

Instructions for filling out FORM ITR-6

These instructions are guidelines for filling the particulars in this Return Form. In case of any doubt, please refer to relevant provisions of the Income-tax Act, 1961 and the Income-tax Rules, 1962.

1. Assessment Year for which this Return Form is applicable

This Return Form is applicable for assessment year 2013-2014 only i.e., it relates to income earned in Financial Year 2012-13.

2. Who can use this Return Form?

This Form can be used by a company, other than a company claiming exemption under section 11.

3. Annexure-less Return Form

No document (including TDS certificate) should be attached to this Return Form. All such documents enclosed with this Return Form will be detached and returned to the person filing the return. Tax-payers are advised to match the taxes deducted/collected/paid by or on behalf of them with their Tax Credit Statement (Form 26AS). (Please refer to www.incometaxindia.gov.in)

4. Manner of filing this Return Form

This Form has to be compulsorily furnished electronically under digital signature to the Income Tax Department.

5. Codes for filling this Return Form

(i) Under the heading 'Filing Status' in the Return Form the relevant box needs to be checked regarding section under which the return is being filed on the basis of following.

Sl. No.	How the return is filed
i.	On or before the due date as provided under section 139(1)
ii.	After the due date under section 139(1) but before the expiry of one year from the end of relevant assessment year as per section 139(4)
iii.	Revised Return under section 139(5)
iv.	In response to notice under section 139(9) for removal of defects
v.	In response to notice under section 142(1)
vi.	In response to notice under section 148
vii.	In response to notice under section 153A
viii.	In response to notice under section 153C
ix.	Under section 92CD to give effect to advance pricing agreement entered with the Board

(ii) Under the head Audit Information, if the assessee is liable for Audit u/s 44AB and the accounts have been audited by an accountant, the details of such audit report along with the date of furnishing it to the department has to be filled. Further, if the assessee is liable to furnish other audit report the section under which audit is required and the date of furnishing it to the department (if audit has been carried out under that section) has to be filled. From A.Y. 2013-14 it has become mandatory to furnish audit reports (if the audit has been carried out) under the following sections electronically on or before the date of filing the return of income.

Section under which Audit report is mandatorily to be filed electronically (if the audit has been carried out) on or before the date of filing the return of income			
Sl.	Section	Sl.	Section
1.	10(23C)(iv), 10(23C)(v), 10(23C)(vi), 10(23C)(via)	7.	80-IC
2.	10A	8.	80-ID
3.	12A(1)(b)	9.	80JJAA
4.	44AB	10.	80LA
5.	80-IA	11.	92E
6.	80-IB	12.	115JB

6. BRIEF SCHEME OF THE LAW- Before filling out the form, you are advised to read the following-**(1) Computation of total income**

- (a) "Previous year" is the financial year (1st April to the following 31st March) during which the income in question has been earned. "Assessment Year" is the financial year immediately following the previous year.
- (b) Total income is to be computed as follows, in the following order:
- (i) Classify all items of income under the following heads of income-

- (A) "Income from house property"; (B) "Profit and gains from business or profession"; (C) "Capital gains"; and (D) "Income from other sources". [There may be no income under one or more of the heads at (A), (B), (C) and (D)].
- (ii) Compute taxable income of the current year (i.e., the previous year) under each head of income separately in the Schedules which have been structured so as to help you in making these computations as per provisions of the Income-tax Act. These statutory provisions decide what is to be included in your income, what you can claim as an expenditure or allowance and how much, and also what you cannot claim as an expenditure/allowance.
- (iii) Set off current year's head wise loss(es) against current year's head wise income(s) as per procedures prescribed by the law. A separate Schedule is provided for such set-off.
- (iv) Set off, as per procedures prescribed by the law, loss (es) and/or allowance(s) of earlier assessment year(s) brought forward. Also, compute loss (es) and/or allowance(s) that could be set off in future and is (are) to be carried forward as per procedures prescribed by the law. Separate Schedules are provided for this.
- (v) Aggregate the head wise end-results as available after (iv) above; this will give you "gross total income".
- (vi) From gross total income, subtract, as per procedures prescribed by the law, "deductions" mentioned in Chapter VIA of the Income-tax Act. The result will be the total income.
- (2) Computation of income-tax, education cess including secondary and higher education cess and interest in respect of income chargeable to tax**
- (a) Compute income-tax payable on the total income. Special rates of tax are applicable to some specified items.
- (b) In case, the tax liability computed as above is less than 18.5% of book profit, the company is required to pay minimum alternate tax (MAT) under section 115JB at the rate of 18.5% of the profit. The excess tax so paid is allowable to be carried forward for credit in the year in which tax liability under the normal provisions of the Act is more than MAT liability. Such carry-forward is allowable up to 5 years.
- (c) Add Education Cess including secondary and higher education cess at the rate of 3% on the tax payable.
- (d) Claim relief(s) as prescribed by the law, for double taxation and calculate balance tax payable.
- (e) Add interest payable as prescribed by the law to reach total tax and interest payable.
- (f) Deduct the amount of prepaid taxes, if any, like "tax deducted at source", "advance-tax" and "self-assessment-tax". The result will be the tax payable (or refundable).

