

Instructions for filling out FORM ITR-3

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 2018-19 only, i.e., it relates to income earned in Financial Year 2017-18.

2. Who can use this Return Form?

This Return Form is to be used by an individual or a Hindu Undivided Family who is having income under the head “profits or gains of business or profession” and who is not eligible to file Sugam (ITR-4).

3. Manner of filing this Return Form

This Return Form can be filed with the Income Tax Department in any of the following ways, -

- (i) by furnishing the return electronically under digital signature;
- (ii) by transmitting the data in the return electronically under electronic verification code;
- (iii) by transmitting the data in the return electronically and thereafter submitting the verification of the return in Return Form ITR-V.

It may be noted that where the books of accounts are required to be audited under section 44AB, the return is required to be furnished in the manner provided at 4(i).

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)

In case an assessee is required to furnish a report of audit under sections 10AA, 44AB, 44DA, 50B, 80 -IA, 80-IB, 80-IC, 80-ID, 80JJAA, 80LA, 92E, 115JB or 115JC, he shall file such report electronically on or before the date of filing the return of income.

4. Filing out the acknowledgement

Where the Return Form is furnished in the manner mentioned at 4(iii), the assessee should print out two copies of Form ITR-V. One copy of ITR-V, duly signed by the assessee, has to be sent by ordinary post to Post Bag No. 1, Electronic City Office, Bengaluru-560500 (Karnataka). The other copy may be retained by the assessee for his record.

5. Columns under Filing status

- (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.

How the return is filed	Check Box No.
Voluntarily on or before the due date under section 139(1)	1
Voluntarily after the due date under section 139(4)	2
Revised return under section 139(5)	3
Modified return under section 92CD	4
Under section 119(2)(b) on an application to be made separately before the Income-tax authority. (The return shall be treated as valid only after the application/claim/ relief under section 119(2)(b) has been admitted by the Income-tax Authority)	5
In response to notice under section 139(9)	6
In response to notice under section 142(1)	7
In response to notice under section 148	8
In response to notice under section 153A/ 153C	9

- (ii) In case of a revised /defective/modified return, please enter the receipt number of Original return and Date of filing of Original Return. This field is mandatory otherwise the revised return will not be accepted by Income-tax Department. If the return is being filed in response to notice by the Income-tax Department under section 139(9)/142(1)/148/153A/153C, please provide the date of such notice. If this is a modified return under section 92CD, please provide the date of advance pricing agreement.
- (iii) If the assessee is governed by Portuguese Civil Code under section 5A of the Income-tax Act, Schedule 5A is required to be filled out. Schedules relating to different heads of income should be filled out. However, while filling part B-TI (computation of total income) you should apportion the income (other than income from salary) and enter only your share of income under different heads. The balance share of income should be entered in the return of income of the spouse under respective heads.
- (iv) If the assessee was a non-resident Indian in earlier years and has become assessable as resident in India in respect of his total income of assessment year 2018-19, he may declare that he wants to claim the benefits available under section 115H in relation to the investment income derived from any foreign exchange asset. The relevant box may be checked in column (d) under the heading "Filing Status". Please refer to Chapter XII-A of the Act for definitions of various relevant terms.
- (v) 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 (if filed before the return) has to be filled. Further, if the assessee is liable to furnish other audit report, the section under which such 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. It is 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 due date of furnishing the return of income			
Sl.	Section	Sl.	Section
1.	10AA	8.	80-ID
2.	44AB	9.	80JJAA
3.	44DA	10.	80LA
4.	50B	11.	92E

5.	80-IA	12.	115JB
6.	80-IB	13.	115JC
7.	80-IC		

6. Instructions for filling this Return Form

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

Sector	Sub-Sector	Code
AGRICULTURE, ANIMAL HUSBANDRY & FORESTRY	Growing and manufacturing of tea	01001
	Growing and manufacturing of coffee	01002
	Growing and manufacturing of rubber	01003
	Market gardening and horticulture specialties	01004
	Raising of silk worms and production of silk	01005
	Raising of bees and production of honey	01006
	Raising of poultry and production of eggs	01007
	Rearing of sheep and production of wool	01008
	Rearing of animals and production of animal products	01009
	Agricultural and animal husbandry services	01010
	Soil conservation, soil testing and soil desalination services	01011
	Hunting, trapping and game propagation services	01012
	Growing of timber, plantation, operation of tree nurseries and conserving of forest	01013
	Gathering of tendu leaves	01014
	Gathering of other wild growing materials	01015
	Forestry service activities, timber cruising, afforestation and reforestation	01016
	Logging service activities, transport of logs within the forest	01017
	Other agriculture, animal husbandry or forestry activity n.e.c	01018
FISH FARMING	Fishing on commercial basis in inland waters	02001
	Fishing on commercial basis in ocean and coastal areas	02002
	Fish farming	02003
	Gathering of marine materials such as natural pearls, sponges, coral etc.	02004
	Services related to marine and fresh water fisheries, fish hatcheries and fish farms	02005
	Other Fish farming activity n.e.c	02006
MINING AND QUARRYING	Mining and agglomeration of hard coal	03001
	Mining and agglomeration of lignite	03002
	Extraction and agglomeration of peat	03003
	Extraction of crude petroleum and natural	03004

	gas	
	Service activities incidental to oil and gas extraction excluding surveying	03005
	Mining of uranium and thorium ores	03006
	Mining of iron ores	03007
	Mining of non-ferrous metal ores, except uranium and thorium ores	03008
	Mining of gemstones	03009
	Mining of chemical and fertilizer minerals	03010
	Mining of quarrying of abrasive materials	03011
	Mining of mica, graphite and asbestos	03012
	Quarrying of stones (marble/granite/dolomite), sand and clay	03013
	Other mining and quarrying	03014
	Mining and production of salt	03015
	Other mining and quarrying n.e.c	03016
MANUFACTURING	Production, processing and preservation of meat and meat products	04001
	Production, processing and preservation of fish and fish products	04002
	Manufacture of vegetable oil, animal oil and fats	04003
	Processing of fruits, vegetables and edible nuts	04004
	Manufacture of dairy products	04005
	Manufacture of sugar	04006
	Manufacture of cocoa, chocolates and sugar confectionery	04007
	Flour milling	04008
	Rice milling	04009
	Dal milling	04010
	Manufacture of other grain mill products	04011
	Manufacture of bakery products	04012
	Manufacture of starch products	04013
	Manufacture of animal feeds	04014
	Manufacture of other food products	04015
	Manufacturing of wines	04016
	Manufacture of beer	04017
	Manufacture of malt liquors	04018
	Distilling and blending of spirits, production of ethyl alcohol	04019
	Manufacture of mineral water	04020
	Manufacture of soft drinks	04021
	Manufacture of other non-alcoholic beverages	04022
	Manufacture of tobacco products	04023
	Manufacture of textiles (other than by handloom)	04024
	Manufacture of textiles using handlooms (khadi)	04025

