

FORM

ITR-7

INDIAN INCOME TAX RETURN

(Including Fringe Benefit Tax Return)

For persons including companies required to furnish return under section 139(4A) or section 139(4B) or section 139(4C) or section 139(4D)

(Please see rule 12 of the Income-tax Rules, 1962)

(Also see attached instructions)

Assessment Year

2 0 0 9 - 1 0

Part A-GEN

GENERAL

1. PERMANENT ACCOUNT NUMBER (PAN)
2. NAME (As mentioned in deed of creation/ establishing/ incorporation/ formation)
3. ADDRESS
 (Flat No./Door/House No., Premises,
 Road, Locality)
- Pin Telephone Fax, if any
4. Date of formation (DD-MM-YYYY) - - 5. Status (Please see instructions)
6. e-mail ID:
7. Is there any change in Address? Yes No
8. Number and Date of registration under section 12A(a) and - -
9. If claiming exemption under section 10:
 (i) Mention the clause(s) and sub-clause(s)
 (ii) Date of notification/ approval, if any - -
 (iii) Period of validity - - To - -
10. Whether liable to tax at maximum marginal rate under section 164 Yes No
11. Ward/ Circle/ Range
12. Assessment Year - 13. Residential Status (Please see instructions)
14. If there is change in jurisdiction, state old Ward/ Circle/ Range
15. Section under which this return is being filed
 (Please see instructions) Return of Income Return of fringe benefits
16. Whether Original or Revised Return
 If revised, Receipt No. and date of filing original return. and - -
17. Is this your first return? Yes No

For Office Use Only

For Office Use Only

Receipt No

Date

Seal and Signature of receiving official

PART-B

(a) Computation of total income

18.	Income from house property [Sch.-(F-1A)]	000	
19.	(i) Profits and gains of business or profession [Sch.-(F-1B)]	000	
	(ii) Profits and gains from transactions chargeable to securities transaction tax included in (i) above (Sch.-(B-26(ii)))	000	
20.	Capital gains		
	(a) Short-term (under section 111A) [Sch.-F-1C(i)]	000	
	(b) Short-term (others) [Sch.- F-1C(ii)]	000	
	(c) Long-term [Sch.- F-1C(iii)]	000	
21.	Income from other sources [Sch.- F-1D]	000	
22.	Deemed income under section 11 [F-4(iv)]	000	
23.	Total [(18)+(19)+(20)+(21)+(22)]	000	
24.	Less: Exempt income [Sch.-F3(ix)]	000	
25.	Income chargeable under section 11(4) [Sch.-B(34)]	000	
26.	Total income [(23) – (24)+(25)]	000	

In words

(b) Statement of taxes on total income

27.	Net agricultural income [Sch.F-9]	000	
28.	Tax on total income [Sch.G-6]	000	
29.	Surcharge [Sch.G-7]	000	
30.	Education, including secondary and higher education cess [Sch.G-9]	000	
31.	Tax + Surcharge + Education Cess [Sch.G-10]	000	
32.	Tax deducted/ Collected at source [Sch.G-14B]	000	
33.	Advance tax paid [Sch.G-14A]	000	
34.	Self-assessment tax paid [Sch.G-14C]	000	
35.	Balance tax payable [(31) – (32) – (33) – (34)]	000	
36.	Interest payable under section 234A/ 234B/ 234C [Sch.G-11]	000	
37.	Tax and interest payable [Sch.G-16]	000	
38.	Refund due, if any [Sch.G-17]	000	

PART-C

Computation of fringe benefits and tax thereon (if applicable)

1.	Value of fringe benefits for first quarter	0000	
2.	Value of fringe benefits for second quarter	0000	
3.	Value of fringe benefits for third quarter	0000	
4.	Value of fringe benefits for fourth quarter	0000	
5.	Value of total fringe benefits (Sch.-M)	0000	

6.	Fringe benefit tax payable [30% of (5)]	0000	<input type="text"/>
7.	Surcharge on (6)	0000	<input type="text"/>
8.	Education cess, including secondary and higher education cess on [(6) + (7)]	0000	<input type="text"/>
9.	Total fringe benefit tax payable [(6) + (7) + (8)]	0000	<input type="text"/>
10.	Advance fringe benefit tax paid (Sch.-N)	0000	<input type="text"/>
11.	Balance tax payable [(9) – (10)]	0000	<input type="text"/>
12.	Interest under section 115WJ	0000	<input type="text"/>
13.	Interest under section 115WK	0000	<input type="text"/>
14.	Self-assessment tax paid (Sch.-O)	0000	<input type="text"/>
15.	Balance tax payable/ refundable [(11) + (12) + (13) - (14)]	0000	<input type="text"/>

Number of documents / statements attached

	Description	In figures	In words		Description	In figures	In words
a.	TDS Certificates			f.	Applications for exercising options under section 11(1)		
b.	Audit report in Form No. 10B			g.	Form 10DB / 10DC		
c.	Audit report in Form No. 10BB			h.	Income / expenditure account and balance sheet		
d.	Audit Report under section 44AB			i.	Others		
e.	Form No. 10 for exercising options under section 11(2)						

VERIFICATION

I, _____ son/ daughter of _____, holding permanent account number _____ solemnly declare that to the best of my knowledge and belief, the information given in this return and the schedules, statements, etc., accompanying it is correct and complete and that the amount of total income/ fringe benefits and other particulars shown therein are truly stated and are in accordance with the provisions of the Income-tax Act, 1961, in respect of income/ fringe benefits chargeable to income-tax for the previous year relevant to the assessment year 2009-10. I further declare that I am making this return in my capacity as _____ and I am also competent to make this return and verify it.