7. Instructions for filling out this Form

- (i) The codes for nature of business to be filled in 'Part-A- Nature of business' are as under-

Sector	Sub-Sector	Code
(1) Manufacturing Industry	Agro-based industries	0101
	Automobile and Auto parts	0102
	Cement	0103
	Diamond cutting	0104
	Drugs and Pharmaceuticals	0105
	Electronics including Computer Hardware	0106
	Engineering goods	0107
	Fertilizers, Chemicals, Paints	0108
	Flour & Rice Mills	0109
	Food Processing units	0110
	Marble & Granite	0111
	Paper	0112
	Petroleum and Petrochemicals	0113
	Power and energy	0114
	Printing & Publishing	0115
	Rubber	0116
	Steel	0117
	Sugar	0118
	Tea, Coffee	0119
	Textiles, handloom, Power looms	0120
Tobacco	0121	
Tyre	0122	
Vanaspati & Edible Oils	0123	
Others	0124	
(2) Trading	Chain Stores	0201
	Retailers	0202

	Wholesalers	0203
	Others	0204
(3) Commission Agents	General Commission Agents	0301
(4) Builders	Builders	0401
	Estate Agents	0402
	Property Developers	0403
	Others	0404
(5) Contractors	Civil Contractors	0501
	Excise Contractors	0502
	Forest Contractors	0503
	Mining Contractors	0504
	Others	0505
(6) Professionals	Chartered Accountants, Companies Secretaries, etc.	0601
	Fashion designers	0602
	Legal professionals	0603
	Medical professionals	0604
	Nursing Homes	0605
	Specialty hospitals	0606
	Others	0607
(7) Service Sector	Advertisement agencies	0701
	Beauty Parlours	0702
	Consultancy services	0703
	Courier Agencies	0704
	Computer training/educational and coaching institutes	0705
	Forex Dealers	0706
	Hospitality services	0707
	Hotels	0708
	I.T. enabled services, BPO service providers	0709
	Security agencies	0710
	Software development agencies	0711
	Transporters	0712
	Travel agents, tour operators	0713
	Others	0714
(8) Financial Service Sector	Banking Companies	0801
	Chit Funds	0802
	Financial Institutions	0803
	Financial service providers	0804
	Leasing Companies	0805
	Money Lenders	0806
	Non-Banking Finance Companies	0807
	Share Brokers, Sub-brokers, etc.	0808
Others	0809	
(9) Entertainment Industry	Cable T.V. productions	0901
	Film distribution	0902
	Film laboratories	0903
	Motion Picture Producers	0904
	Television Channels	0905
	Others	0906
(10) Other Sector [other than (1) to (9) above]		1001

- (ii) In Schedule SI, the codes for the sections which prescribed special rates of tax for the income mentioned therein are as under:-

Sl. No.	Nature of income	Section	Rate of tax
1.	Tax on accumulated balance of recognised provident fund	111	To be computed in accordance with rule 9(1) of