Manufacture of carpet, rugs, blankets, shawls etc. (other than by hand)	04026
Manufacture of carpet, rugs, blankets, shawls etc. by hand	04027
Manufacture of wearing apparel	04028
Tanning and dressing of leather	04029
Manufacture of luggage, handbags and the like saddler and harness	04030
Manufacture of footwear	04031
Manufacture of wood and wood products, cork, straw and plaiting material	04032
Manufacture of paper and paper products	04033
Publishing, printing and reproduction of recorded media	04034
Manufacture of coke oven products	04035
Manufacture of refined petroleum products	04036
Processing of nuclear fuel	04037
Manufacture of fertilizers and nitrogen compounds	04038
Manufacture of plastics in primary forms and of synthetic rubber	04039
Manufacture of paints, varnishes and similar coatings	04040
Manufacture of pharmaceuticals, medicinal chemicals and botanical products	04041
Manufacture of soap and detergents	04042
Manufacture of other chemical products	04043
Manufacture of man-made fibers	04044
Manufacture of rubber products	04045
Manufacture of plastic products	04046
Manufacture of glass and glass products	04047
Manufacture of cement, lime and plaster	04048
Manufacture of articles of concrete, cement and plaster	04049
Manufacture of Bricks	04050
Manufacture of other clay and ceramic products	04051
Manufacture of other non-metallic mineral products	04052
Manufacture of pig iron, sponge iron, Direct Reduced Iron etc.	04053
Manufacture of Ferro alloys	04054
Manufacture of Ingots, billets, blooms and slabs etc.	04055
Manufacture of steel products	04056
Manufacture of basic precious and non-ferrous metals	04057
Manufacture of non-metallic mineral products	04058
Casting of metals	04059
Manufacture of fabricated metal products	04060

Manufacture of engines and turbines	04061
Manufacture of pumps and compressors	04062
Manufacture of bearings and gears	04063
Manufacture of ovens and furnaces	04064
Manufacture of lifting and handling equipment	04065
Manufacture of other general purpose machinery	04066
Manufacture of agricultural and forestry machinery	04067
Manufacture of Machine Tools	04068
Manufacture of machinery for metallurgy	04069
Manufacture of machinery for mining, quarrying and constructions	04070
Manufacture of machinery for processing of food and beverages	04071
Manufacture of machinery for leather and textile	04072
Manufacture of weapons and ammunition	04073
Manufacture of other special purpose machinery	04074
Manufacture of domestic appliances	04075
Manufacture of office, accounting and computing machinery	04076
Manufacture of electrical machinery and apparatus	04077
Manufacture of Radio, Television, communication equipment and apparatus	04078
Manufacture of medical and surgical equipment	04079
Manufacture of industrial process control equipment	04080
Manufacture of instruments and appliances for measurements and navigation	04081
Manufacture of optical instruments	04082
Manufacture of watches and clocks	04083
Manufacture of motor vehicles	04084
Manufacture of body of motor vehicles	04085
Manufacture of parts & accessories of motor vehicles & engines	04086
Building & repair of ships and boats	04087
Manufacture of railway locomotive and rolling stocks	04088
Manufacture of aircraft and spacecraft	04089
Manufacture of bicycles	04090
Manufacture of other transport equipment	04091
Manufacture of furniture	04092
Manufacture of jewellery	04093
Manufacture of sports goods	04094
Manufacture of musical instruments	04095
Manufacture of games and toys	04096

	Other manufacturing n.e.c.	04097
	Recycling of metal waste and scrap	04098
	Recycling of non- metal waste and scrap	04099
ELECTRICITY, GAS AND WATER	Production, collection and distribution of electricity	05001
	Manufacture and distribution of gas	05002
	Collection, purification and distribution of water	05003
	Other essential commodity service n.e.c	05004
CONSTRUCTION	Site preparation works	06001
	Building of complete constructions or parts-civil contractors	06002
	Building installation	06003
	Building completion	06004
	Construction and maintenance of roads, rails, bridges, tunnels, ports, harbour, runways etc.	06005
	Construction and maintenance of power plants	06006
	Construction and maintenance of industrial plants	06007
	Construction and maintenance of power transmission and telecommunication lines	06008
	Construction of water ways and water reservoirs	06009
	Other construction activity n.e.c.	06010
REAL ESTATE AND RENTING SERVICES	Purchase, sale and letting of leased buildings (residential and non-residential)	07001
	Operating of real estate of self-owned buildings (residential and non-residential)	07002
	Developing and sub-dividing real estate into lots	07003
	Real estate activities on a fee or contract basis	07004
	Other real estate/renting services n.e.c	07005
RENTING OF MACHINERY	Renting of land transport equipment	08001
	Renting of water transport equipment	08002
	Renting of air transport equipment	08003
	Renting of agricultural machinery and equipment	08004
	Renting of construction and civil engineering machinery	08005
	Renting of office machinery and equipment	08006
	Renting of other machinery and equipment n.e.c.	08007

	Renting of personal and household goods n.e.c.	08008
	Renting of other machinery n.e.c.	08009
WHOLESALE AND RETAIL TRADE	Wholesale and retail sale of motor vehicles	09001
	Repair and maintenance of motor vehicles	09002
	Sale of motor parts and accessories- wholesale and retail	09003
	Retail sale of automotive fuel	09004
	General commission agents, commodity brokers and auctioneers	09005
	Wholesale of agricultural raw material	09006
	Wholesale of food & beverages and tobacco	09007
	Wholesale of household goods	09008
	Wholesale of metals and metal ores	09009
	Wholesale of household goods	09010
	Wholesale of construction material	09011
	Wholesale of hardware and sanitary fittings	09012
	Wholesale of cotton and jute	09013
	Wholesale of raw wool and raw silk	09014
	Wholesale of other textile fibres	09015
	Wholesale of industrial chemicals	09016
	Wholesale of fertilizers and pesticides	09017
	Wholesale of electronic parts & equipment	09018
	Wholesale of other machinery, equipment and supplies	09019
	Wholesale of waste, scrap & materials for re-cycling	09020
	Retail sale of food, beverages and tobacco in specialized stores	09021
	Retail sale of other goods in specialized stores	09022
	Retail sale in non-specialized stores	09023
	Retail sale of textiles, apparel, footwear, leather goods	09024
	Retail sale of other household appliances	09025
	Retail sale of hardware, paint and glass	09026
	Wholesale of other products n.e.c	09027
	Retail sale of other products n.e.c	09028
HOTELS, RESTAURANTS AND HOSPITALITY SERVICES	Hotels – Star rated	10001
	Hotels – Non-star rated	10002
	Motels, Inns and Dharmshalas	10003
	Guest houses and circuit houses	10004
	Dormitories and hostels at educational institutions	10005
	Short stay accommodations n.e.c.	10006
	Restaurants – with bars	10007
	Restaurants – without bars	10008
	Canteens	10009
	Independent caterers	10010

