	✓	✗	No change
All persons whose total income exceeds 5 lacs but does not exceed 10 lacs (except Companies and person required to furnish return in ITR-7)	✓	✗	✗	Earlier had the option to file the Return physically
All persons whose total income exceeds 10 lacs (except Companies and person required to furnish return in ITR-7)	✓	✗	✗	AOP, BOI, firms and Artificial Juridical person had the option to file return physically

Changes in Online Filing of Returns

Persons	Electronic Filing	Physical Filing	Digital Signature (Compulsory)	Pre amendment position
Person claiming benefit of Double Taxation Avoidance Agreement ('DTAA') (u/s 90 or 90A) or unilateral relief (u/s 91)	✓	✗	✗	Had the option to file the Return physically subject to other conditions
Person required to furnish return in ITR-7	✓	?	✗	Had no option to file return electronically
Individual or HUF being resident and ordinarily resident having assets outside India or signing authority in any account located outside India	✓	✗	✗	No change

Changes in Online Filing of Returns

Persons	Electronic Filing	Physical Filing	Digital Signature (Compulsory)	Pre amendment position
Firm or Individual or HUF to whom provisions of section 44AB i.e. tax audit is applicable	✓	✗	✓	No change
Company	✓	✗	✓	No change

Introduction to the 'New Uploading Requirements'



Introduction to the 'New Uploading Requirements'

- Following details are **not** required to be enclosed with the return of income [section 139(9) read with 139C and Rule 12]:
 - ✓ Computation of tax payable
 - ✓ Proof of tax payment/deduction

- There were cases where Assessee deliberately did not disclose some remarks of Tax Auditor or did not disallow some expenses, even if they were disallowed by tax auditor. Since the return did not contain tax audit report, it was not possible for the ITD to trace such instances.

- However, with effect from AY 2013-14, e-filing of Audit Reports under section 44AB (tax audit report 'TAR' **alongwith Financial Statements and other Audit reports, if any**), section 92E (transfer pricing – international & domestic), section 115JB (Form 29B for MAT), Form 10B (charitable trusts), Form 10BB (educational/medical institutions) and Form 10CCB (80-IA/80IB/80IC/80ID/80JJAA/80LA) have been made mandatory
 - ✓ To be filed on or before the due date of filing the return
 - ✓ To be filed before uploading the return
 - ✓ Data to be entered in utility provided by income-tax department & converted into 'xml' before uploading or to be entered in an online form for online submission

- Tax Payer and the CA who will be signing Form 29B, TAR and Transfer Pricing report will have to be registered with the Income Tax Department Website. CA is required to have a valid PAN and DSC for the registration.

'New Uploading Requirements' – CA Registration

- For registration and uploading of forms, steps shown in the following slides will have to be followed.
- Every auditor/certifying CA will be a new user for A.Y. 2013-14 and will have to click on the **Register Yourself** button given on the e-filing website.
- Under “**Tax Professional**”, select “**Chartered Accountant**” and click on the CONTINUE button.
- The REGISTRATION FORM screen will appear (Screenshot shown below).
 - ✓ Enter the details, upload the Digital Signature Certificate (DSC) and click CONTINUE button.

Registration Form - Authorized Representatives Registration

Step 1: Enter Basic Details

Step 2: Registration Form

Step 3: Registration Successful

Membership No. *	<input type="text"/>
Enrollment Date (DD/MM/YYYY) *	<input type="text"/> 
Personal Details	
Surname *	<input type="text"/>
Middle Name	<input type="text"/>
First Name	<input type="text"/>
Date of Birth (DD/MM/YYYY) *	<input type="text"/> 
PAN *	<input type="text"/>
E-mail ID *	<input type="text"/>
DIGITAL CERTIFICATE REGISTRATION	
Select the type of Digital Signature Certificate *	<input type="radio"/> Sign with .pfx file <input type="radio"/> Sign with your USB token
<input type="button" value="Continue"/>	

Instructions

- Fields marked with asterisk(*) are mandatory.
- Please enter your PAN , Name and Date of Birth as mentioned on your PAN card.
- Do not pre-fix title to your name e.g.:Dr., Mr., Miss, Mrs, etc.
- Select Date of Birth using the calendar provided.

Note

- Java Runtime Environment 1.6 or above should be installed in your system in order to successfully upload Digital Signature Certificate.

'New Uploading Requirements' – CA Registration

- On successful validation, you will be directed to the next page of registration where you have to enter additional details like **Password, Contact, Postal address** and enter the Code displayed on the screen and click on the SUBMIT button.

Registration Form - Authorized Representatives Registration

Step 1: Enter Basic Details

Step 2: Registration Form

Step 3: Registration Successful

User ID	To be e-mailed to you after successful submission of form.	
Password Details		
Password *	<input type="text"/>	Zero Length
Confirm Password *	<input type="text"/>	
Primary Secret Question *	Select	▼
Primary Secret Answer *	<input type="text"/>	
Secondary Secret Question *	Select	▼
Secondary Secret Answer *	<input type="text"/>	
Contact Details		
Landline Number	+91	<input type="text"/>
Mobile Number *	+91	<input type="text"/>
Alternate Number	+91	<input type="text"/>
E-mail Id *	demo@gmail.com	
Alternate E-mail Id(Optional)	<input type="text"/>	
Fax Number	+91	<input type="text"/>

Instructions

- Fields marked with asterisk(*) are mandatory.
- Password:** Please enter a password between 8-14 characters. It can be a combination of upper and lower case letters and must contain atleast one alphabet, one number and one special character.
- Primary Secret Question/Secondary Secret Question:** Select the secret question from the dropdown. This will be used in case you forgot your password.
- Do not pre-fix '0' against any of your contact numbers.

'New Uploading Requirements' – CA Registration

- On successful registration, a message will be displayed along with a transaction ID. An email with the user ID and activation link will be sent to your registered email ID. An alert will also be sent on the registered mobile number.
- Make sure you provide a valid mobile number and email ID as all the future communications will be sent to this mobile number and email ID.

Thank you for registering with e-Filing. Your Transaction ID is 1000104379. In case of any queries, please contact 1800 4250 0025.

A link to activate your account has been emailed to xyz@gmail.com and a notification has been sent to +91-9999999999 .

Click on activation link to activate your e-Filing account. To Login to the e-Filing, you must activate your account.

'New Uploading Requirements' – CA Registration

- After you login, the blue navigation bar on top will display additional menu options.
 - ✓ **Dashboard Option:** Provides the current notifications and also the details of your previous e-filed reports.
 - ✓ **My Account option:** Provides services such as View Forms and View Client List.
 - ✓ **e-File and Downloads options:** Allows you to file your reports and download forms, respectively.
 - ✓ **Profile Settings option:** Allows you to update your profile, details like DSC upload, secret question, contact details, change password, etc.
 - ✓ **Worklist option:** Provides list of items, which may be pending for action at your end.
 - ✓ **Helpdesk option:** Allow you to raise a query, if you face any issues while e-Filing and check status, if raised.

'New Uploading Requirements' – Add CA

- Assessee has to add CA to enable the CA to upload the Forms (other than ITR) on his/her behalf.
 - ✓ Assessee should Login to e-Filing portal
 - ✓ Navigate to My Account -> Add CA
 - ✓ Enter the Membership No. of the CA, select the Form and Assessment Year and enter captcha code.
 - ✓ Click submit. Success message should be displayed on the screen.

Step 1 for Adding CA

The screenshot displays the e-Filing portal interface. At the top left is the Income Tax Department logo and the text "e-Filing Anywhere Anytime Income Tax Department, Government of India". On the top right, there are links for "हिन्दी", "A", "A", "A*", "Skip to main content", "About Us", "Feedback", "Contact Us", and "Help". Below these is a "Transaction ID Search" field and a welcome message: "Welcome << NAME OF ASSESSEE >> (Individual) 3:39 Logout".

The main navigation bar includes: Dashboard, My Account, e-File, Downloads, Profile Settings, My Request List, Worklist, and Helpdesk.

A "Quick Links" menu is open, listing various services. The "ADD CA" option is highlighted with a red box and a red arrow pointing to it. Other options in the menu include: View Form 26AS (Tax Credit), My Returns/ Form, Refund/Demand Status, Refund Re-issue Request, Rectification Request, Rectification Status, Request for Intimation u/s 143(1)/154, Register as Legal Heir, List of CA, Outstanding Tax Demand, Dis-engage CA, Dis-engage ERI, and Tax Credit Mismatch.

Below the menu, there are sections for "Need For Income ASK:" and "Need For Rectification CPC:", each with a corresponding list of actions.

Step 2 for Adding CA

Dashboard My Account e-File Downloads Profile Settings My Request List Worklist Helpdesk

Quick Link

Quick e-File ITR
Upload Return
View Form 26AS (Tax Credit)
Rectification Request
Tax Calculator
Download ITR
E-Pay Tax
e-Filing - Dos & Don'ts
ITR V - Dos & Don'ts

Need Assistance?