			Part A of fourth Schedule
2.	Short term capital gains	111A	15
3.	Long term capital gains (with indexing)	112	20
4.	Long term capital gains (without indexing)	112 proviso	10
5.	Long term capital gains on transfer of unlisted securities in the case of non-residents	112(1)(c)(iii)	10
6.	Dividends, interest and income from units purchase in foreign currency in the case of non-residents	115A(1)(a)	20
7.	Interest received by non-resident from infrastructure debt fund	115A(1)(a)(iia)	5
8.	Income received by non-resident as referred in section 194LC	115A(1)(a)(iiaa)	5
9.	Income from royalty where agreement entered between 31.3.1961 to 31.3.1976 and income from fees for technical services where agreement entered between 29.2.1964 and 31.3.1976, and agreement is approved by the Central Government.	Paragraph EII of Part I of first schedule of Finance Act	50
10.	Income from royalty & technical services	115A(1)(b) <i>if agreement is entered on or before 31.5.1997</i>	30
11.	Income from royalty & technical services	115A(1)(b) <i>if agreement is entered after 31.5.1997 but before 1.6.2005</i>	20
12.	Income from royalty & technical services	115A(1)(b) <i>if agreement is on or after 1.6.2005</i>	10
13.	Income received in respect of units purchased in foreign currency by an off-shore fund	115AB(1)(a)	10
14.	Income by way of long-term capital gains arising from the transfer of units purchased in foreign currency by a off-shore fund	115AB(1)(b)	10
15.	Income from bonds or GDR purchased in foreign currency or capital gains arising from their transfer in case of a non-resident	115AC(1)	10
16.	Income from GDR purchased in foreign currency or capital gains arising from their transfer in case of a resident	115ACA(1)	10
17.	Profits and gains of life insurance business	115B	12.5
18.	Winnings from lotteries, crosswords puzzles, races including horse races, card games and other games of any sort or gambling or betting of any form or nature whatsoever	115BB	30
19.	Tax on non-residents sportsmen or sports associations or entertainer	115BBA	20
20.	Tax on income from units of an open – ended equity oriented fund of the Unit Trust of India or of Mutual Funds	115BBB	10
21.	Anonymous donations	115BBC	30
22.	Tax on dividend of an Indian company from specified foreign company	115BBD	15
23.	Tax on income under section 68, 69, 69A, 69B, 69C or 69D	115BBE	30
24.	Investment income of a non-resident	115E(a)	20
25.	Income by way of long term capital gains of a non-resident	115E(b)	10
26.	Double Taxation Avoidance Agreement (DTAA)		

8. SCHEME OF THE FORM

The Scheme of this form follows the scheme of the law as outlined above in its basic form. The Form has been divided into three parts. It also has thirty eight schedules. The details of these parts and the schedules are as under:-

- (i) Part-A has five sub-divisions as under-

- (a) Part A-GEN mainly seeks general information requiring indemnificatory and other data;
- (b) Part A-BS seeks the balance sheet as on 31st March, 2012;
- (c) Part A-P&L seeks information regarding the Profit and loss account for the financial year 2012-13;
- (d) Part A-OI seeks other information. It is optional in a case not liable for audit under section 44AB
- (e) Part A-QD seeks information regarding quantitative details of the principal item of goods traded. It is optional in a case not liable for audit under section 44AB.
- (ii) The second part, i.e., Part-B is regarding an outline of the total income and tax computation in respect of income chargeable to tax.
- (iii) There are 38 schedules details of which are as under-
 - (a) Schedule BA: Details of Bank account
 - (b) Schedule-HP: Computation of income under the head Income from House Property
 - (c) Schedule-BP: Computation of income under the head “profit and gains from business or profession”
 - (d) Schedule-DPM: Computation of depreciation on plant and machinery under the Income-tax Act
 - (e) Schedule DOA: Computation of depreciation on other assets under the Income-tax Act
 - (f) Schedule DEP: Summary of depreciation on all the assets under the Income-tax Act
 - (g) Schedule DCG: Computation of deemed capital gains on sale of depreciable assets
 - (h) Schedule ESR: Deduction under section 35 (expenditure on scientific research)
 - (i) Schedule-CG: Computation of income under the head Capital gains.
 - (j) Schedule-OS: Computation of income under the head Income from other sources.
 - (k) Schedule-CYLA: Statement of income after set off of current year’s losses
 - (l) Schedule-BFLA: Statement of income after set off of unabsorbed loss brought forward from earlier years.
 - (m) Schedule- CFL: Statement of losses to be carried forward to future years.
 - (n) Schedule –UD: Details of unabsorbed depreciation
 - (o) Schedule- 10A: Computation of deduction under section 10A
 - (p) Schedule- 10AA: Computation of deduction under section 10AA
 - (q) Schedule- 80G: Details of donation entitled for deduction under section 80G
 - (r) Schedule- 80IA: Computation of deduction under section 80IA
 - (s) Schedule- 80IB: Computation of deduction under section 80IB
 - (t) Schedule- 80IC or 80IE: Computation of deduction under section 80IC or 80 IE
 - (u) Schedule-VIA: Statement of deductions (from total income) under Chapter VIA.
 - (v) Schedule-SI: Statement of income which is chargeable to tax at special rates
 - (w) Schedule-EI: Statement of Income not included in total income (exempt incomes)
 - (x) Schedule-MAT: Computation of Minimum Alternate Tax payable under section 115JB
 - (y) Schedule-MATC: Computation of tax credit under section 115JAA
 - (z) Schedule-DDT: Details of payment of Dividend Distribution Tax
 - (aa) Schedule-IT: Statement of payment of advance-tax and tax on self-assessment.
 - (bb) Schedule-TDS: Statement of tax deducted at source on income other than salary.
 - (cc) Schedule-TCS: Statement of tax collected at source
 - (dd) Schedule-DDTP: Details of payment of Dividend Distribution Tax
 - (ee) Schedule FSI: Details of income accruing or arising outside India
 - (ff) Schedule TR: Details of Taxes paid outside India
 - (gg) Schedule FA: Details of Foreign Assets