	Casinos and other games of chance	10011
	Other hospitality services n.e.c.	10012
TRANSPORT & LOGISTICS SERVICES	Travel agencies and tour operators	11001
	Packers and movers	11002
	Passenger land transport	11003
	Air transport	11004
	Transport by urban/sub-urban railways	11005
	Inland water transport	11006
	Sea and coastal water transport	11007
	Freight transport by road	11008
	Freight transport by railways	11009
	Forwarding of freight	11010
	Receiving and acceptance of freight	11011
	Cargo handling	11012
	Storage and warehousing	11013
	Transport via pipelines (transport of gases, liquids, slurry and other commodities)	11014
	Other Transport & Logistics services n.e.c	11015
POST AND TELECOMMUNICATION SERVICES	Post and courier activities	12001
	Basic telecom services	12002
	Value added telecom services	12003
	Maintenance of telecom network	12004
	Activities of the cable operators	12005
	Other Post & Telecommunication services n.e.c	12006
FINANCIAL INTERMEDIATION SERVICES	Commercial banks, saving banks and discount houses	13001
	Specialised institutions granting credit	13002
	Financial leasing	13003
	Hire-purchase financing	13004
	Housing finance activities	13005
	Commercial loan activities	13006
	Credit cards	13007
	Mutual funds	13008
	Chit fund	13009
	Investment activities	13010
	Life insurance	13011
	Pension funding	13012
	Non-life insurance	13013
	Administration of financial markets	13014
	Stock brokers, sub-brokers and related activities	13015
Financial advisers, mortgage advisers and brokers	13016	
Foreign exchange services	13017	
Other financial intermediation services n.e.c.	13018	
COMPUTER AND	Software development	14001

RELATED SERVICES	Other software consultancy	14002
	Data processing	14003
	Database activities and distribution of electronic content	14004
	Other IT enabled services	14005
	BPO services	14006
	Cyber café	14007
	Maintenance and repair of office, accounting and computing machinery	14008
	Computer training and educational institutes	14009
	Other computation related services n.e.c.	14010
RESEARCH AND DEVELOPMENT	Natural sciences and engineering	15001
	Social sciences and humanities	15002
	Other Research & Development activities n.e.c.	15003
PROFESSIONS	Legal profession	16001
	Accounting, book-keeping and auditing profession	16002
	Tax consultancy	16003
	Architectural profession	16004
	Engineering and technical consultancy	16005
	Advertising	16006
	Fashion designing	16007
	Interior decoration	16008
	Photography	16009
	Auctioneers	16010
	Business brokerage	16011
	Market research and public opinion polling	16012
	Business and management consultancy activities	16013
	Labour recruitment and provision of personnel	16014
	Investigation and security services	16015
	Building-cleaning and industrial cleaning activities	16016
	Packaging activities	16017
	Secretarial activities	16018
	Other professional services n.e.c.	16019
EDUCATION SERVICES	Primary education	17001
	Secondary/ senior secondary education	17002
	Technical and vocational secondary/ senior secondary education	17003
	Higher education	17004
	Education by correspondence	17005
	Coaching centres and tuitions	17006
	Other education services n.e.c.	17007
HEALTH CARE	General hospitals	18001

SERVICES	Speciality and super speciality hospitals	18002
	Nursing homes	18003
	Diagnostic centres	18004
	Pathological laboratories	18005
	Independent blood banks	18006
	Medical transcription	18007
	Independent ambulance services	18008
	Medical suppliers, agencies and stores	18009
	Medical clinics	18010
	Dental practice	18011
	Ayurveda practice	18012
	Unani practice	18013
	Homeopathy practice	18014
	Nurses, physiotherapists or other para-medical practitioners	18015
	Veterinary hospitals and practice	18016
Other healthcare services	18017	
SOCIAL AND COMMUNITY WORK	Social work activities with accommodation (orphanages and old age homes)	19001
	Social work activities without accommodation (Creches)	19002
	Industry associations, chambers of commerce	19003
	Professional organisations	19004
	Trade unions	19005
	Religious organizations	19006
	Political organisations	19007
	Other membership organisations n.e.c. (rotary clubs, book clubs and philatelic clubs)	19008
	Other Social or community service n.e.c	19009
CULTURE AND SPORT	Motion picture production	20001
	Film distribution	20002
	Film laboratories	20003
	Television channel productions	20004
	Television channels broadcast	20005
	Video production and distribution	20006
	Sound recording studios	20007
	Radio - recording and distribution	20008
	Stage production and related activities	20009
	Individual artists excluding authors	20010
	Literary activities	20011
	Other cultural activities n.e.c.	20012
	Circuses and race tracks	20013
	Video Parlours	20014
	News agency activities	20015
	Library and archives activities	20016
	Museum activities	20017
Preservation of historical sites and buildings	20018	

	Botanical and zoological gardens	20019
	Operation and maintenance of sports facilities	20020
	Activities of sports and game schools	20021
	Organisation and operation of indoor/outdoor sports and promotion and production of sporting events	20022
	Other sporting activities n.e.c.	20023
	Other recreational activities n.e.c.	20024
OTHER SERVICES	Hair dressing and other beauty treatment	21001
	Funeral and related activities	21002
	Marriage bureaus	21003
	Pet care services	21004
	Sauna and steam baths, massage salons etc.	21005
	Astrological and spiritualists' activities	21006
	Private households as employers of domestic staff	21007
	Other services n.e.c.	21008
EXTRA TERRITORIAL ORGANISATIONS AND BODIES	Extra territorial organisations and bodies (IMF, World Bank, European Commission etc.)	22001

*n.e.c. – not elsewhere classified

7. 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) Salaries; (B) "Income from house property"; (C) "Profit and gains from business or profession"; (D) "Capital gains"; and (E) "Income from other sources". [There may be no income under one or more of the heads at (A), (B), (D) and (E)].
 - (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 headwise loss(es) against current year's headwise 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 headwise 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. Besides, calculate agricultural income for rate purposes.