For Income tax related queries
ASK : 1800 180 1961

For Rectification and Refund
CPC : 1800 425 2229

For e-Filing of Returns
e-Filing : 1800 4250 0025

Navigation Trail: Add CA

Add CA

Membership Number *	<input type="text"/>
Name of the CA *	<input type="text"/>
Form Name *	<input type="text" value="3AD"/> <input type="text" value="3AE"/> <input type="text" value="3CA-3CD"/> <input type="text" value="3CB-3CD"/> <input type="text" value="3CE"/>
Assessment Year *	<input type="text" value="2013-14"/>
Captcha Code	<input type="text"/>
Image	
Enter the number as in above image *	<input type="text" value="568413"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Instructions

- Fields marked with asterisk(*) are mandatory.
- Enter the Membership Number of the CA
- Select the Form(s) and the Assessment Year
- To add more than one Form, click mouse by holding CTRL (Control) key

Step 3 for Adding CA

Dashboard My Account e-File Downloads Profile Settings My Request List Worklist Helpdesk

Quick Link

Quick e-File ITR

Upload Return

View Form 26AS (Tax Credit)

Rectification Request

Navigation Trail: [Add CA](#)

Success

- CA has been added successfully to your profile. Transaction ID: 1099781234. In case of any queries, please contact 1800 4250 0025.

Step 4 for Adding CA – View List of CA

[Dashboard](#) [My Account](#) [e-File](#) [Downloads](#) [Profile Settings](#) [My Request List](#) [Worklist](#) [Helpdesk](#)

Quick Link

[Quick e-File ITR](#)
[Upload Return](#)
[View Form 26AS \(Tax Credit \)](#)
[Rectification Request](#)
[Tax Calculator](#)

Navigation Trail: [Add CA](#) List of CA

List of CA

CA Name	CA Membership number	Form Name	Assessment Year	Activation Date	Status
Chartered Accountant	999999	Form 3CB	2013-14	08/06/2013	Active

Page: 1

'New Uploading Requirements' – Preparation and submission of forms

There are two ways for preparing and submitting the form:

1. Offline Preparation and online submission
(for Forms 3CA-3CD, Form 3CB-3CD, Form 3CEB, Form 29B, Form 6B, Form 10B, Form 10BB and ITR-7)
2. Online Preparation and submission
(Other forms to be submitted)

'New Uploading Requirements' – Offline Preparation

- On www.incometaxindiaefiling.gov.in, from the 'Downloads' section on the right, either select 'Income Tax Return (ITR-7)' or 'Forms (other than ITR)'
- On selection of 'Forms (other than ITR)' the following screen is displayed.

The screenshot shows the e-filing portal interface. The main content area is titled 'Forms (Other than ITR)'. It features an 'Assessment Year' dropdown menu set to '2013-14'. Below this, a 'Note' section contains two instructions: '1. Read the instructions before filling the form [Checklist of documents and pre-requisites](#)' and '2. Please use the common utility for the Forms mentioned below.' A table titled 'Forms (Other than ITR) - Offline' lists various forms with their descriptions and common utilities. The table has three columns: 'Form Name', 'Form Description', and 'Common Utility'. The forms listed are Form 3CA-3CD, Form 3CB-3CD, Form 3CEB, Form 29B, Form 6B, Form 10B, and Form 10BB. The 'Common Utility' column contains an 'e' icon for Form 3CEB and Form 10BB.

Form Name	Form Description	Common Utility
Form 3CA-3CD	Audit report under section 44AB of the Income-tax Act, 1961 in a case where the accounts of the business or profession of a person have been audited under any other law	
Form 3CB-3CD	Audit report under section 44AB of the Income-tax Act, 1961, in the case of a person referred to in clause (b) of sub-rule (1) of rule 6G	
Form 3CEB	Report from an accountant to be furnished under section 92E relating to international transaction(s)	e
Form 29B	Report under Section 115JB of the Income-tax Act, 1961 for computing the book profits of the company	
Form 6B	Audit report under section 142(2A) of the Income-tax Act, 1961	
Form 10B	Audit report under section 12A(b) of the Income-tax Act, 1961, in the case of charitable or religious trusts or institutions	
Form 10BB	Audit report under section 10(23C) of the Income-tax Act, 1961, in the case of any fund or trust or institution or any university or other educational institution or any hospital or other medical institution referred to in sub-clause (iv) or sub-clause (v) or sub-clause (vi) or sub-clause (via) of section 10(23C).	e

'New Uploading Requirements' – Offline Preparation

- On clicking on the e icon, a zip file appears. On selecting the zip file, a JAVA based utility is displayed. Hence, the user is required to update JAVA (version 7 update 13) on the computer.
- 'File' option under the utility provides option to select the Form which you want to fill.

Offline Forms Utility - FORM3CA (AY 2013-14)

File

- New Form
 - Form 3CA - 3CD
 - Form 3CB - 3CD
 - Form 3CEB
 - Form 6B
 - Form 10B
 - Form 10BB
 - Form 29B
- Close

Open Draft Save Draft Validate Generate XML Previous Next

Instructions Form 1-6 3CD Part B(7-32) 3CD Annexure I Part A 3CD Annexure I Part B

General Instructions

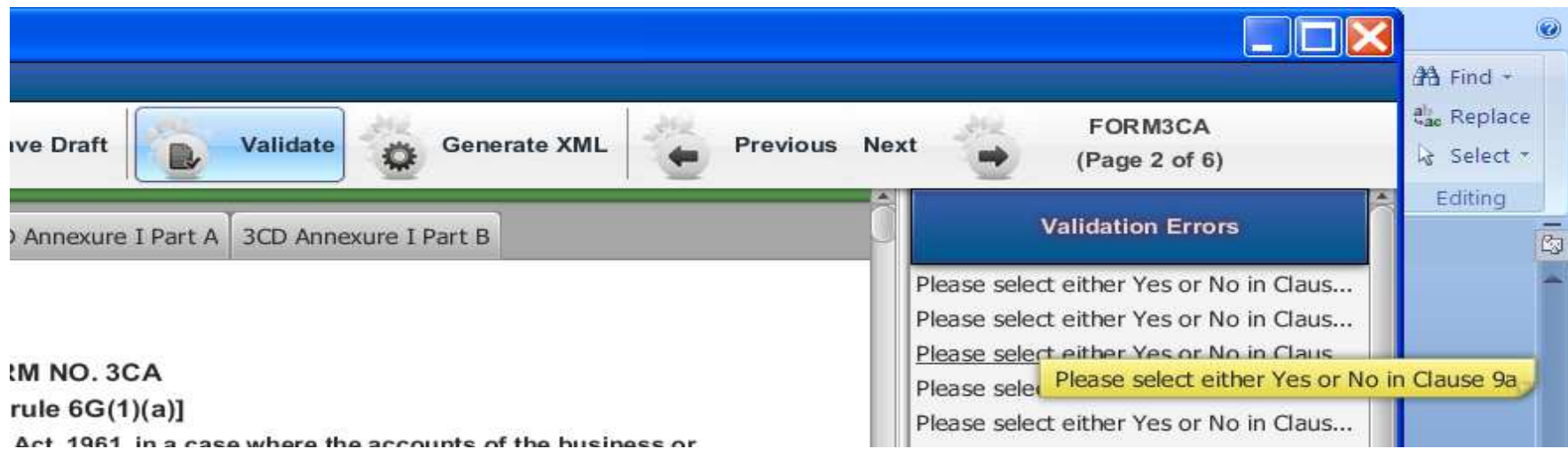
1. All amounts are in Indian Rupees (₹).
2. A calendar is provided for selecting the date field (format DD/MM/YYYY)
3. All greyed out fields are either auto-filled or non-editable.
4. It is a good practice to save your work frequently. Please use SAVE DRAFT option.
5. Attachments
 - a) cannot exceed 50 MB
 - b) should be in pdf/zip format only

'New Uploading Requirements' – Offline Preparation

- User will fill in the details in the Form and save the same as draft in 'xml' format in the desired folder.
- To reopen the draft for further editing the user needs to enter the utility on the income tax site, click on the 'Open Draft' option given on the taskbar, browse the saved xml file and update as per requirement.
- Common details in the form get automatically updated once entered. (eg: data filled under Form No. 3CA is picked up automatically in the Form No. 3CD (Part A) and in Annexure to Form No. 3CD (Part A). Details like company name, address, previous year and assessment year)

'New Uploading Requirements' – Offline Preparation

- 'Validate' option, validates all the pages of the Form and throws up the errors in the form.



- Once the form is validated, 'Generate xml' option creates a final xml which has to be uploaded with the department.

'New Uploading Requirements' – Offline Preparation

Offline Forms Utility - Form 3CA - 3CD (AY 2013-14)

File

e-Filing Anywhere Anytime
Income Tax Department, Government of India

Open Draft Save Draft Validate Generate XML Previous Next Form 3CA - 3CD (Page 1 of 6)

Notes

1. This form is applicable to persons specified in Sec 44AB, who carry on business or profession, and who are required by or under any other law to get their accounts audited.
2. Please select from the drop down option whichever is applicable.
3. While uploading the XML this report has to be digitally signed by -
 - (i) a chartered accountant within the meaning of the Chartered Accountants Act, 1949 (38 of 1949); or
 - (ii) any person who, in relation to any State, is, by virtue of the provisions of sub-section (2) of section 226 of the Companies Act, 1956 (1 of 1956), entitled to be appointed to act as an auditor of Companies registered in that State; or
 - (iii) any person who is, by virtue of any other law, entitled to audit the accounts of the assessee for the relevant previous year.
4. Where any of the requirements in this form is answered in the negative or with qualification, give reasons therefor.
5. The person, who signs this audit report, shall indicate reference of his membership number/certificate of practice number or authority under which he is entitled to sign this report.
6. The Annexure to this Form must be filled up failing which the Form will be considered as incomplete.
7. The person mentioned above should in addition to the prescribed report under section 44AB, furnish the Statutory audit report
8. This report may be furnished to the assessee by a person who carries out the statutory audit under any other law.