9. GUIDANCE FOR FILLING OUT PARTS AND SCHEDULES

(1) General

- (i) All items must be filled in the manner indicated therein; otherwise the return maybe liable to be held defective or even invalid.
- (ii) If any schedule is not applicable score across as “---NA---”.
- (iii) If any item is inapplicable, write “NA” against that item.
- (iv) Write “Nil” to denote nil figures.
- (v) Except as provided in the form, for a negative figure/ figure of loss, write “-” before such figure.
- (vi) All figures should be rounded off to the nearest one rupee. However, the figures for total income/ loss and tax payable be finally rounded off to the nearest multiple of ten rupees.

(2) Sequence for filling out parts and schedules

- (i) Part A
- (ii) Schedules
- (iii) Part B
- (iv) Verification

10. PART A-GEN

Most of the details to be filled out in Part-Gen of this form are self-explanatory. However, some of the details mentioned below are to be filled out as explained hereunder:-

- (a) Taxpayers are advised to mandatorily fill up the address columns carefully and provide correct information. Similarly type of company needs to be filled mandatorily;
- (b) Under the head "Filing status" in the Form, filing of "Residential Status" is mandatory;
- (c) Tax payers are advised to furnish their correct mobile number and e-mail address so as to facilitate the Department in sending updates relating to demand, refund etc. In case a return is filed by an intermediary/professional, the email address of the intermediary as well as the assessee may be provided;
- (d) The sections under which the return is filed are given in instruction No. 5.
- (e) In case the return is being filed by you in a representative capacity, please ensure to quote your PAN in item "PAN of the representative assessee". In case the PAN of the person being represented is not known or he has not got a PAN in India, the item for PAN in the first line of the return may be left blank. It may please be noted that in the first line of this form, the name of the person being represented be filled.

11. PART A-BS AND PART A-P&L

- (a) The Balance Sheet as on 31st March, **2013** and the profit and loss account for financial year **2012-13** in the formats provided in these parts have to be filled in respect of business or profession carried out by you during the financial year **2012-13** if you were required to maintain accounts of the business or profession during the year.
- (b) In case, accounts of the business or profession were required to be audited, the items of balance sheet and profit and loss account filled in the these parts should broadly match with the audited balance sheet and profit and loss account.
- (c) The related parties referred to in the Balance Sheet are as per schedule VI of the Companies Act.

12. PART A- OI AND PART A-QD

- (a) If the accounts of the business or profession were not required to be audited under section 44AB, it is optional to fill these parts.
- (b) Where the accounts of the business or profession were required to be audited under section 44AB, the details to be filled in these parts which are also required to be reported in the report of audit by the auditors, should broadly match with the details as given in the report of audit.
- (c) Purchases are to be shown exclusive of taxes and the details of taxes paid on the purchases are to be indicated separately in the relevant rows. However, where it is not possible to segregate the details of the different taxes paid on the purchases, the same may be included and shown in the details of purchases.
- (d) In Part A-QD, the quantitative details may be furnished only in respect of principal items.

13. SCHEDULES

- (a) **Schedule-BA,-** From A.Y. 2013-14 the refund, if any, will be issued only through ECS by direct credit into the bank account in case of companies. Therefore, bank account number is to be filled mandatorily and it should be 11 digits or more as per the Core Banking Solution (CBS) system of the bank. Further, the IFSC code of the bank is to be filled mandatorily.
- (b) **Schedule-HP,-** If there are three or less than three house properties, fill out the details for each properties in this Schedule. If there are more than three house properties, the details of remaining properties be filled in a separate sheet in the format of this Schedule and attach this sheet with this return. The results of all the properties have to be filled in last row of this Schedule. Following points also need to be clarified,-
 - (i) Annual lettable value means the amount for which the house property may reasonably be expected to let from year to year, on a notional basis: Deduction for taxes paid to local authority shall be available only if the property is in the occupation of a tenant, and such taxes are borne by the assessee and not by the tenant and have actually been paid during the year.
 - (ii) Deduction is available for unrealized rent in the case of a let-out property. If such a deduction has been taken in an earlier assessment year, and such unrealized rent is actually received in the assessment year in question, the unrealized rent so received is to be shown in item 4a of this Schedule.
 - (iii) Item 4b of this Schedule relates to enhancement of rent with retrospective effect. Here mention back years' extra rent received thereon, and claim deduction @ 30% of such arrear rent received.
- (c) **Schedule-BP,-**
 - (i) The computation in this schedule has to be started on the basis of profit before tax as shown in item 43 of Part-A- P&L.
 - (ii) In case any item of addition or deduction not covered by the items mentioned in this schedule be filled in residual items 21 and 26 of this schedule.
 - (iii) In case accounts of business or profession are not maintained, the profit as entered into by you in item 50d of Part A-P&L.
 - (iv) In case, agricultural income to be excluded on the basis of rule 7A, 7B or 7C (in business of growing and manufacturing tea, coffee etc), it shall not be included in the item 5c of this schedule.