(2) Computation of income-tax, surcharge, 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. Include agricultural income, as prescribed, for rate purposes, in the tax computation procedure.
- (b) In item No.4, if income includes income of the nature referred to in section 115BBE, surcharge @25% of tax on such income is to be computed. If total income exceeds Rs. 50 lakh but does not exceed Rs. 1 crore, calculate surcharge on balance tax i.e. *(tax on total income minus tax on income chargeable u/s 115BBE)* at the rate of 10%. If total income exceeds Rs. 1 crore, calculate surcharge on balance tax i.e. *(tax on total income minus tax on income chargeable u/s 115BBE)* at the rate of 15%.
- (c) Add Education cess including secondary and higher education cess as prescribed on the tax payable and surcharge thereon.
- (d) Claim relief(s) as prescribed by the law, on account of arrears or advances of salary received during the year or of double taxation and calculate balance tax payable.
- (e) Add interest and fee payable as prescribed by the law to reach total tax, interest and fee 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).

(3) Obligation to file return

- (a) Every individual and HUF has to furnish the return of his income if his total income before giving effect to section 10(38) or allowing deduction under Chapter VI-A exceeds the maximum amount which is not chargeable to income tax. The maximum amount not chargeable to income tax in case of different categories of individuals is as follows:-

Sl.No.	Category	Amount (in Rs.)
i.	In case of individuals below the age of 60 years	2,50,000
ii.	In case of individuals, resident in India, who are of the age of 60 years or more but less than eighty years at any time during the financial year 2017-18.	3,00,000
iii.	In case of individuals, resident in India, who are of the age of 80 years or more at any time during the financial year 2017-18.	5,00,000

- (b) The losses, if any, (item-18 of Part B-TI of this Form) shall not be allowed to be carried forward unless the return has been filed on or before the due date.
- (c) The deduction under the heading "*C-Deductions in respect of certain incomes*" of Chapter VI-A shall not be allowed unless the return has been filed on or before the due date.

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 two parts. It also has thirty-three 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 identificatory and other data;
 - b. Part A-BS seeks the balance sheet as on 31st March, 2018;
 - c. Part A-P&L seeks information regarding the Profit and loss account for the financial year 2017-18;
 - 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) After Part B, there is –
 - (a) A space for a statutory verification.
 - (b) A space for filling the details if the return has been prepared by a Tax Return Preparer.
- (iv) There are 33 Schedules details of which are as under-
 - (a) Schedule-S: Computation of income under the head Salaries.
 - (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: Statement of unabsorbed depreciation.
 - (o) Schedule- ICDS: Statement of effect of income computation disclosure standards on profit.
 - (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/80-IE: Computation of deduction under section 80IC/80-IE.
- (u) Schedule-VI-A: Statement of deductions (from total income) under Chapter VIA.
- (v) Schedule AMT: Computation of Alternate Minimum Tax payable under section 115JC.
- (w) Schedule AMTC: Computation of tax credit under section 115JD.
- (x) Schedule SPI: Statement of income arising to spouse/ minor child/ son's wife or any other person or association of persons to be included in the income of assessee in Schedules-HP, BP, CG and OS.
- (y) Schedule-SI: Statement of income which is chargeable to tax at special rates.
- (z) Schedule-IF: Information regarding partnership firms in which assessee is a partner.
- (aa) Schedule-EI: Statement of Income not included in total income (exempt incomes).
- (bb) Schedule-PTI: Statement of income from Business Trust or Investment Fund as per section 115UA, 115UB.
- (cc) Schedule-FSI: Details of Income accruing or arising outside India.
- (dd) Schedule-TR: Statement of tax relief claimed under section 90 or section 90A or section 91.
- (ee) Schedule-FA: Statement of Foreign Assets and Income
- (ff) Schedule-5A: Statement of apportionment of income between spouses governed by Portuguese Civil Code.
- (gg) Schedule-AL: Statement of your Asset and Liability at the end of the year. It is mandatory if your total income exceeds Rs.50 lakh.

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 item is inapplicable, write "NA" against that item.
- (iii) Write "Nil" to denote nil figures.
- (iv) Except as provided in the form, for a negative figure/ figure of loss, write "-" before such figure.
- (v) 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
- (v) Details relating to TRP and counter signature of TRP if return is prepared by him.

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 status column needs to be filled

- mandatorily.
- (b) 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.
 - (c) In case of an individual, for “employer category”, Government category will include Central Government/ State Governments employees. PSU category will include public sector companies of Central Government and State Government;
 - (d) Fill your 12 digit Aadhaar Number. In case, Aadhaar not allotted but applied for Aadhaar enter Aadhaar Enrolment Id. Filling of the said field is mandatory w.e.f. 01.07.2017.
 - (e) The code for sections under which the return is filed be filled as per code given in instruction No. 5(i).
 - (f) 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, 2018 and the profit and loss account for financial year 2017-18 in the formats provided in these parts have to be filled in respect of proprietary business or profession carried out by you during the financial year 2017-18 if you were required to maintain accounts of the business or profession during the year.
- (b) If the matters other than proprietary business are not being accounted for in the books of the proprietary business or profession, these need not to be included in the balance sheet and profit and loss account to be filled in this Part.
- (c) 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.
- (d) In case, you were not required to maintain accounts of the business or profession during the year, please fill out the details mentioned in these parts against portion ‘No account case’.

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-S-In case there were more than one employer during the year, please give the details of the last employer. Further, in case, there were more than one employer simultaneously during the year, please furnish the details of the employer from whom you have got more salary. Fill the details of salary as given in TDS certificate(s) (Form 16) issued by the employer(s). However, if the income has not been computed correctly in Form No. 16, please make the correct computation and fill the same in this item. Further, in case there were more than one employer during the year, please furnish in this item the details in respect of total salaries from various employers.

(b) Schedule-HP,-In case, a single house property is owned by the assessee which is self-occupied and interest paid on the loan taken for the house property is to be claimed as a deduction. This Schedule needs to be filled up. The information relating to the percentage of share of the assessee in the co-owned property is mandatory. **In case of part ownership of property, the figure of annual value or rent receivable/received in row 'a' should be for whole of the property and only after computation of annual value in row 'e' the portion chargeable in own hands should be computed in row 'f' by multiplying such annual value with assessee's percentage share in the property.** In case the property is co-owned then the assessee needs to furnish the name of the co-owner, PAN and percentage of share of the other co-owner (s) in the property. The results of the income/ loss derived from 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) In case of self-occupied property 1f shall be nil and interest payable on borrowed capital under 1h shall be limited to Rs. 2,00,000/-.
- (iii) In item 3a, arrears of rent received and the amount of unrealised rent realised subsequently are to be mentioned after deduction @30% of such arrears of rent and unrealised rent realised.