13:20
24/07/2013

'New Uploading Requirements' – Online Submission of Offline Preparation

1. Go to 'e-File' menu, Login and select "Upload Form"
2. LOGIN to e-Filing application and GO TO --> e-File --> Upload Form
3. Enter the Tax payer's PAN, CA's PAN; select the Form Name (other than ITR) and the Assessment Year.
4. Browse and Select the XML file
5. Upload Digital Signature Certificate.
6. Click 'SUBMIT'.
7. On successful upload, the Form (other than ITR) is sent to Tax Payer's workflow for acceptance.
8. The Tax Payer should LOGIN to e-Filing application, GO TO Worklist and accept/reject the form.
9. A) On Approval, the Form is successfully submitted with e-Filing application. No further action is required.
B) If Rejected, the Tax Professional can file the Form (other than ITR) again and follow the same process as mentioned in 9, 10 & 11A.

'New Uploading Requirements' – Online Submission of Offline Preparation

1. Alongwith the 3CD and 3CA/3CB, the tax auditor will also have to upload the scanned copies of the audited accounts. In addition, if the concerned assessee has to have a cost audit or an excise audit done or any other audit, then those reports also have to be scanned and uploaded.
2. There are certain restrictions on the size of the scanned files that can be uploaded

(See next slide)

'New Uploading Requirements' – Submission of Forms

Screenshot_2013-07-05-17-48-47 (2) - Windows Photo Viewer

File Print E-mail Burn Open

Last Login: 05/06/2013 00:17:33 Logout

Dashboard My Account e-File Downloads Profile Settings My Request List Worklist Helpdesk

Link

- Upload Form
- Calculator
- Linking - Do's & Don't
- Validation - Do's & Don't

Need Assistance?

Income tax related queries
ASK : 1800 180 1961

Rectification and Refund
CPC : 1800 425 2229

For e-Filing of Returns
Filing : 1800 4250 0025

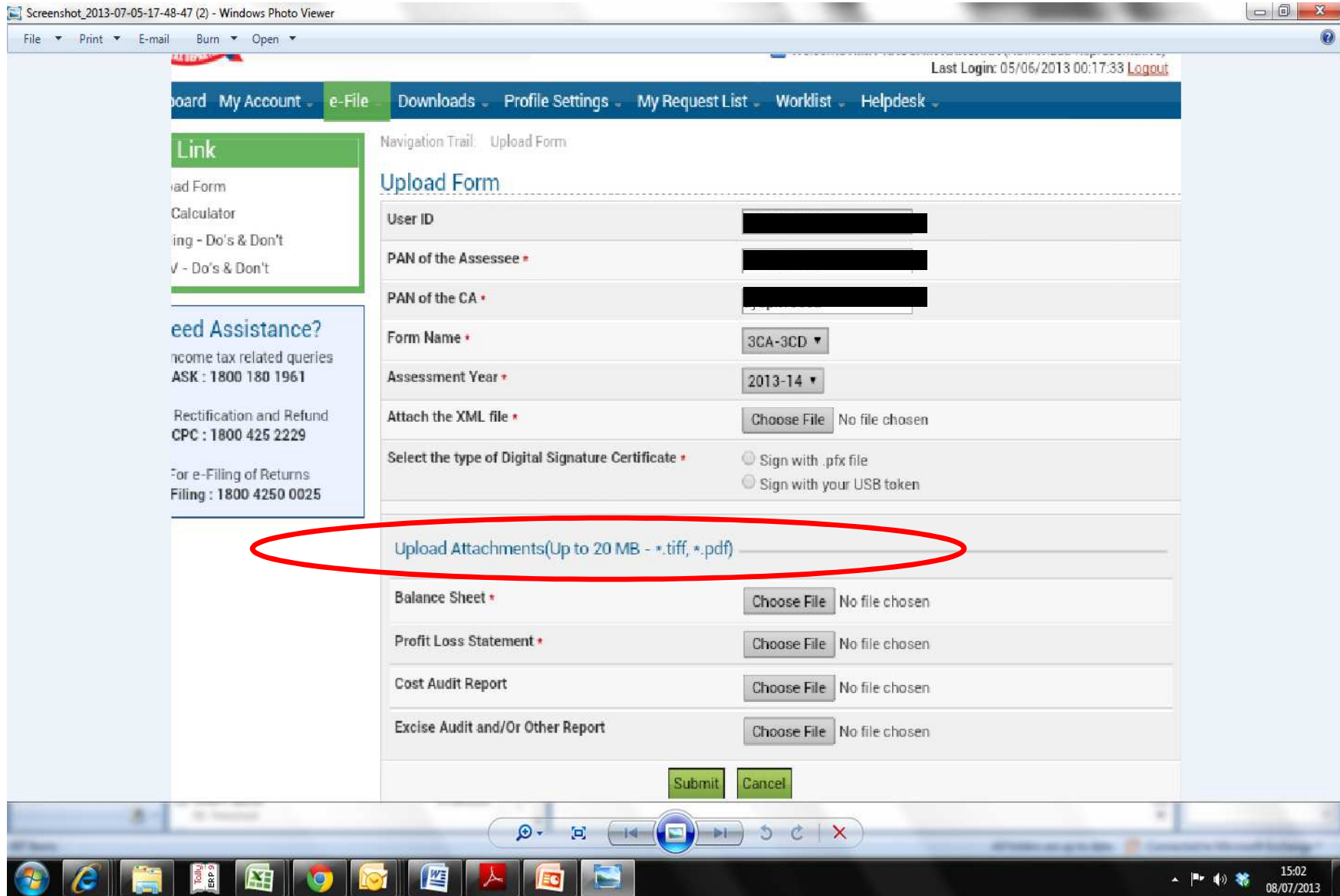
Navigation Trail: Upload Form

Upload Form

User ID *	[Redacted]
PAN of the Assessee *	[Redacted]
PAN of the CA *	[Redacted]
Form Name *	3CA-3CD ▾
Assessment Year *	2013-14 ▾
Attach the XML file *	Choose File No file chosen
Select the type of Digital Signature Certificate *	<input type="radio"/> Sign with *.pfx file <input type="radio"/> Sign with your USB token
Upload Attachments(Up to 20 MB - *.tiff, *.pdf)	_____
Balance Sheet *	Choose File No file chosen
Profit Loss Statement *	Choose File No file chosen
Cost Audit Report	Choose File No file chosen
Excise Audit and/Or Other Report	Choose File No file chosen

Submit Cancel

15:02 08/07/2013



'New Uploading Requirements' – Direct Online Submission

1. Go to 'e-File' menu, Login and select "Submit Form Online"
2. Enter the Assessee PAN, CA's PAN, select the Form Name (other than ITR) and the Assessment Year.
3. Upload Digital Signature Certificate of the CA
4. Click 'SUBMIT'.
5. Enter the data and Submit.
6. On successful submission, the Form (other than ITR) is sent to Assessee's workflow for acceptance.
7. The Assessee should LOGIN to e-Filing application, go to Worklist and accept/reject the Form (other than ITR).
8. a) On approval, the Form is successfully submitted with e-Filing application. No further action is required.
b) If rejected, the CA can file the Income Tax Form (other than ITR) again and follow the same process as mentioned above.

'New Uploading Requirements' – Verification of Forms

- There are some statutory Forms like Form 62, Form 63, Form 63A and Form 64 which needs to be initiated by Assessee and reviewed by CA. On finding the Forms in order, CA will approve and an acknowledgment number is generated.

Steps to verify submitted Forms (other than ITR) of Assessee

1. The CA should LOGIN to e-Filing application, GO TO Worklist and verify the Income Tax Form (other than ITR) submitted by the Assessee.
2. Upload Digital Signature Certificate.
3. Click 'SUBMIT'.
4. The Form is successfully submitted with e-Filing application. No further action is required.

Acceptance / Rejection of Report by Assessee

Process:

- ▣ Step – 1: Visit ITD Website. Assessee has to login through his Login Credentials
 - ▣ Dashboard will appear on the screen
- ▣ Step – 2: Go to Worklist
 - ▣ List of Reports uploaded by CA “Pending for Approval” will appear.
- ▣ Step – 3: Click on “View Form” to view the Form and Attachment. Assessee can download the Attachment and Report uploaded by CA.
 - ▣ To submit, Assessee need to select “Approve” and affix his “Dig. Sign”.
- ▣ Step – 4: On successful upload, “Upload Screen” will appear
- ▣ Step – 5: Assessee can also reject the Return. However, reasons for rejections must be mentioned at the time of Rejection.
- ▣ Step – 6: Acknowledgement can be generated from “My Account” -> “My Returns / Forms”. Click on the Return Ack. No.
- ▣ Step – 7: Assessee can download Audit Report, Receipt and Attachments and also Acknowledgement

Acceptance / Rejection of Report by Assessee – Step 1 - Login

Login

User ID *	<input type="text" value="Assessee's Login ID"/>
Password *	<input type="password" value="....."/>
Date of Birth/Incorporation (DD/MM/YYYY) *	<input type="text"/> 
<input type="button" value="Login"/> Forgot Password?	
New Users? Register Now Resend Activation Link	

Acceptance / Rejection of Report by Assessee – Step 2 – Go to Worklist

Dashboard My Account ▾ e-File ▾ Downloads ▾ Profile Settings ▾ My Request List ▾ **Worklist** ▾ Helpdesk ▾

Quick Link

- Quick e-File ITR
- Upload Return
- View Form 26AS (Tax Credit)
- Rectification Request
- Tax Calculator

Navigation Trail: [My Returns/ Form](#) > Worklist

Worklist

Uploaded forms details

Sl.No	CA Name	Form Name	A.Y.	Submitted On	Approval Status
1	Name of CA will appear	Form 3CB-3CD	2013-14	13/06/2013	Uploaded – Pending Approval View Form