- (v) In A-37, net profit or loss from business or profession is to be computed, only in special cases, e.g. business of growing and manufacturing tea, coffee, etc., where rules 7A, 7B or 7C is applicable otherwise, the figure of profit/ loss as computed in A-36 may be entered.
- (vi) Item C of this schedule computes the total of profit or loss from business or profession (other than speculative business and profit or loss from speculative business) (item A37 + item B41). Please note that if balance in item B41 in respect of speculative business is a loss, same shall not be set-off against profit from non-speculative business. In such situation, only the figures of item A37 be entered in item C.
- (vii) Net profit or loss from specified business under section 35AD to be mentioned in A-2a.
- (d) **Schedule-DPM, Schedule DOA, Schedule DEP and Schedule DCG:** For sake of convenience, computation of depreciation allowable under the Income-tax Act [other than in case of an undertaking generating electricity which may at its option claim depreciation on straight line method under section 32(1)(i)], has been divided into two parts i.e. in schedules DPM (depreciation on plant and machinery) and DOA (depreciation on other assets). The summary of depreciation as per these schedules has to be shown in schedule DEP. Deemed short term capital gain, if any as computed in schedule DPM and DOA has to be entered into schedule DCG.
- (e) **Schedule ESR:** Deduction under section 35 (expenditure on scientific research): In column (2) of this schedule, please furnish the details of deduction to which you are entitled under provisions of this section. In column (1), please enter the amounts of expenses of the nature covered by section 35 which are, if, debited to profit and loss account. Please note that no deduction for depreciation is available in respect of capital asset for which deduction under section 35(1) (iv) has been claimed.
- (f) **Schedule-CG,-**
- If more than one short-term capital asset has been transferred, make the combined computation for all the assets. Similarly, make the combined computation for all the assets if more than one long-term capital asset has been transferred.
 - For computing long-term capital gain, cost of acquisition and cost of improvement may be indexed, if required, on the basis of following cost inflation index notified by the Central Government for this purpose.

Sl. No.	Financial Year	Cost Inflation Index	Sl. No.	Financial Year	Cost Inflation Index
1.	1981-82	100	17.	1997-98	331
2.	1982-83	109	18.	1998-99	351
3.	1983-84	116	19.	1999-00	389
4.	1984-85	125	20.	2000-01	406
5.	1985-86	133	21.	2001-02	426
6.	1986-87	140	22.	2002-03	447
7.	1987-88	150	23.	2003-04	463
8.	1988-89	161	24.	2004-05	480
9.	1989-90	172	25.	2005-06	497
10.	1990-91	182	26.	2006-07	519
11.	1991-92	199	27.	2007-08	551
12.	1992-93	223	28.	2008-09	582
13.	1993-94	244	29.	2009-10	632
14.	1994-95	259	30.	2010-11	711
15.	1995-96	281	31.	2011-12	785
16.	1996-97	305	32.	2012-13	852

- Sections 54/54B/54D/54EC/ 54F/54G/54GA mentioned in this schedule provides exemption on capital gains subject to fulfillment of certain conditions. Exemption under some of these sections is available only in respect of long-term capital gains. Therefore, please ensure that you are claiming the benefit of any of these sections correctly in accordance with the provisions of law.
 - Item C of this Schedule computes the total of short-term capital gain and long-term capital gain (item A7 + item B7). Please note that if balance in item B6 in respect of long-term capital gain is a loss, same shall not be set-off against short-term capital gain. In such situation, the figure of item B6 would be entered as 0 and then the figures of item A6 be added in item C.
- (g) **Schedule-OS,-**
- Against item 1a and 1b, enter the details of gross income by way of dividend and interest which is not exempt.
 - Against item 1c, indicate the gross income from machinery, plant or furniture let on hire and also such income from building where its letting is inseparable from the letting of the said machinery, plant or furniture, if it is not chargeable to income-tax under the head "Profits and gains of business or profession".