(c) Schedule-BP,-

- (i) The computation in this Schedule has to be started on the basis of profit before tax as shown in item 45 of Part-A- P&L.
- (ii) Any item of addition or deduction not covered by the items mentioned in this Schedule be filled in residual items 23 and 32 of this Schedule.
- (iii) In case accounts of business or profession are not maintained, the profit as entered into by you in item 53 of Part A-P&L.
- (iv) In case, agricultural income to be excluded on the basis of rule 7A, 7B or 8 (in business of growing and manufacturing tea, coffee etc.), it shall not be included in the item 5c of this Schedule.
- (v) In A-38, 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 8 is applicable otherwise, the figure of profit/ loss as computed is A- 37 may be entered.
- (vi) Income earned by the assessee by way of salary, commission, bonus,

interest, etc. from other firms as if in the capacity of a partner, which has not been included in the profit and loss account of the proprietary business needs to be disclosed in item No. A24 in Schedule BP.

- (vii) Item D of this Schedule, computes the total of profit or loss from business or profession (other than speculative business and specified business), profit or loss from speculative business and profit or loss of specified business) (item A38 + item B42 + item C48).
- (viii) Item E of this Schedule, computes the set off of any business loss (other than from speculative business and specified business) with the profits from speculative business and specified business, if any. Losses from speculative business or specified business are not allowable to be set off with normal business profits.

(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 any, 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. Deduction under section 35CCC and 35CCD is also to be filled in this Schedule.

(f) Schedule-CG,-

- (i) Capital gains arising from sale/transfer of different types of capital assets have been segregated. If more than one capital asset within the same type has been transferred, make the combined computation for all such assets within the same type. Under short-term capital gains items 4 and 5 are not applicable for residents. Similarly, under long-term capital gains items 5, 6 and 7 are not applicable for residents
- (ii) 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
1.	2001-02	100
2.	2002-03	105
3.	2003-04	109
4.	2004-05	113
5.	2005-06	117
6.	2006-07	122
7.	2007-08	129

8.	2008-09	137
9.	2009-10	148
10.	2010-11	167
11.	2011-12	184
12.	2012-13	200
13.	2013-14	220
14.	2014-15	240
15.	2015-16	254
16.	2016-17	264
17.	2017-18	272

- (iii) **Sections 54/54B/54D/54EC/54EE/54F/54G/54GA/54GB/115F** 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. If any deduction is claimed details in item D to be provided. In case of claim of deduction u/s 54GB, PAN of the eligible company is to be provided.
- (iv) **Item C** of this Schedule computes the total of short-term capital gain and long-term capital gain. Please note that if balance in item B11 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 B11 would be entered as 0 and then the figures of item A9 be added in item C.
- (v) **Item E** of this Schedule provides for set off of current year capital losses with current year capital gains. The Schedule separates different category of capital gains (long-term and short-term) into different baskets according to rate at which the same is chargeable to tax. The applicable rate implies the rate of tax at which the normal income of the assessee is otherwise taxable. The figures in column 1 list out the categories of capital gains against which capital loss will be set off. Similarly figures in row 'i' provides for different categories of capital losses which will be set off against capital gains in column 1. The figures in row 'i' and column '1' will be derived from addition of different fields of Schedule CG as indicated. For example, if (A3e + A4a) represents a negative figure it will be filled in cell '2i' and if it is a positive figure it will be filled in cell '1ii'. The assessee may set off the capital loss of row 'i' with any category of capital gains in column '1' except that the long-term capital loss can only be adjusted with any long-term capital gains and the amount of such set off has to be entered into in the relevant rows of columns 2 to 6.

(g) Schedule-OS,-

- (i) Against item 1a and 1b, enter the details of gross income by way of dividend and interest which is not exempt.
- (ii) 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) Against item 1d, indicate any other income under the head other sources such as winning from lottery, crossword puzzles etc., income of the nature referred to in section 68, 69, 69A, 69B, 69C or 69D, income of the nature referred to in section 56(2)(x). The nature of such income is also required to be mentioned. The gross value of such income is required to be

reported.

- (iv) Against item 1f, income chargeable to tax at special rates (which is included in income from other sources mentioned at column 1e) is required to be reported. This should be cross referenced with incomes reflected in Schedule SI.
- (v) 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.
- (vi) Item 4 of this Schedule computes the total income chargeable under the head "Income from other sources".
- (vii) If balance in item 3e from owning and maintaining race horses is a loss, please enter 0 and enter the total of item 2.

(h) Schedule-CYLA,-

- (i) Mention only positive incomes of the current year in column 1, headwise, 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. Where "income from house property" is a loss and assessee has income under any other head of income, the assessee shall not be entitled to set off such loss, to the extent the amount of the loss exceeds two lakh rupees against income under the other head. 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, headwise, in relevant rows.
- (iv) Total of loss set off out of columns 2, 3 and 4 have to be entered into row xiv.
- (v) The losses remaining for set off have to be entered in row xv.

(i) Schedule-BFLA,-

- (i) Mention only positive incomes of the current year (after set-off of loss in Schedule-CYLA in column 1, headwise 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. Brought forward short-term capital loss can be adjusted under any item of short-term or long-term capital gains. Brought forward long-term capital loss can be adjusted under any item of long-term capital gains.
- (iii) The end result of the set off will be entered in column 5 in respective heads. The total of column 5 shall be entered in row xiv 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 xiii.

(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, 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.

(k) Schedule-UD, -In this Schedule, amount of brought forward unabsorbed depreciation and allowance under section 35(4) for each assessment year, amount of depreciation and allowance under section 35(4) set-off against the current year's income and the balance unabsorbed depreciation and allowance under section 35(4) to be carried forward to the next assessment year needs to be mentioned.

(l) Schedule-ICDS, - Income Computation Disclosure Standards (ICDS) have come into force from financial year 2016-17 and onwards. Deviation from each ICDS as notified under section 145(2) of the Income-tax Act that has an effect on profit is to be filled in column (iii) of the said Schedule. If the total effect of ICDS adjustments on profit is positive, the same should be mentioned at serial no. 11(a) and should be taken to item no. 3(a) of Part A-OI (Other Information). If the total effect of ICDS adjustments on profit is negative, the same should be mentioned at serial no. 11(b) and should be taken to item no. 3(b) of Part A-OI (Other Information).