Acceptance / Rejection of Report by Assessee – Step 3 – Form View & Acceptance/Rejection

Uploaded form details

Approval work list Id	<input type="text"/>
Form Name	Form 3CB
Assessment year	2013-14
Form uploaded By	NAME OF TAX AUDITOR WILL APPEAR
Approval Status	Uploaded – Pending Approval
Click here to download attachments BS, PL, COST REPORT, EXCISE REPORT	
Click here to view the uploaded Form 3CB-3CD	
Approve/Reject	<input type="radio"/> Approve <input type="radio"/> Reject
Select the type of Digital Signature Certificate *	<input type="radio"/> Upload using .pfx file <input type="radio"/> Upload using USB token
<input type="button" value="Submit"/>	

Acceptance / Rejection of Report by Assessee – Step 4 – Screen after Uploading of Report

Worklist

- Form 3CB has been uploaded and the Transaction ID is : .
An e-mail confirming the successful submission of the Form alongwith the Acknowledgment number has been sent to **CA's Email Address** and **Assessee's Email Address**

Uploaded forms details

Sl.No	CA Name	Form Name	A.Y.	Submitted On	Approval Status
1	Name of CA will appear	Form 3CB-3CD	2013-14	13/06/2013	Successfully e-Filed View Form

Acceptance / Rejection of Report by Assessee – Step 5(a) – Rejection of Report

Uploaded form details

Approval work list Id	<input type="text" value="1000004348"/>
Form Name	<input type="text" value="Form 10B"/>
Assessment year	<input type="text" value="2012-13"/>
Form uploaded By	<input type="text" value="TADI"/>
Approval Status	<input type="text" value="Uploaded - Pending Approval"/>
Click here to view the uploaded Form 10B	
Approve/Reject	<input type="radio"/> Approve <input checked="" type="radio"/> Reject
Rejection comments *	<input type="text" value="ddsf iejter oiteroi teo kghjdd
kgoierutoiwerutoier utoeriu
toiertioeru toiueiotu eoirtui
uerueotitruteoirutreo"/>
<input type="button" value="Submit"/>	

Acceptance / Rejection of Report by Assessee – Step 5(b) – Worklist after Rejection of Report

Worklist

 Form 10B has been rejected and the Transaction ID is: 1000094578.

Uploaded forms details

Sl.No	CA Name	Form Name	A.Y.	Submitted On	Approval Status	
1	TADI	Form 10BB	2012-13	28/03/2013	Successfully e-Filed	View Form
2	TADI	Form 10B	2012-13	28/03/2013	Rejected	View Form
3	TADI	Form 10CCG	2012-13	28/03/2013	Successfully e-Filed	View Form
4	TADI	Form 10CCEC	2012-13	28/03/2013	Successfully e-Filed	View Form

Acceptance / Rejection of Report by Assessee – Step 6 – Generation of Acknowledgement

Dashboard My Account e-File Downloads Profile Settings My Request List Worklist Helpdesk


Quick Link

- Quick e-File ITR
- Upload Return
- View Form 26AS (Tax Credit)
- Rectification Request
- Tax Calculator
- Download ITR

Navigation Trail: [Upload Return](#) > My Returns/ Form

View Returns/Forms

Filed By	A.Y.	PAN	Filed On	ITR / Form	Type	Ack. No.	Status
Assessee's Login ID	2013-14	Assessee's PAN	13/06/2013	ITR-4	Original	<u>123456789012345</u>	Return Uploaded
CA's Login ID	2013-14	Assessee's PAN	13/06/2013	Form 3CB	-----	<u>123456789012345</u>	Successfully e-Filed



Acceptance / Rejection of Report by Assessee – Step 7 – Acknowledgement Screen

Details Of Acknowledgement Number - 123456789012345 ✕

PAN	ASSESSEE'S PAN	ITR/Form	Form 3CB	Assessment Year	2013
Filing Type	-	Acknowledgement Number	123456789012345		

Date	Activity / Status	Downloads /	Status Description
13/06/2013	Successfully e-Filed	<div style="border: 1px solid red; padding: 2px; display: inline-block; margin-bottom: 2px;">XML</div> <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-bottom: 2px;">ITR/Form</div> <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-bottom: 2px;">Receipt</div> <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-bottom: 2px;">Attachments</div>	1 2 3
13/06/2013	Form Approved	-	

Note :
 ITR/Form and ITR-V/Acknowledgment are password protected. To open the PDF, please enter your PAN in lower case and date of birth in case of individual tax payers / date of incorporation for non-individual tax payers in DDMMYYYY format without any space between the PAN and date fields. For example, if your PAN is **ABCDE1234A** and date of birth / incorporation is **November 17, 1985** then the password will be **abcde1234a17111985** .The date of birth / incorporation should be same as furnished in the respective ITR / FORM.

Acceptance / Rejection of Report by Assessee – Step 7 – Format of Acknowledgement

https://incometaxindiaefiling.gov.in/e-Filing/MyAccount/printFormAck.html - Google Chrome

Directorate of Income Tax (Government of India) [IN] https://incometaxindiaefiling.gov.in/e-Filing/MyAccount/printFormAck.html



e-Filing *Anywhere Anytime*
Income Tax Department, Government of India

ACKNOWLEDGEMENT OF RECEIPT OF FORM (Other Than ITR)

Name	Assessee's Name	PAN	Assessee's PAN
Form No	3CB	Assessment Year	2013
e-Filing Acknowledgement Number	123456789012345	Date of e-Filing	13/06/2013

*For and on behalf of,
e-Filing Administrator*

(This is a computer generated Acknowledgment Receipt and needs no signature)

[Click to Print the Receipt](#) [Click here to Close the window](#)

'New Uploading Requirements' – View Forms

- View Forms displays the list of Forms uploaded by CA for an assessee.
- The CA will type the PAN of the assessee and clicks SUBMIT button

View Returns/Forms

Filed By	A.Y.	PAN	Filed On	ITR / Form	Type	Ack. No.	Status
ARCA111112	2012-13	AAAPA3001W	21/05/2013	Form 3CB	-----	567366421210513	Successfully e-Filed
ARCA111112	2012-13	AAAPA3001W	07/05/2013	Form 3CB	-----	567364261070513	Successfully e-Filed
ARCA111112	2012-13	AAAPA3001W	25/04/2013	Form 10CCC	-----	567363961250413	Successfully e-Filed
ARCA111112	2012-13	AAAPA3001W	25/04/2013	Form 10B	-----	567363951250413	Successfully e-Filed
ARCA111112	2012-13	AAAPA3001W	24/04/2013	Form 10CCC	-----	567363351240413	Successfully e-Filed
ARCA111112	2012-13	AAAPA3001W	24/04/2013	Form 10CCBC	-----	567363341240413	Successfully e-Filed
ARCA111112	2012-13	AAAPA3001W	24/04/2013	Form 3AD	-----	567363291240413	Successfully e-Filed
ARCA111112	2012-13	AAAPA3001W	23/04/2013	Form 10CCBC	-----	567363211230413	Successfully e-Filed
ARCA111112	2012-13	AAAPA3001W	23/04/2013	Form 3AD	-----	567362651230413	Successfully e-Filed
ARCA111112	2012-13	AAAPA3001W	23/04/2013	Form 10CCC	-----	567362631230413	Successfully e-Filed
ARCA111112	2013-14	AAAPA3001W	23/04/2013	Form 10B	-----	567362621230413	Successfully e-Filed
ARCA111112	2012-13	AAAPA3001W	23/04/2013	Form 10CCBC	-----	567362571230413	Successfully e-Filed
ARCA111112	2012-13	AAAPA3001W	22/04/2013	Form 10CCC	-----	567362311220413	Successfully e-Filed



Note :

- The e-Filed Returns/Forms are available for download/view starting Assesment Year 2007-08.
- To download/view the ITR/FORM/XML/ITR-V/ITR-V Receipt, Please click on the Acknowledgement Number.

Back

'New Uploading Requirements' – View Clients

- View Client list displays the list of clients of the CA

Advanced Search Criteria					
PAN	<input type="text" value="APKPG8280R"/>				
Form Name *	<input type="text" value="3AE"/> ▼				
Assessment Year *	<input type="text" value="Select"/> ▼				
Status	<input type="text" value="Select"/> ▼				
<input type="button" value="Search"/>					
Sl.No	PAN of Client	Form Name	Assessment Year	Date Added	Status
1	AAACD1459R	56G	2012	08/08/2012	A
2	AAACD1459R	56H	2012	08/08/2012	A
3	AAACD1459R	29B	2012	08/08/2012	A
4	AAACD1459R	56F	2012	08/08/2012	A
5	AABPD2007M	29B	2012	10/08/2012	A
6	AABPD2007M	56F	2012	10/08/2012	A

'New Uploading Requirements' – Worklist

- The assessee will be able to view the form uploaded, the screenshot of which is as below

The screenshot displays the e-Filing portal interface. The top navigation bar includes 'Dashboard', 'My Account', 'e-File', 'Downloads', 'Profile Settings', 'My Request List', 'Worklist', and 'Helpdesk'. The 'Worklist' tab is active. On the left, there is a 'Quick Link' sidebar with options like 'Upload Return', 'View Form 26AS (Tax Credit)', and 'Rectification Request'. The main content area shows a 'Worklist' section with a table of 'Uploaded forms details'. The table has columns for 'SI.No', 'CA Name', 'Form Name', 'A.Y.', 'Submitted On', and 'Approval Status'. A single entry is shown with 'SI.No' 1, 'Form Name' 'Form 10B', 'A.Y.' '2013-14', and 'Submitted On' '05/06/2013'. The 'Approval Status' is 'Successfully e-Filed', and a 'View Form' link is present next to it, which is circled in red. The bottom of the screen shows the Windows taskbar with the system clock at 17:58 on 05/07/2013.