- (iii) Income from owning and maintaining race horses is to be computed separately as loss from owning and maintaining race horses cannot be adjusted against income from any other source, and can only be carried forward for set off against similar income in subsequent years.
 - (iv) Winnings from lotteries, crossword puzzles, races, etc., are subject to special rates of tax; hence a separate item is provided and the income from these cannot be adjusted against the losses arising under the head Income from other sources.
 - (v) Item 5 of this Schedule computes the total income chargeable under the head "Income from other sources" (item 1g + item 2 + item 3 + item 4c). If balance in item 4c from owning and maintaining race horses is a loss, please enter 0 and enter the total of item 3 in item 5 only.
- (h) **Schedule-CYLA,-**
- (i) Mention only positive incomes of the current year in column 1, head wise, in the relevant rows.
 - (ii) Mention total current year's loss (es), if any, from house property, business or profession and other sources (other than losses from race horses) in the first row against the heading loss to be adjusted under the respective head.. These losses are to be set off against income under other heads in accordance with the provisions of section 71. The amount set off against the income of respective heads has to be entered into in columns 2, 3 and 4, in the relevant rows.
 - (iii) Mention the end-result of the above inter-head set-off(s) in column 5, head wise, in relevant rows.
 - (iv) Total of loss set off out of columns 2, 3 and 4 have to be entered into row vii.
 - (v) The losses remaining for set off have to be entered in row viii.
- (i) **Schedule-BFLA,-**
- (i) Mention only positive incomes of the current year (after set-off of loss in Schedule-CYLA in column 1, head wise in relevant rows.
 - (ii) The amount of brought forward losses which may be set off are to be entered in column 2 in respective rows.
 - (iii) The end result of the set off will be entered in column 3 in respective heads. The total of column 3 shall be entered in row viii which shall give the amount of gross total income.
 - (iv) The total amount of brought forward losses set off during the year shall be entered in column 2 of row vii.
- (j) **Schedule-CFL,-**
- (i) In this Schedule, the summary of losses carried from earlier years, set off during the year and to be carried forward for set off against income of future years is to be entered.
 - (ii) The losses under the head "house property", "profit and gains of business or profession" short term capital loss and long term capital loss, losses from other sources (other than losses from race horses) are allowed to be carried forward for 8 years. However, loss from owning and maintaining race horses can be carried forward only for 4 assessment years.
 - (iii) Loss from specified business needs to be mentioned in the column designated for the same.
- (k) **Schedule – UD:** In this Schedule, amount of brought forward unabsorbed depreciation for each assessment year, amount of depreciation set-off against the current year's income and the balance unabsorbed depreciation to be carried forward to the next assessment year needs to be mentioned.
- (l) **Schedule- 10A,-**
- (i) If there are more than one undertaking entitled for deduction under this section, please enter the details of deduction for each undertaking separately.
 - (ii) The amount of deduction under this section for an undertaking shall be as per item 17 of Form No.56F being the report of audit under section 10A.
- (m) **Schedule-10AA,-**
If there are more than one undertaking entitled for deduction under this section, please enter the details of deduction for each undertaking separately.
- (n) **Schedule – UD:** In this Schedule, amount of brought forward unabsorbed depreciation for each assessment year, amount of depreciation set-off against the current year's income and the balance unabsorbed depreciation to be carried forward to the next assessment year needs to be mentioned.
- (o) **Schedule- 80G,-**
- (i) In this Schedule, the details of donation given by you which are entitled for deduction under section 80G have to be filled.
 - (ii) In Part-A of this Schedule, the details of donations which are entitled for 100% deduction without any qualifying limit are to be filled in. Section 80G(1)(i) read with section 80G(2) contains the list of funds/ institutions donations to which are eligible for 100% deduction in hands of the donor.
 - (iii) In Part-B of this Schedule, the details of donations which are entitled for 50% deduction without any qualifying limit are to be filled in where such donations have been given to the funds/ institutions which are not required to be approved by an authority for this purpose. Section 80G (1) (i) read with section 80G (2) also contains the list of such funds/ institutions.
 - (iv) In Part-C of this Schedule, the details of donations which are entitled for 100% deduction subject to a qualifying limit are to be filled in.
 - (v) In Part-D of this Schedule, the details of donations which are entitled for 50% deduction subject to a qualifying limit are to be filled in.