(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- 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 a qualifying limit are to be filled in.
- (iii) In Part-B of this Schedule, the details of donations which are entitled for 50% deduction without a qualifying limit are to be filled in.
- (iv) In Part-C of this Schedule, the details of donations which are entitled for 100% deduction subject to 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 qualifying limit are to be filled in.

Note: No deduction under section 80G shall be allowed for any cash donation exceeding Rs.2000.

(o) 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 section 80-IA/ 80-IB/ 80-IC and 80-IE.

(p) 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:-
 - I. Section 80C (Some of the major items for deduction under this

- section are- amount paid or deposited towards life insurance, contribution to Provident Fund set up by the Government, recognised Provident Fund, contribution by the assessee to an approved superannuation fund, subscription to National Savings Certificates, tuition fees, payment/ repayment for purposes of purchase or construction of a residential house and many other investments)(for full list, please refer to section 80C of the Income-tax Act) (Please note that as provided in section 80CCE, aggregate amount of deduction under section 80C, 80CCC and 80CCD shall not exceed one lakh and fifty thousand rupees).
- II. Section 80CCC (Deduction in respect of contributions to certain pension funds).
 - III. Section 80CCD(1) (Deduction in respect of assessee's contributions to pension scheme of Central Government). Section 80CCD(1B) (Deduction in respect of the deposit under a pension scheme notified by Central Government). Section 80CCD(2) (Deduction in respect of employer's contributions to pension scheme by Central Government).
 - IV. Section 80CCG (Deduction in respect of investment made under an equity savings scheme)
 - V. Section 80D (Deduction in respect of Medical Insurance Premium and contributions to CGHS).
 - VI. Section 80DD (Deduction in respect of maintenance including medical treatment of dependent who is a person with disability)
 - VII. Section 80DDB (Deduction in respect of medical treatment, etc.)
 - VIII. Section 80E (Deduction in respect of interest on loan taken for higher education)
 - IX. Section 80EE (Deduction in respect of interest on loan taken by an individual for residential house property subject to the conditions specified - limited to ₹50,000/-)
 - X. Section 80G (Deduction in respect of donations to certain funds, charitable institutions, etc.)
 - XI. Section 80GG (Deduction in respect of rents paid)
 - XII. Section 80GGC (Deduction in respect of contributions given by any person to political parties)
 - XIII. Section 80IA (Deduction in respect of profits and gains from industrial undertakings or enterprises engaged in infrastructure development, etc.)
 - XIV. Section 80IAB (Deduction in respect of profits and gains by an undertaking or enterprise engaged in development on Special Economic Zone)
 - XV. Section 80IB (Deduction in respect of profits and gains from certain industrial undertakings other than infrastructure development undertakings)
 - XVI. Section 80IBA (Deductions in respect of profits and gains from housing projects)
 - XVII. Section 80IC/80IE (Special provisions in respect of certain undertakings or enterprises in certain special category States/ Special provisions in respect of certain undertakings in North-Eastern States)
 - XVIII. Section 80JJA (Deduction in respect and gains from business of collecting and processing of bio-degradable waste)
 - XIX. Section 80JJAA (Deduction in respect of employment of new

- workmen)
- XX. Section 80QQB (Deduction in respect of royalty income, etc., of authors of certain books other than text books).
- XXI. Section 80RRB (Deduction in respect of royalty on patents).
- XXII. Section 80TTA (Deduction in respect of interest on deposit in savings account)
- XXIII. Section 80U (Deduction in case of a person with disability)

(q) Schedule AMT, -The assessee is required to fill the details of computation of Alternate Minimum Tax (AMT) payable under section 115JC (special provisions for payment of tax by certain persons other than a company). The tax liability under the section shall be 18.5 percent of the adjusted total income computed under the said section. The computation under this Schedule is to be based on Form No.29C.

(r) Schedule AMTC, -Credit for AMT paid in assessment year 2013-14 and subsequent assessment years, in excess of normal tax liability, is allowed to be set-off against the normal tax liability of current assessment year. However, the amount of credit is restricted to the extent of normal tax liability for the current assessment year exceeding the AMT liability for the current assessment year.

(s) Schedule SPI, -

- (i) Furnish the details of income of spouse, minor child, etc., if to be included in your income in accordance with provisions of Chapter V of the Income-tax Act.
- (ii) The income entered into this Schedule has to be included in the respective head.
- (iii) Section 10(32) provides exemption to extent of Rs. 1,500/- in respect of minor's income for the purpose of clubbing. Therefore, exclude Rs. 1,500/- from the income of the minor while clubbing the income of the minor in the respective head. However, if income of the minor is to be clubbed in various heads, total exclusion should not exceed Rs. 1,500/-.

(t) Schedule-SI, -Mention the income included in total income which is chargeable to tax at special rates. Such income will be taken from the appropriate columns in Schedule BFLA/CYLA or Schedule OS as indicated.

(u) Schedule-IF, -

- (i) This Schedule has to be filled for each firm in which you are partner.
- (ii) In column 2 of the Schedule, furnish the name of the firm and in column 3 furnish the PAN No. of the firm in which the assessee is a partner. In column 6 and 7, the percentage share and amount of share in the profit of the firm as computed in accordance with the provisions of the Income-tax Act. Such share is exempt from tax in hands of the partner.
- (iii) In column 8, please furnish the amount of capital balance (including the capital on which you are entitled for an interest) in the firm in which you are partner.

(v) Schedule-EI, -Furnish the details of income like agriculture income, interest, dividend, etc. which is exempt from tax. Under column 4, expenses and brought forward losses in the manner provided as per part IV of First Schedule of the relevant Finance Act may be claimed from Gross agricultural income. Losses under this head may be carried forward and set-off against agricultural income of

subsequent assessment years as per above-referred Schedule.

(w) Schedule PTI,- Fill Income details from business trust or investment fund as per section 115UA, 115UB.

1. In column 2 of the table, fill the name of business trust or investment fund.
2. In column 3 of the table, fill the PAN of business trust or investment fund.
3. Against serial number (i), fill amount of income from House property in column number 6 and fill TDS on such amount, if any, in column number 7.
4. Against serial number (ii)(a), fill amount of income from short term capital gain in column number 6 and fill TDS on such amount, if any, in column number 7.
5. Against serial number (ii)(b), fill amount of income from Long term capital gain in column number 6 and fill TDS on such amount, if any, in column number 7.
6. Against serial number (iii), fill amount of income from other sources in column number 6 and fill TDS on such amount, if any, in column number 7.
7. Against serial number (iv)(a),(b),(c), fill income received from business trust or investment fund claimed to be exempt under section 10(23FBB), 10(23FD), etc. in column number 6.