SI.No	CA Name	Form Name	A.Y.	Submitted On	Approval Status
1	[REDACTED]	Form 10B	2013-14	05/06/2013	Successfully e-Filed View Form

'New Uploading Requirements' – Worklist

- After clicking the View form option on the screen, details of uploaded form will be shown as below.
- The form viewed by the assessee in pdf format.

The screenshot displays the 'Uploaded form details' page on the e-Filing portal. The page header includes the e-Filing logo and navigation links. The main content area shows a table with the following details:

Approval work list Id	1000044140
Form Name	Form 10B
Assessment year	2013-14
Form uploaded By	[Redacted]
Approval Status	Successfully e-Filed

Below the table, there is a link: [Click here to view the uploaded Form 10B](#) and a [Back](#) button.

A note at the bottom states: **Note :** Form other than ITR is password protected. To open the PDF, please enter assessee PAN in lower case and date of b...

The left sidebar contains a 'Quick Link' section with the following items:

- Upload Return
- View Form 26AS (Tax Credit)
- Rectification Request
- Tax Calculator
- Download ITR
- e-Filing - Do's & Don't
- ITR V - Do's & Don't

The bottom of the page shows the Windows taskbar with the system clock at 18:02 on 05/07/2013.

Summary of Workflow – Registration and Uploading

Step 1

CA registers in e-Filing portal

Assessee registers in e-Filing portal

Step 2

Assessee “adds CA” for the desired Form (Other than ITR) and Assessment Year

Step 3

CA logs in e-Filing portal

Step 4

CA Downloads the offline Form, fills the data, generates and uploads the XML **Or**
CA opens the online Form, fills the data and submits the Form

Step 5

CA gets the success message and the transaction ID

Step 6

Assessee reviews and approves. An acknowledgment number is generated

Step 7

CA can view/print the submitted Form using the functionality “View Forms”

Assessee can view/print the submitted Form using the functionality “e-Filed Returns/Forms”

Changes made in the Income Tax Return (ITR) Forms



General changes across ITRs

- Disclosure of country name
- Provide alternate mobile number and e-mail address
- Submit bank account number even if no refund is receivable.
- Instead of MICR code, the taxpayer is now required to quote the IFSC code. (IFSC is an alphanumeric 11-character code for identifying bank branches that participate in Net electronic Funds Transfer and Right Time Gross Settlement).
- In Schedule CG relating to Capital Gains, a person is now required to bifurcate short term capital gains on the basis of STT paid and otherwise

General changes across ITRs

- Detailed break-up of income under the head 'Income from other sources'

http://law.incometaxindia.gov.in/DITTaxmann/IncomeTaxRules/PDF/Ay-2013-2014/Form_ITR_2_2013-14. - Windows Internet Explorer

http://law.incometaxindia.gov.in/DITTaxmann/IncomeTaxRules/PDF/Ay-2013-2014/Form_ITR_2_2013-14.pdf

in Schedule CYLA and BFLA, if any.

NOTE ▶ Please include the income of the specified persons referred to in Schedule SPI while computing the income under this head

Schedule OS Income from other sources

OTHER SOURCES	1	Income		
	a	Dividends, Gross	1a	
	b	Interest, Gross	1b	
	c	Rental income from machinery, plants, buildings,	1c	
	d	Others, Gross (excluding income from owning race horses).Mention the source		
	i		1di	
	ii		1dii	
	iii		1diii	
		Total (1di + 1dii+ 1diii)	1d	
	e	Total (1a + 1b + 1c + 1d)		1e
	f	Deductions under section 57:-		
	i	Expenses / Deductions	fi	
	ii	Depreciation	fii	
iii	Total	fiii		
g	Balance (1e – fiii)		1g	

Page 5 of 10

Unknown Zone | Protected Mode: On

18:32 05/07/2013

Common changes in ITRs (except ITR-1)

Introduction of 'Schedule FSI' – Details of income accruing or arising outside India

Schedule FSI		Details of Income accruing or arising outside India							
INCOME ACCRUING OR ARISING OUTSIDE INDIA	1	Details of Income included in Total Income in Part-B-TI above							
		Country Code	Taxpayer Identification Number	Income from Salary (included in PART B-TI) (A)	Income from House Property (included in PART B-TI) (B)	Business Income (included in PART B-TI) (C)	Capital Gain Income (included in PART B-TI) (D)	Other source Income (included in PART B-TI) (E)	Total Income from Outside India (F)=A+B+C+D +E
				Total					
	2	Total Income from outside India (Total of F as per item no.1 above)					2		
	3	Total Income from outside India where DTAA is applicable					3		
	4	Total Income from outside India where DTAA is not applicable (2-3)					4		
NOTE		Please refer to the instructions for filling out this schedule.							

Common changes in ITRs (except ITR-1)

Few changes are made in 'Schedule TR' – Details of taxes paid outside India

Schedule TR		Details of Taxes Paid outside India						
TAXES PAID OUTSIDE INDIA	1	Details of Taxes Paid outside India						
		Country Code	Taxpayer Identification Number	Relevant article of DTAA	Total taxes paid on income declared in Schedule FSI (A)	Tax Relief Claimed (B)		
						Relief claimed u/s 90/90A (B1)	Relief claimed u/s 91 (B2)	
				Total				
	2	Total Taxes paid outside India (Total of 1A)					2	
	3	Total Taxes Paid outside India where DTAA is applicable					3	
	4	Total Taxes Paid outside India where DTAA is not applicable (2-3)					4	
NOTE		Please refer to the instructions for filling out this schedule.						

- Disclosure of Relevant article of DTAA is required to be made
- Relief claimed u/s 90/90A and u/s 91 has to be shown separately
- In case of Country code, ISD code is to be mentioned
- If TIN is not allotted, passport number is to be mentioned
- Exempt income not to be included in this schedule

Common changes in ITRs (except ITR-1)

Changes in 'Schedule FA' – Details of Foreign Assets

Schedule FA		Details of Foreign Assets					
DETAILS OF FOREIGN ASSETS	A	Details of Foreign Bank Accounts					
	SI No (1)	Country Name (2)	Country Code (3)	Name and Address of the Bank (4)	Name mentioned in the account (5)	Account Number (6)	Peak Balance During the Year (in rupees) (7)
	(i)						
	(ii)						
	B	Details of Financial Interest in any Entity					
	SI No (1)	Country Name (1)	Country Code (2)	Nature of entity (3)	Name and Address of the Entity (4)	Total Investment (at cost) (in rupees) (5)	
	C	Details of Immovable Property					
	SI No (1)	Country Name (2)	Country Code (3)	Address of the Property (4)	Total Investment (at cost) (in rupees) (5)		
(i)							
(ii)							
D	Details of any other Asset in the nature of investment						
SI No (1)	Country Name (2)	Country Code (3)	Nature of Asset (4)	Total Investment (at cost) (in rupees) (5)			
E	Details of account(s) in which you have signing authority and which has not been included in A to D above						
SI No (1)	Name of the Institution in which the account is held (2)	Address of the Institution (3)	Name of the account holder (4)	Account Number (5)	Peak Balance/Investment during the year (in rupees) (6)		
(i)							
(ii)							
F	Details of trusts, created under the laws of a country outside India, in which you are a trustee						
SI No (1)	Country Name (2)	Country Code (3)	Name and address of the trust (4)	Name and address of other trustees (5)	Name and address of Settlor (6)	Name and address of Beneficiaries (7)	
(i)							
(ii)							

Common changes in ITRs (except ITR-1)

- Foreign bank account number is to be mentioned. In case of bank account in joint names, both the holder should disclose
- Financial interest to be disclosed whether or not the assessee is a beneficial owner
- Item F - Details of Trusts created under laws of foreign country, in which the taxpayer is a trustee is an additional requirement
- Instead of disclosure of 'Any other asset' only those assets which are 'in the nature of Investments' need to be disclosed.

Changes in ITR-3 and 4

- A new schedule; 'Schedule AL' – Assets and Liabilities at the end of the year has been introduced, to be filled where total income exceeds Rs. 25 lakhs. Assets and liabilities as on 31st March need to be disclosed.
- Personal assets and liabilities (other than those of business and partnership firm) need to be disclosed.

Schedule AL

Asset and Liability at the end of the year (other than those included in Part A – BS) (Applicable in a case where total income exceeds Rs. 25 lakh)

DETAILS OF ASSET AND LIABILITY	A		Particulars of Asset	Amount (Cost) (Rs.)
	1	Immovable Asset		
		a	Land	
		b	Building	
	2	Movable Asset		
		a	Financial Asset	
			i Bank (including all deposits)	
			ii Shares and securities	
			iii Insurance policies	
			iv Loans and Advances given	
		v Cash in hand		
	b	Jewellery, bullion etc.		
	c	Archaeological collections, drawings, painting, sculpture or any work of art		
	d	Vehicles, yachts, boats and aircrafts		
	3		Total	
B	Liability in relation to Assets at A			

Changes in ITR-3 and 4

- Probable reasons for introducing 'Schedule AL':
 1. There have been cases where it has been found that the assets of a taxpayer do not justify the income earned by him. This disclosure will help to keep a check on the assets acquired and the income earned.
 2. Many taxpayers with huge assets are not paying wealth tax. This will help Government in seeking information of the assets and cross-verifying whether wealth tax is paid or not.
- Assets are to be disclosed at cost.
- Will non-disclosure of assets/mistake in quantum of disclosure tantamount to concealment/inaccurate particulars?
- Whether foreign assets and liabilities are to be included in this schedule? (non-resident)
- How to disclose assets received as gift/inheritance?