- (vi) It may kindly be noted that where the aggregate donations referred to in Part-E and donations referred to in sub-clauses (v), (vi), (via) and (vii) of clause (a) and in clauses (b) and (c) of section 80G (2) exceeds 10% of total income (before deduction under other provisions of Chapter VI-A), than the excess amount shall be ignored for purpose of computing deduction under section 80G.
- (p) **Schedule- 80IA, Schedule- 80IB, Schedule- 80IC and Schedule-80-IE:**
- (i) If there are more than one undertaking entitled for deduction under any of these sections, please enter the details of deduction in relevant schedule for each undertaking separately.
 - (ii) The amount of deduction for an undertaking shall be as per item 30 of Form No.10CCB being the report of audit under sections 80-IA/ 80-IB/ 80-IC and 80-IE.
- (q) **Schedule-VIA,-**
- (i) The total of the deductions allowable is limited to the amount of gross total income. For details of deductions allowable, the provisions of the Chapter VI-A may kindly be referred to.
 - (ii) For deductions under sections 80-IA, 80-IB, 80-IC and 80-IE the amount as shown in Schedules 80-IA, 80-IB and 80-IC be filled. The amount of deduction to be claimed under section 80-ID may be shown in this Schedule itself.
 - (iii) Details of other deductions which are available are as under:-
 - (a) Section 80G (Deduction in respect of donations to certain funds, charitable institutions, etc.)
 - (b) Section 80GGA (Deduction in respect of certain donations for scientific research or rural development)
 - (c) Section 80GGC (Deduction in respect of contributions given by any person to political parties)
 - (d) Section 80JJA (Deduction in respect and gains from business of collecting and processing of bio-degradable waste)
 - (e) Section 80LA (Deduction in respect of certain incomes of Offshore Banking Units and International Financial services Centre).
- (r) **Schedule-SI,** - Mention the income included in total income which is chargeable to tax at special rates. The codes for relevant section and special rate of taxes are given in Instruction No.9 (iii).
- (s) **Schedule-EI,** - Furnish the details of income like agriculture income, interest, dividend, etc. which is exempt from tax.
- (t) **Schedule – MAT:** Compute the book profit under section 115JB. The tax liability under said section shall be 18.5 per cent of the book profit so computed. The computation should be based on profit and loss account laid at annual general meeting in accordance with the provisions of section 210 of the Companies Act, 1956. Further, the computation in this Schedule be based on Form 29B. However, Form 29B is not to be attached with the return.
- (u) **Schedule MATC:** Credit for MAT paid in assessment year 2007-2008, 2008-09, 2009-10, 2010-11, 2011-12 and 2012-13 in excess of the normal tax liability, is allowed to be set off against the normal tax liability of assessment year 2013-2014. However, the credit is restricted to the extent of the normal tax liability for assessment year 2013-2014 exceeds the MAT liability for that year.
- (v) **Schedule DDT:** The principal officer of the company is liable to pay the tax on distributed profits to the credit of the Central Government within 14 days from the date of declaration of any dividend or distribution of any dividend or payment of any dividend, whichever is earliest. Please note that simple interest is chargeable under section 115P at the rate of 1% of delay for every month or part thereof in payment of the tax on distributed profits to the credit of the Central Government.
- (w) **Schedule-IT,-** In this Schedule, fill the details of payment of advance income-tax and income-tax on self-assessment. The details of BSR Code of the bank branch (7 digits), date of deposit, challan serial no., and amount paid should be filled out from the acknowledgement counterfoil.
- (x) **Schedules- TDS,-** In this Schedule fill the details of tax deducted on the basis of TDS certificates (Form 16 or Form No.16A) issued by the deductor(s). Details of each certificate are to be filled separately in the rows. In case rows provided in these Schedules are not sufficient, please attach a table in same format. It may please be noted that the TDS certificates are not to be annexed with the Return Form.
- (y) **Schedule TCS,-** In this Schedule, fill the details of tax collected at source on the basis of TCS certificates (Form No. 26) issued by the Collector. In case rows provided in these Schedules are not sufficient, please attach a table in same format. It may please be noted that the TDS certificates are not to be annexed with the Return Form.
- (z) **Schedule-DDTP:** In this Schedule, fill the details of payment of dividend distribution tax. The details of BSR Code of the bank branch (7 digits), date of deposit, challan serial no., and amount paid should be filled out from the acknowledgement counterfoil.
- (aa) **Schedule FSI,-**
- (i) In this Schedule, fill the details of income, which is already included in total income, accruing or arising outside India.
 - (ii) For country code use the International Subscriber Dialing (ISD) code of the country.
 - (iii) The Tax Payer Identification Number (TIN) of the assessee in the country where tax has been paid is to be filled up. In case TIN has not been allotted in that country, then, passport number should be mentioned.