(x) 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.

(y) Schedule TR, -

- (i) In column (c) mention the tax paid outside India on the income declared in Schedule FSI which will be the total tax paid under column (c) of Schedule FSI in respect of each country.
- (ii) In column (d) mention the tax relief available that will be the total tax relief available under column (e) of Schedule FSI in respect of each country.
- (iii) For country code use the ISD code of the country.
- (iv) 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.
- (v) Relief claimed under section 90 or section 90A or section 91 is to be filled in the respective columns.

(z) 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, details of trusts created outside India in which you are settlor, beneficiary or trustee. Under all the heads

mention income generated/derived from the asset. The amount of income taxable in your hands and offered in the return is to be filled out under respective columns. Item G includes any other income which has been derived from any source outside India and which has not been included in the items A to F and under the head business of profession in the return.

(ii) This Schedule is to be filled in all cases where the resident assessee is a beneficial owner, beneficiary or legal owner. For this purpose,-

- Beneficial owner in respect of an asset means an individual who has provided, directly or indirectly, consideration for the asset and where such asset is held for the immediate or future benefit, direct or indirect, of the individual providing the consideration or any other person.
- Beneficiary in respect of an asset means an individual who derives an immediate or future benefit, directly or indirectly, in respect of the asset and where the consideration for such asset has been provided by any person other than such beneficiary.

Where the assessee is both a legal owner and a beneficial owner, mention legal owner in the column of ownership.

(iii) (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(7) of part (B) has to be filled up as investment at cost held during the year after converting it into Indian currency.

(C) The total investment in col(6) of part (C) has to be filled up as investment at cost in immovable property held during the year after converting it into Indian currency.

(D) The total investment in col(6) of part (D) has to be filled up as peak investment (at cost) held during the year after converting it into

Indian currency. Capital Assets include financial assets which are not included in part (B) but shall not include stock-in-trade and business assets which are included in the Balance Sheet.

(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.

(F) The details of trusts under the laws of a country outside India in which you are a trustee, beneficiary or settlor has to be filled up.

(iv) 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.

(aa) **Schedule 5A,-** This Schedule is to be filled in case of assessee governed by Portuguese Civil Code. The share of income of the spouse, as mentioned in point No. 5 above, should be filled in this Schedule and the same should form part of the return of income of the spouse.

(bb) **Schedule AL,-**

- (i) This Schedule is to be filled by individuals and HUFs giving details of properties held by the assessee and the corresponding liabilities. It is mandatory if your total income exceeds ₹50 lakh.
- (ii) The assets to be reported will include land, building (immovable assets); financial assets viz. bank deposits, shares and securities, insurance policies, loans and advances given, cash in hand and jewellery, bullion, vehicles, yachts, boats, aircraft etc. (movable assets) and interest held in the asset of a firm or association of persons (AOP) as a partner or member thereof.
- (iii) In the case of non-resident and resident but not ordinarily resident, the details of assets located in India are to be mentioned.
- (iv) For the purpose of Sl.No.(1)(i) under item B, jewellery includes.- (a) Ornaments made of gold, silver, platinum or any other precious metal or any alloy containing one or more of such precious metals, whether or not containing any precious or semi-precious stone, and whether or not worked or sewn into any wearing apparel; (b) Precious or semi-precious stones, whether or not set in any furniture, utensil or other article or worked or sewn into any wearing apparel.
- (v) The amount in respect of assets to be reported will be:-
 - (a) the cost price of such asset to the assessee; or
 - (b) where wealth-tax return was filed by the assessee and the asset was forming part of the wealth-tax return, the value of such asset as per the

latest wealth-tax return in which it was disclosed as increased by the cost of improvement incurred after such date, if any.

- (vi) In case the asset became the property of the assessee under a gift, will or any mode specified in section 49(1) and not covered by (v) above:-
- (a) the cost of such asset to be reported will be the cost for which the previous owner of the asset acquired it, as increased by the cost of any improvement of the asset incurred by the previous owner or the assessee, as the case may be; or
- (b) in case where the cost at which the asset was acquired by the previous owner is not ascertainable and no wealth-tax return was filed in respect of such asset, the value may be estimated at the circle rate or bullion rate, as the case may be, on the date of acquisition by the assessee as increased by cost of improvement, if any, or 31st day of March, 2018:

Previous owner shall have the meaning as provided in Explanation to section 49(1) of the Act.

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-TTI-COMPUTATION OF TAX LIABILITY ON TOTAL INCOME

- (a) In item 2a, fill the tax liability to be computed at the applicable rate on the amount of aggregate income (col. 17 of B-TI). The tax liability has to be computed at the rates given as under:-

- (i) In case of every individual (other than resident individual who is of the age of 60 years or more at any time during the financial year 2017-18) –

Income (In Rs.)	Tax Liability (In Rs.)
Upto Rs. 2,50,000	Nil
Between Rs. 2,50,001 - Rs. 5,00,000	5% of income in excess of 2,50,000
Between Rs. 5,00,001 – Rs. 10,00,000	Rs. 12,500 + 20% of income in excess of Rs. 5,00,000
Above Rs.10,00,000	Rs. 1,12,500 + 30% of income in excess of Rs. 10,00,000

- (ii) In case of resident individual who is of the age of 60 years or more but less than 80 years at any time during the financial year 2017-18-

Income (In Rs.)	Tax Liability (In Rs.)
Upto Rs. 3,00,000	Nil
Between Rs.3,00,001– Rs. 5,00,000	5% of income in excess of 3,00,000
Between Rs. 5,00,001 – Rs. 10,00,000	10,000 + 20% of income in excess of 5,00,000
Above Rs.10,00,000	1,10,000 + 30% of income in excess of 10,00,000

- (iii) In case of resident individual who is of the age of 80 years or more at any time during the financial year 2017-18-

Income (In Rs.)	Tax Liability (In Rs.)
Upto Rs. 5,00,000	Nil
Between Rs. 5,00,001 – Rs. 10,00,000	20% of income in excess of 5,00,000
Above Rs.10,00,000	1,00,000 + 30% of income in excess of 10,00,000