Changes in ITR-3 and 4

1. Land & Building –

- ✓ Agricultural land to be included
- ✓ Whether includes property agreed to be purchased – possession & conveyance pending?
- ✓ Whether includes property agreed to be purchased & possession taken – conveyance pending?
- ✓ Cost – whether payment yet to be made to be included?
- ✓ Cost – whether includes stamp duty, registration fee, transfer fee, brokerage?
- ✓ Whether pre-EMI interest on housing loan forms part of cost?
- ✓ Whether interest on loan for purchase of land forms part of cost?

Changes in ITR-3 and 4

2. Deposits in Banks:

- ✓ Savings bank balances – as per bank passbook/statements or as per personal accounts of assessee?
- ✓ Fixed Deposits – whether interest accrued to be added?
- ✓ PPF Account/Senior Citizens Savings Scheme Account with banks – whether to be included?
- ✓ Whether Post Office MIS Deposits or Savings Accounts to be included?

3. Loans and Advances given:

- ✓ Interest bearing as well as interest free loans to be taken.
- ✓ Whether to include loans to partnership firm by partner?
- ✓ Advances for purchase of property/other assets – whether to be taken?

Changes in ITR-3 and 4

4. Shares & Securities

- ✓ Shares of both private limited as well as public limited & listed companies
- ✓ Equity shares, preference shares, bonds (taxable as well as tax-free), mutual fund units will be included.
- ✓ Cost to be taken on FIFO basis for demat shares inclusive of service tax, brokerage etc.. Bonus shares to be valued at nil and cost of right shares to be taken as amount paid to company plus amount paid for purchase of rights entitlements
- ✓ Whether includes NSC?
- ✓ Whether it includes company deposits?
- ✓ What if purchase/sale contract is entered before 31st March but delivery after 31st March. Will such securities be included?

Changes in ITR-3 and 4

5. Insurance Policies:

- ✓ Whether only life insurance or also general insurance?
- ✓ What is the cost of life insurance policy?
- ✓ Only premium paid or whether bonus to be included?
- ✓ In cases of partial cash back received, whether cost to be reduced? By amount of cash back or proportionately?
- ✓ Term Insurance Policies – whether to be included?

6. Archaeological Collections, Drawings, Paintings, Sculptures, Works of Art:

- ✓ Whether following to be included?
 - Stamp Collections
 - Coins/Currency Note Collections
 - Valuable Old Edition Books, Maps
 - Photographic Collections

Changes in ITR-3 and 4

7. Vehicles, yachts, boats and aircrafts:

- ✓ Will include cars as well as two wheelers

- Liabilities:
 - ✓ In relation to assets [for wealth tax, S. 2(m), debts incurred in relation to assets]
 - ✓ Will it include unpaid purchase price of assets?
 - ✓ Loans taken against security of assets – whether to be included?

Changes in ITR-4, 5 and 7

- Finance Act, 2012 enlarged the scope of Chapter XII-BA to include 'Persons other than a company' for the purpose of Alternate Minimum Tax w.e.f. AY 2013-14. Hence, a new schedule, 'Schedule AMT' – Computation of Alternate Minimum tax payable u/s 115JC is now introduced

Schedule AMT Computation of Alternate Minimum Tax payable under section 115JC

1	Total Income as per item 13 of PART-B-II	1	
2	Adjustment as per section 115JC(2)		
	a	Deduction Claimed under any section included in Chapter VI-A under the heading "C.—Deductions in respect of certain incomes"	2a
	b	Deduction Claimed u/s 10AA	2b
	C	Total Adjustment (2a+ 2b)	2c
3	Adjusted Total Income under section 115JC(1) (1+2c)	3	
4	Tax payable under section 115JC [18.5% of (3)] (if 3 is greater than Rs. 20 lakhs)	4	

Changes in ITR-4, 5 and 7

New schedule, 'Schedule AMTC' - Computation of tax credit u/s 115JD is introduced

Schedule AMTC

Computation of tax credit under section 115JD

1	Tax under section 115JC in assessment year 2013-14 (1c of Part-B-TTI)				1	
2	Tax under other provisions of the Act in assessment year 2013-14 (4 of Part-B-TTI)				2	
3	Amount of tax against which credit is available [enter (2 – 1) if 2 is greater than 1, otherwise enter 0]				3	
4	Utilisation of AMT credit Available (Sum of AMT credit utilized during the current year is subject to maximum of amount mentioned in 3 above and cannot exceed the sum of AMT Credit Brought Forward)					
	S. No	Assessment Year (A)	AMT Credit		AMT Credit Utilised during the Current Year (C)	Balance AMT Credit Carried Forward (D)= (B3) –(C)
			Gross (B1)	Set-off in earlier years (B2)	Balance brought forward (B3) = (B1) – (B2)	
	i	Current AY (enter 1 -2, if 1>2 else enter 0)				
	ii	Total				
5	Amount of tax credit under section 115JD utilised during the year [total of item no 4 (C)]				5	
6	Amount of AMT liability available for credit in subsequent assessment years [total of 4 (D)]				6	

Changes in ITR-5 and ITR-6

- In Part A (General Information), the taxpayer is required to mention date of furnishing of Tax Audit Report, Transfer Pricing report and Report under section 115JB/115JC (for ITR 5 & 6)
- Under Schedule 'Part A-P&L', for Gross Receipts – sale of goods, sale of services and other operating revenues (details of nature and amount) needs separate disclosure (for ITR 5 & 6)
- In Part A (General Information), disclosure of whether total income of any member of the AOP/BOI (excl. his share from AOP/BOI) exceeds maximum amount not chargeable to tax (for ITR 5)
- In Schedule EI (Exempt income) - For the share of income received from Firm/AOP in which taxpayer is partner/member, the PAN of such Firm/AOP and the amount of income received is required to be disclosed (for ITR 5 & 6)
- In Part-OI, In case where an assessee has Recognized Provident Fund, break-up of number of employees deployed in India and outside India is to be provided.

Changes in ITR-5 and 6

- In Part A-P&L, following expenses are to be bifurcated into payments made to non-resident and others:
 - ✓ Compensation to employees
 - ✓ Commission
 - ✓ Royalty
 - ✓ Professional/consultancy/Fees for technical services
 - ✓ Interest

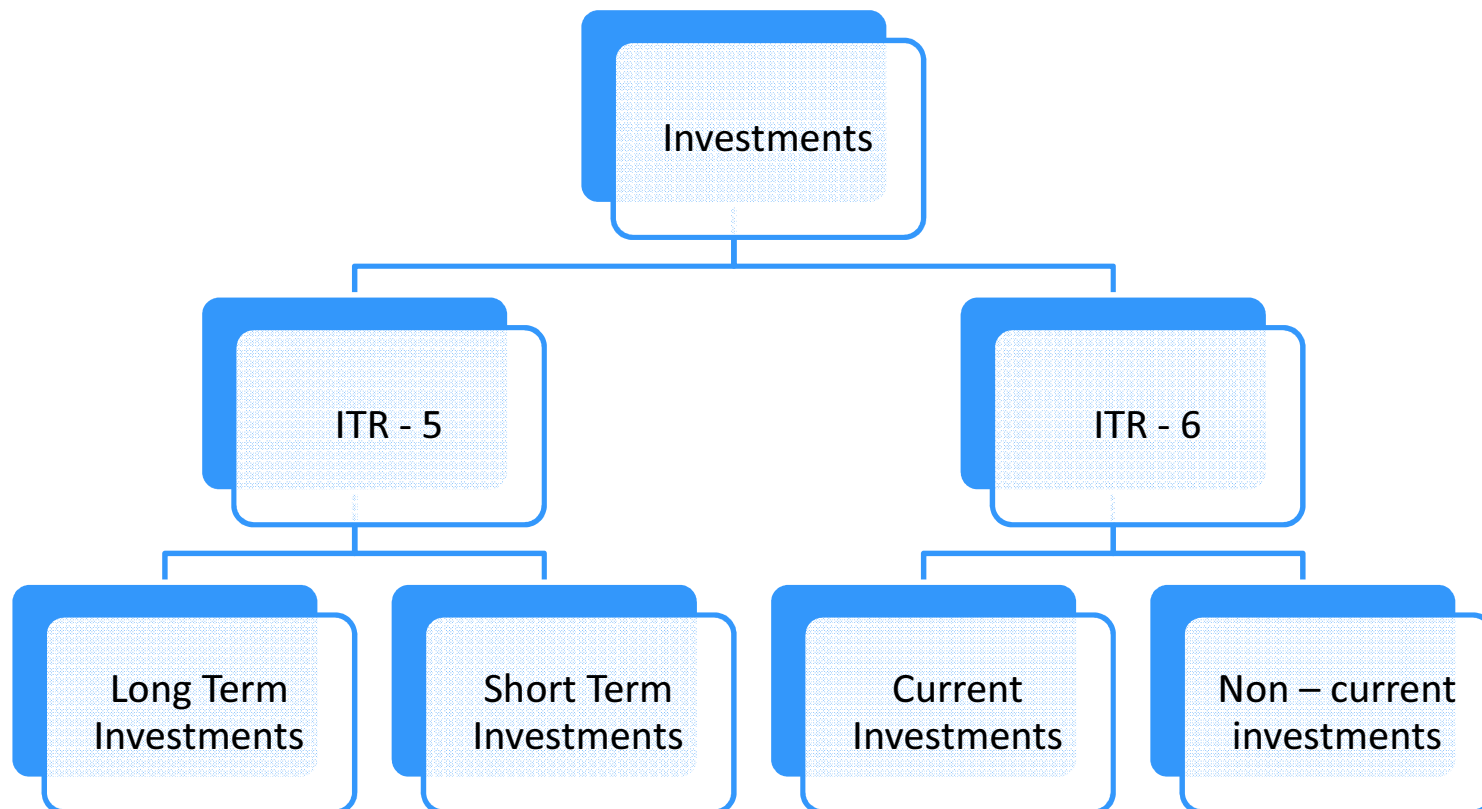
- In Part A-P&L, Travelling expenses for foreign travel and other than foreign travel to be disclosed separately.