(bb) Schedule TR,-

- (i) Mention the details of tax paid outside India on the income declared in Schedule FSI.
- (ii) For country code use the ISD code of the country.
- (iii) The Tax Payer Identification Number (TIN) of the assessee in the country where tax has been paid is to be filled up. In case TIN has not been allotted in that country, then, passport number should be mentioned.
- (iv) Relief claimed under section 90 or section 90A or section 91 is to be filled in the respective columns.

(cc) Schedule FA,-

- (i) This schedule is to be filled up by a resident assessee. It need not be filled up by a 'not ordinarily resident' or a 'non-resident'. Mention the details of foreign bank accounts, financial interest in any entity, details of immovable property or other assets located outside India. This should also include details of any account located outside India in which the assessee has signing authority.
- (ii) (A) The peak balance in the bank account during the year is to be filled up after converting the same into Indian currency.
 - (B) Financial interest would include, but would not be limited to, any of the following:-
 - (1) if the resident assessee is the owner of record or holder of legal title of any financial account, irrespective of whether he is the beneficiary or not.
 - (2) if the owner of record or holder of title is one of the following:-
 - (i) an agent, nominee, attorney or a person acting in some other capacity on behalf of the resident assessee with respect to the entity.
 - (ii) a corporation in which the resident owns, directly or indirectly, any share or voting power.
 - (iii) a partnership in which the resident assessee owns, directly or indirectly, an interest in partnership profits or an interest in partnership capital.
 - (iv) a trust of which the resident has beneficial or ownership interest.
 - (v) any other entity in which the resident owns, directly or indirectly, any voting power or equity interest or assets or interest in profits.
 - (3) the total investment in col(5) of part (B) has to be filled up as peak investment held during the year after converting it into Indian currency.
 - (C) The total investment in col(5) of part (C) has to be filled up as peak investment in immovable property held during the year after converting it into Indian currency.
 - (D) The total investment in col(5) of part (D) has to be filled up as peak investment held during the year after converting it into Indian currency.
 - (E) The details of peak balance/investment in the accounts in which you have signing authority and which has not been included in Part (A) to Part (D) mentioned above has to be filled up as peak investment/balance held during the year after converting it into Indian currency.
- (iii) For the purpose of this Schedule, the rate of exchange for the calculation of the value in rupees of such asset situated outside India shall be the telegraphic transfer buying rate of such currency as on the date of peak balance in the bank account or on the date of investment.

Explanation: For the purposes of this Schedule, "telegraphic transfer buying rate", in relation to a foreign currency, means the rate or rates of exchange adopted by the State Bank of India constituted under the State Bank of India Act, 1955 (23 of 1955), for buying such currency, having regard to the guidelines specified from time to time by the Reserve Bank of India for buying such currency, where such currency is made available to that bank through a telegraphic transfer.

14. PART B-TI-COMPUTATION OF TOTAL INCOME

- (i) In this part the summary of income computed under various heads and as set off in Schedule CFLA and Schedule BFLA is to be entered.
- (ii) Every entry which have to be filled on basis of Schedules have been crossed referenced and hence doesn't need any further clarification.

15. PART B-TI-COMPUTATION OF TAX LIABILITY ON TOTAL INCOME

- (a) In item 1a, fill the details of gross tax liability to be computed at the applicable rate. The tax liability has to be computed at the rates given as under:-
 - (A) In case of a domestic company, @ 30% of the total income;
 - (B) In a case of a company other than a domestic company –

- @ 50% of on so much of the total income as consist of (a) royalties received from Government or an Indian concern in pursuance of an agreement made by it with the Government or the Indian concern after the 31st day of March, 1961 but before the 1st day of April, 1976; or (b) fees for rendering technical services received from Government or an Indian concern in pursuance of an agreement made by it with the Government or the Indian concern after the 29th day of February, 1964 but before the 1st day of April, 1976, and where such agreement has, in either case, been approved by the Central Government;
- @ 30% of the balance

- (b) In item 8, fill the details of surcharge computed @ 5% of tax in case of a domestic company having total income exceeding one crore rupees and @ two and a half per cent of the tax arrived upon.
- (c) In item No. 9, calculate the education cess including secondary and higher education cess at the rate of three per cent of [item No.7 + item No. 8]

16. VERIFICATION

- (a) In case the return is to be furnished electronically under digital signature, please fill up the required information in the Verification. Strike out whatever is not applicable. Please ensure that the verification has been signed before furnishing the return. Write the designation of the person signing the return.
- (b) Please note that any person making a false statement in the return or the accompanying schedules shall be liable to be prosecuted under section 277 of the Income-tax Act, 1961 and on conviction be punishable under that section with rigorous imprisonment and with fine.