- (b) In item No.2b fill out the total of tax computed at special rates as per Schedule SI.
- (c) In item No.2c the amount of rebate is the amount of tax computed on the aggregate of net agricultural income and the maximum amount not chargeable to tax (i.e. 2.5 lakh, 3 lakh or 5 lakh, as the case may be, as mentioned in para (a) above. This is applicable only if normal income (Total income less income chargeable to tax at special rate) is more than the maximum amount not chargeable to tax.
- (d) In item No.4, if income includes income of the nature referred to in section 115BBE, surcharge @25% of tax on such income is to be computed. If total income exceeds Rs. 50 lakh but does not exceed Rs. 1 crore, calculate surcharge on balance tax i.e. (tax on total income minus tax on income chargeable u/s 115BBE) at the rate of 10%. If total income exceeds Rs. 1 crore, calculate surcharge on balance tax i.e. (tax on total income minus tax on income chargeable u/s 115BBE) at the rate of 15%.
- (e) In item No. 2h, calculate the education cess including secondary and higher education cess at the rate of three per cent of item No. [2f + 2g(iii)].
- (f) In item No. 6a, claim the relief if any allowable under section 89 in respect of arrears or advances of salary received during the year.
- (g) In item No. 6b, claim relief in respect of tax paid (on income which is included in the return) in any foreign country with which DTAA exists between India and that foreign country.
- (h) In item No. 6c, claim relief in respect of tax paid (on income which is included in the return) in any foreign country with which there is no DTAA between India and that foreign country.
- (i) Fee chargeable for default in furnishing return of income under section 234F.

The fee structure is as follows:

1. Late fees shall be ₹5000, in case return of income is filed after the specified due date but on or before 31/12/2018
2. Late fee shall be ₹10000, in case return of income is filed after 31/12/2018

Note: If the total income of the assessee is less than ₹5,00,000/- then fee u/s 234F shall not exceed ₹1000.

- (j) In item 10b, please furnish the details in accordance with Form 16 issued by the employer(s) in respect of salary income and Form 16A, 16B and 16C issued by any other person in respect of interest income, capital gains or rental income etc.
- (k) In item 13, please provide the details of all the savings and current accounts held by you at any time during the previous year. However, it is not mandatory to provide details of dormant accounts which are not operational for more than 3 years. Please indicate the account in which you would like to get your refund credited irrespective of whether you have refund or not. In case of non-residents, details of any one foreign Bank Account may be

furnished for the purpose of credit of refund. The account number should be as per Core Banking Solution (CBS) system of the bank (or as per IBAN in case of foreign bank account).

16. VERIFICATION

- (a) (i) In case of individual, return of income can be verified by the individual himself, or by persons authorised on his behalf in cases referred to in sub-clauses (ii), (iii) and (iv) of clause (a) of section 140 of the Income-tax Act. In such cases however permanent account number of the authorised person is required to be mentioned in verification.
- (ii) In case of HUF, return of income can be verified by the karta, or by any other adult member of family in cases referred to in clause (b) of section 140 of the Income-tax Act. The permanent account number of the karta/ other adult member is required to be mentioned in verification.
- (b) In case the return is 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.
- (c) In case the return is to be furnished electronically under electronic verification code or in the manner mentioned in instruction no. 3(iii), please fill verification form (Form ITR-V)
- (d) 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.

17. DETAILS REGARDING TAX RETURN PREPARER (TRP)

- (a) This return can be prepared by a Tax Return Preparer (TRP) also in accordance with the Tax Return Preparer Scheme, 2006.
- (b) If the return has been prepared by him, the relevant details have to be filled by him below verification and the return has to be countersigned by him in the space provided in the said item.

18. TAX PAYMENTS

- (A) (i) Fill out the details of payment of advance income-tax and income-tax on self-assessment.
- (ii) 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.
- (B) (i) Please furnish the details in accordance with Form 16 issued by the employer(s) in respect of salary income. Further, in order to enable the Income Tax Department to provide accurate, quicker and full credit for taxes deducted at source, the taxpayer must ensure to quote complete details of every TDS transaction.
- (ii) Details of each certificate are to be filled separately in the rows.
- (iii) All the tax deductions at source made in the current financial year should be reported in the TDS tables.
- (C) (i) Please furnish the details in accordance with Form 16A, Form 16B or Form 16C issued by the Deductor in respect of interest income, capital gains, rental income or any other sources of income.

- (ii) All the tax deductions at source made in the current financial year should be reported in the TDS Schedule.
- (iii) "Unique TDS Certificate Number". This is a six digit number which appears on the right hand top corner of those TDS certificates which have been generated by the deductor through the Tax Information Network (TIN) Central System.
- (iv) "Year of tax deduction" means the financial year in which tax has been deducted. In this column fill up the four digits of relevant financial year. For example, if the deduction has been made by the deductor in the financial year 2017-18 fill up 2017 in the designated space.
- (v) In case there is any unclaimed TDS brought forward from earlier years, for which credit is being claimed and the corresponding income is chargeable in your hands in this year; please enter the financial year in which TDS was deducted and the amount of TDS brought forward in Col. 5 & 6 respectively.
- (vi) In Col. 7, enter the amount of TDS deducted in own hands, as reflected in the 26AS statement. If you are governed by Portuguese Civil Code and part of income is chargeable in your hands and part in the hands of your spouse, then enter only part of TDS corresponding to part income chargeable in your hands.
- (vii) In Col. 8, enter the amount of TDS deducted in the hands of spouse if section 5A is applicable, or in the hands of any other person as referred to in Rule 37BA (2), if the corresponding income is chargeable in your hands in this year. Ensure that the TDS amount is reflected in the 26AS statement of the spouse or the other person.
- (viii) In Col. 9, enter the amount of TDS credit available (*i.e. out of total TDS reported in Col. 6, 7 and 8*), which is being claimed in own hands for this year. Ensure that the corresponding income has also been offered in this year. For example, if any income is not chargeable to tax in this year then the corresponding TDS credit shall be allowable only in the year in which such income is chargeable to tax.
- (ix) In Col. 10, enter the amount of TDS credit available (*i.e. out of total TDS mentioned in Col. 6, 7 and 8*), which is being claimed in the hands of your spouse, if section 5A is applicable, or in the hands of any other person as referred to in Rule 37BA.
- (x) In Col. 11, enter the amount of unclaimed TDS credit of current year (*i.e. out of total TDS deducted in current year reported in Col. 7 & 8*) which is being carried forward.

NOTE: If TDS has been deducted in your hands, but whole or any part of the corresponding income is assessable in the hands of any other person, or vice versa, please ensure that the procedure laid down in Rule 37BA(2) of the Income-tax Rules, 1962 is followed for claiming credit of TDS in such cases.

- (D) (i) In this table, fill the details of tax collected at source on the basis of TCS certificates (Form No. 27D) issued by the Collector.
- (ii) In order to enable the Income Tax Department to provide accurate, quicker and full credit for taxes collected at source, the taxpayer must ensure to quote TAN for every TCS transaction.