- For the bad-debts written off, PAN of the person and the amount of bad-debts is required to be quoted from whom the bad-debt amount of Rs.1 lac or more is claimed. (PAN to be quoted, if it is available)
Where amount of bad-debts claimed from any person is more than Rs.1 lac but PAN is not available, the sum of such bad-debts is required to be disclosed separately.

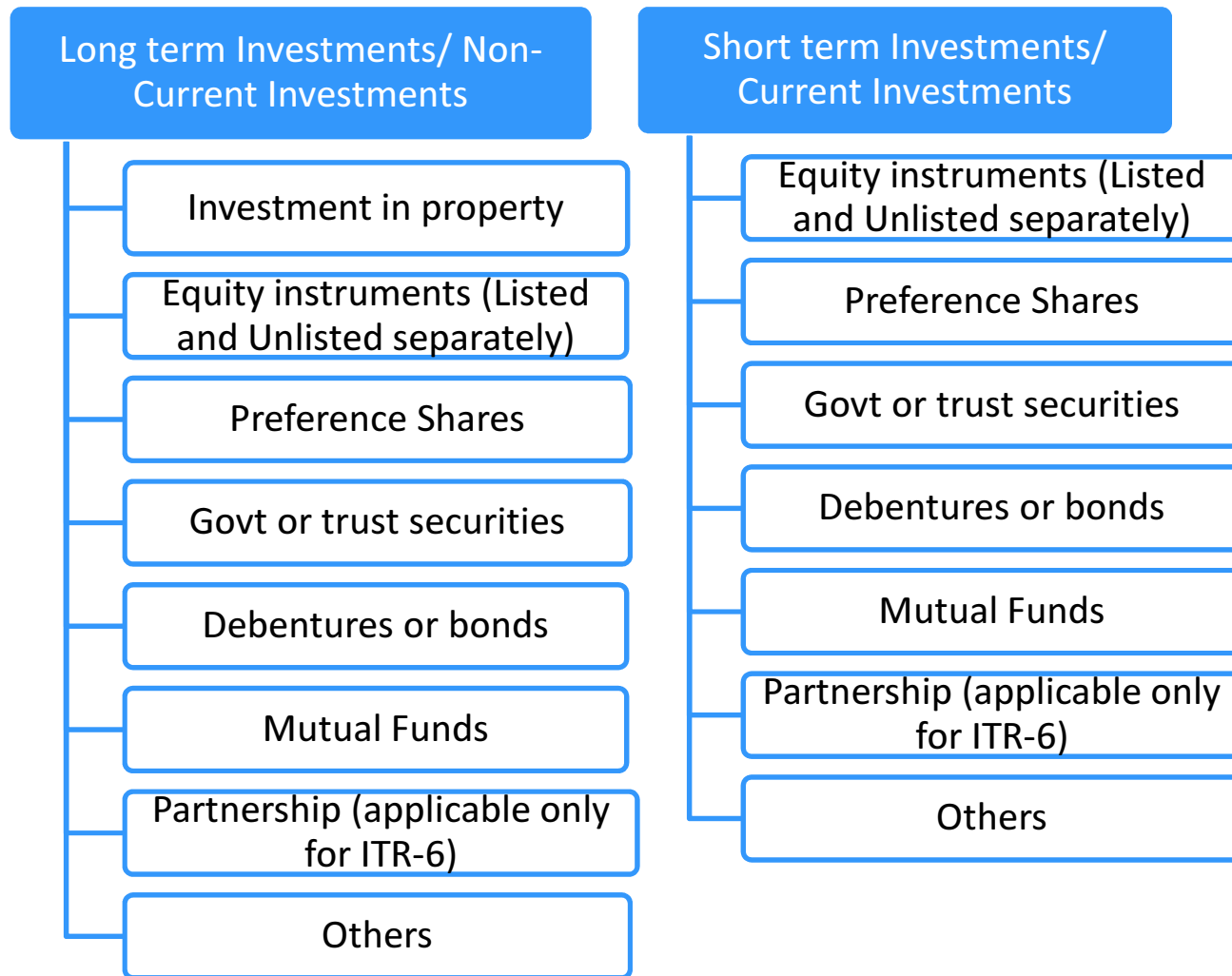
- Nature and amount of other expense to be specified.

Common changes in ITR-5 and 6

- Following changes are made in 'Part A – BS – Balance Sheet as on 31st day of March, 2013'
 - ✓ Under reserves, separate disclosure for credit balance in Profit & loss account is now required.
 - ✓ Debtors/trade receivable and creditors/trade payables are to be bifurcated on the basis of 'outstanding for more than 1 year' and 'others'.
 - ✓ Detailed bifurcation (as mentioned below) in case of investments needs to be disclosed

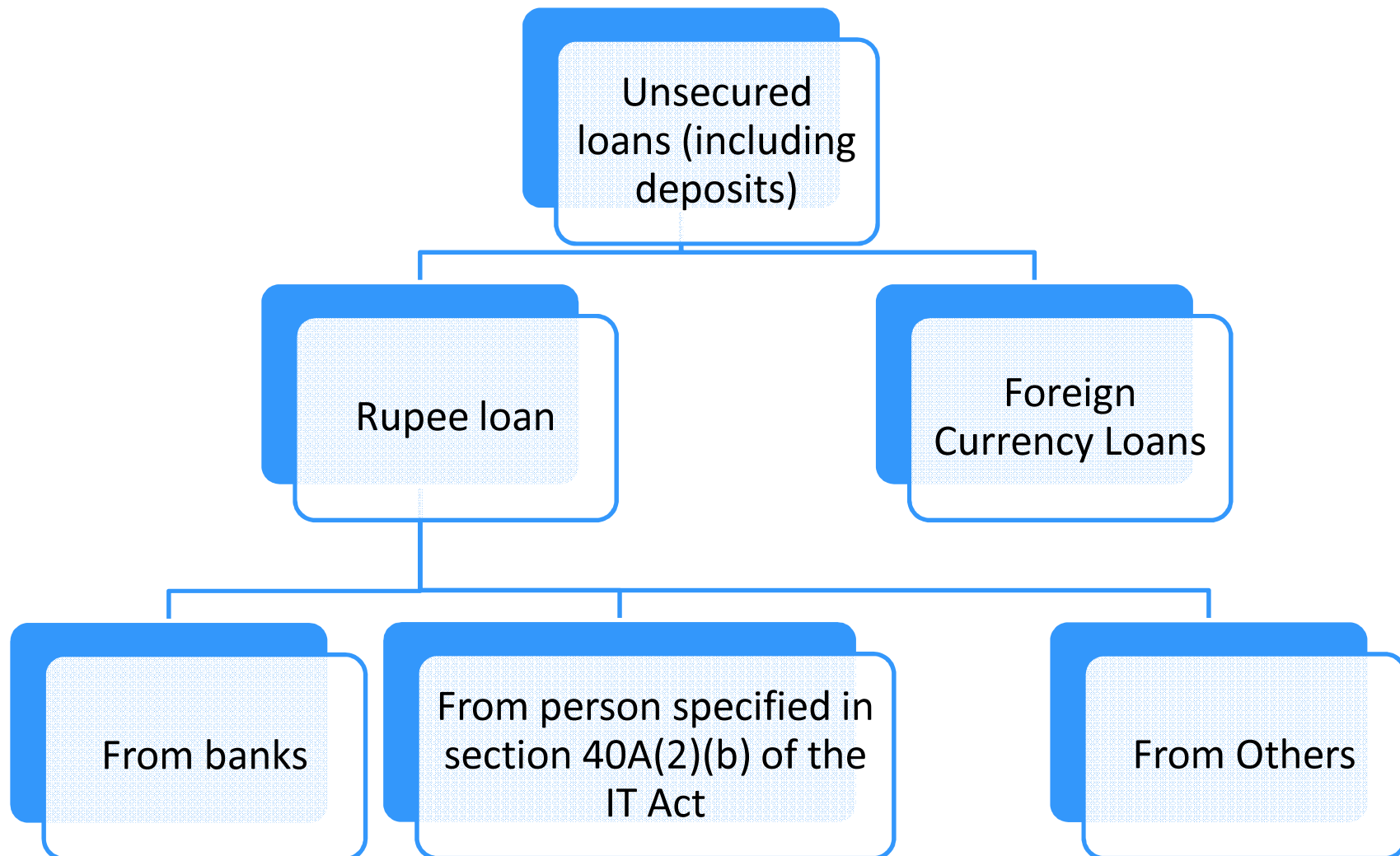


Common changes in ITR-5 and 6



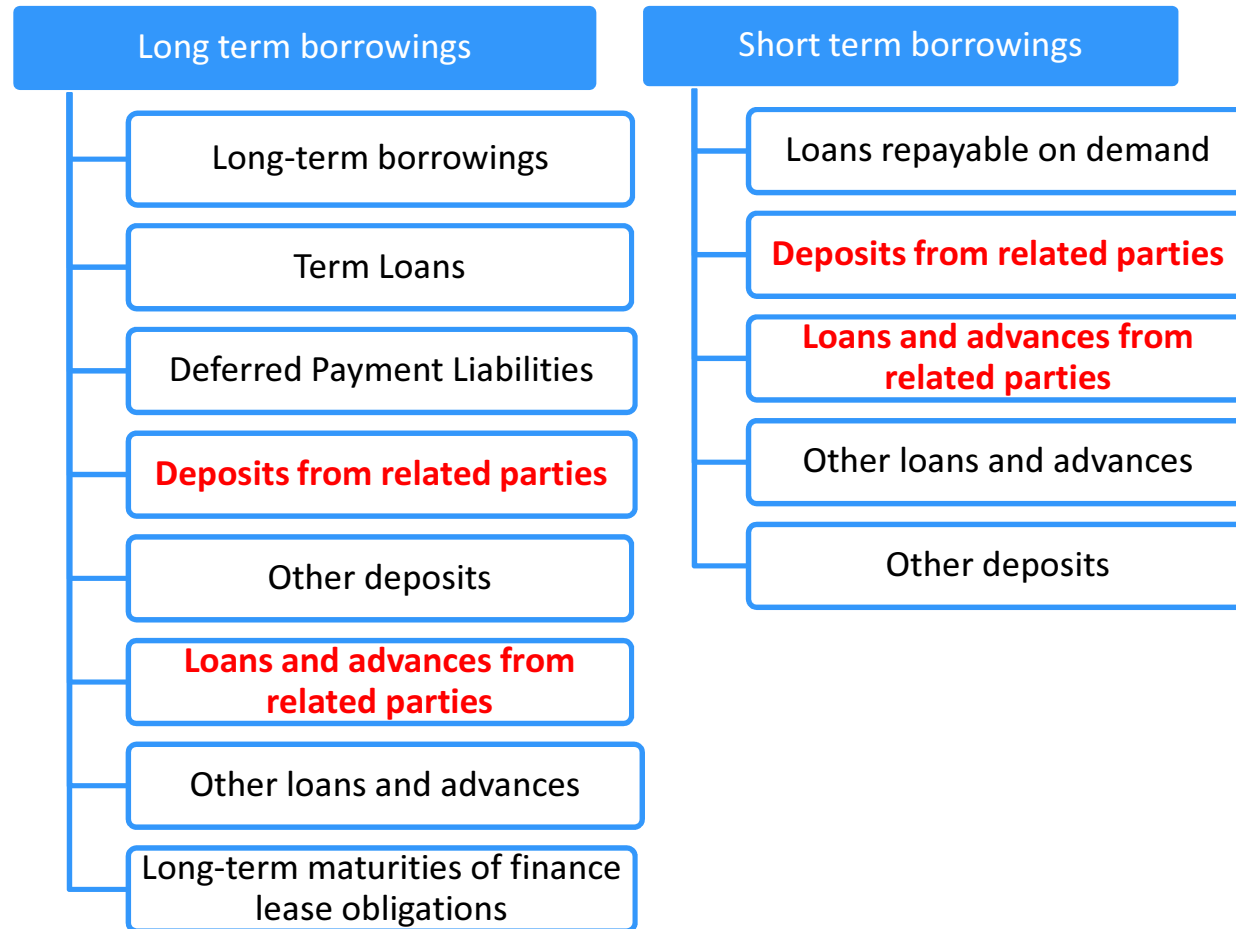
Changes in ITR-5

- Following changes are made in 'Part A – BS – Balance Sheet as on 31st day of March, 2013'
 - ✓ In case of unsecured loan, bifurcation is required as under :



Changes in ITR-6

- Following changes are made in 'Part A – BS – Balance Sheet as on 31st day of March, 2013'
 - ✓ In case of unsecured loan, bifurcation is required as under :



- Long-term and Short-term borrowings by way of deposits, loans or advances from related parties needs separate disclosure (The related parties referred here are as per Schedule VI of the Companies Act).

Changes in ITR-6

- ✓ Return filed pursuant to Advanced Pricing Agreements under section 92CD can now be mentioned in a separate check-box provided in the ITR.
- ✓ Refund will now be directly credited to bank account. Option to receive refund by cheque is now removed (***why this is not made applicable to other tax payers?***)
- **Under Balance sheet:**
 - ✓ Nomenclature of Share Application Money changed to 'Share Capital – Subscribed but not fully paid up'.
 - ✓ New entry for 'share options outstanding amount' added to the Reserves and Surplus and new field made available to mention other reserves
 - ✓ Credit balance of profit and loss account needs to be disclosed (debit balance as –ve figure)
 - ✓ Money received against share warrants as well as share application money pending allotment for more than 1 year and less than 1 year need to be disclosed separately.
 - ✓ Changes introduced to the ITR in line of 'Revised Schedule VI'. Non-current and Current liabilities and assets required to be disclosed separately. Assets require disclosure for impairment loss, etc.
 - ✓ For long term loans and advances & non-current assets, specific disclosure is required for dues from shareholder, being the beneficial owner of shares or from any concern or on behalf / benefit of such shareholder as per section 2(22)(e).

Changes in ITR-7

- **Under General Information:**

- Details of projects/institutions run by the tax payer are required to be reported in the form:
 - ✓ Name of project/institution
 - ✓ Nature of activity
 - ✓ Classification code
- Return filed pursuant to Advanced Pricing Agreements under section 92CD can now be mentioned in a separate check-box provided in the ITR
- If the tax payer is a non-resident, it needs to report if there is a permanent establishment (PE) in India.
- If claim under section 90/90A/91 (Double taxation relief) is made, it is to be disclosed (yes/no)

- **Under other details:**

- In case of charitable trusts, the aggregate annual receipts from any activity or services in relation to any trade, commerce or business need to be disclosed (earlier only required to quote if it exceeds Rs.25 lacs)
- Details of exemption claimed under various sub-sections of section 10 to be disclosed
- Tax payer needs to report if it is a 'Political Party' as per section 13A along with its registration number under the Representation of People Act, 1951.

Changes in ITR-7

- **Under Audit Information:**

- ✓ On similar lines with ITR 6 the date of furnishing of the Tax Audit Report is required to be entered in to the ITR 7.

- **Under Tax Payable on total income:**

- ✓ Rebate on agricultural income is added in AY 2013-14.
- ✓ The requirement of providing details regarding number of documents / statements attached is now withdrawn. Earlier, details in following format were required to be given -

Number of documents/statements attached

Sl.no	Description	In figures	In words	Sl.no	Description	In figures	In words
a	Audit report in Form No.10B			e	Income and expenditure account		
b	Audit report in Form No.10BB			f	Balance Sheet		
c	Applications for exercising options under section 11(1)			h	TDS certificates		
d	Form 10DB/10DC						

Changes in ITR-7

- Under Schedule J – (statement showing investment of funds as on last day of the previous year):
 - ✓ Balance in Corpus and Non-Corpus fund on the last day of the year is required to be given.
 - ✓ New Schedule ET included for Electoral Trust. Information asked is in below format:

Schedule ET		Electoral Trust	
ELECTORAL TRUST	1	Whether books of account were maintained? <i>(tick as applicable ☑)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	2	Whether record of each voluntary contribution (including name, address and PAN of the person who has made such contribution along with the mode of contribution) were maintained? <i>(tick as applicable ☑)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	3	Whether record of each person (including name, address and PAN of such person) to whom voluntary contribution has been distributed was maintained? <i>(tick as applicable ☑)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	4	Whether the accounts have been audited? <i>(tick as applicable ☑)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		If yes, date of audit (DD/MM/YYYY)	____/____/____
	5	Whether the report as per rule 17CA(14) furnished to the Commissioner of Income-tax or Director of Income-tax? <i>(tick as applicable ☑)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	6	Details of voluntary contribution	
	i	Opening balance as on 1 st April	i
	ii	Voluntary contribution received during the year	ii
	iii	Total (i + ii)	iii
iv	Amount distributed to Political parties	iv	
v	Amount spent on managing the affairs of the Trust	v	
vi	Total (iv + v)	vi	
vii	Closing balance as on 31 st March (iii – vi)	vii	

Precautions to be taken while preparing the Return of Income



Precautions to be taken while preparing the Return of Income

Beware of some of the commonly made mistakes while preparing the tax returns. Here are some points that you may consider while preparing the tax returns:

- Prepare a checklist to be followed for preparation and filing of the Return of Income
- Confirm if all the disallowances reported in the Tax Audit Report are considered in the Return of Income. If any item of disallowance is not appearing in either the Tax Audit Report or the Income tax Return, it needs to be highlighted to the management of the company as a possible issue for litigation.
- Make sure to highlight the litigative or aggressive stands taken while preparing the Return of Income to the management of the company / the partner of the firm.
- As far as possible try to find out the points which are relevant for preparation of return for the next year and document the same for record purpose.

Precautions to be taken while preparing the Return of Income

- Check the claim for TDS receivable made in the return of income with the TDS receivable appearing in Form 26AS.
- Impact of past assessments to be taken into consideration while preparing current years return of income.
- It is also important to consider the stands taken in previous year regarding allowance or disallowance of a particular matter and check whether the same holds good for current year also.
- Since all the communication by the income tax department is now done via email, one should make sure that only a valid and functional email id is provided for filing income tax returns.

While the deadline for filing returns is July 31/September 30/ November 30, to avoid any last-minute hassle, it's desirable that you don't wait for the last date and file the returns well in advance!

Thank You!