Date:

Place:

.....

Name and Signature

SCHEDULE A. Income from house property

In case of more than one house property, compute the income from each property on a separate sheet (to be attached to the return) and mention the aggregate figure against item No. 16

1. Number of sheets (in case of more than one property) Sheet No.

2. Address of the property
 (Flat No./Door/House No., Premises,
 Road, Locality/ Village, Town/ District,
 State/ Union territory in that order)

Pin

3. State whether the above-mentioned property is

Self-occupied or Let out or Unoccupied

(Please tick as applicable)

4.	Built-up area (In square metre)	Area of land appurtenant (in square metre)	Annual lettable value
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
5.	Annual lettable value / Actual rent received or receivable (whichever is higher)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
6.	Less: Deduction claimed under section 23		
	(a) Taxes actually paid to local authority		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	(b) Unrealised rent		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	(c)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
7.	Total of 6 above		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
8.	Balance {(5) – (7)}		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
9.	Less: Deductions claimed under section 24		
	(a) 30% of Annual value		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	(b) Interest on capital borrowed		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
10.	Total of 9 above		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
11.	Balance [(8) – (10)]		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
12.	Unrealised rent received in the year under section 25A and / or 25AA		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
13.	(a) Amount of arrears of rent received in the year under section 25B		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	(b) Less: Deduction admissible under section 25B (30% of arrear rent received)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
14.	Income chargeable under section 25B [13(a) – 13(b)]		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
15.	Balance [(11)+(12)+(14)]		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
16.	Total of 15 (in case of more than one property, give total of all sheets)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
17.	Income chargeable under the head "Income from house property" (16)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

SCHEDULE B: Profits and gains of business or profession
(I) General

1.	Nature of business or profession: Manufacturing	<input type="text"/> <input type="text"/>	Trading	<input type="text"/> <input type="text"/>
	Manufacturing-cum-trading	<input type="text"/> <input type="text"/>	Service	<input type="text"/> <input type="text"/>
			Profession	<input type="text"/> <input type="text"/>
			Others	<input type="text"/> <input type="text"/>
2.	Number of branches	<input type="text"/> <input type="text"/> <input type="text"/>	Attach list with full address(es)	
.....				
.....				
3.	Method of accounting	<input type="text"/> <input type="text"/>	Mercantile	<input type="checkbox"/>
			Cash	<input type="checkbox"/>
4.	Is there any change in method of accounting?		Yes	<input type="checkbox"/>
			No	<input type="checkbox"/>
5.	If yes, state the change			
.....				
.....				
6.	Method of valuation of stock.....			
7.	Is there any change in stock valuation method?		Yes	<input type="checkbox"/>
			No	<input type="checkbox"/>

8. If yes, state the change:
9. Are you liable to maintain accounts as per section 44AA? Yes No
10. Are you liable to tax audit under section 44AB(a)/ (b)? Yes No
11. Are you liable to tax audit under section 44AB(c) read with section 44AD/ 44AE/ 44AF? Yes No
12. If answer to 'Item 10 or 11' is yes, have you got the accounts audited before the specified date? Yes No
13. If yes, whether audit report is furnished? Yes No
 If yes, give Receipt No..... and date of filing the same (also attach a copy) - -

(II) Computation of income from business or profession other than speculation business

(In case you have more than one business or profession and maintain separate books of account, attach separate sheet(s) giving computation for each such business or profession and show the aggregate figures against various items)

14. Net profit or loss as per consolidated profit and loss account
15. Add: Adjustment on account of change in method of accounting and / or valuation of stock

For assessees having income covered under section 44AD / 44AE / 44AF:-

16. (i) Add / Deduct – profit / loss of business(es) included in item 14 under section indicated below, if answer to any of item 9, 11, 12 or 13 above is 'No.'
- (a) for section 44AD
- (b) for section 44AE
- (c) for section 44AF
- Total

(ii) In case you were engaged in the business of civil construction or supply of labour for civil construction mentioned in section 44AD:

- (a) Gross receipts
- (b) Net profit @ 8% of gross receipt
- (c) Add: Higher of the amounts mentioned in (i)(a) and (ii)(b) above

(iii) In case you owned not more than ten goods carriages and were engaged in the business of plying, hiring or leasing of such carriages as mentioned in section 44AE:

	Number of Vehicles / carriages	Number of months during which owned	Deemed profit under section 44AE
(a) heavy goods vehicle			
(b) other goods carriages			
Total			

- (c) Add: Higher of the amount mentioned in (i)(b) above and the amount determined above as deemed profit under section 44AE

(iv) In case you were engaged in the business of retail trade in any goods or merchandise, the total turnover on account of which did not exceed forty lakh rupees, as mentioned in section 44AF:

- (a) Total turnover on account of such business 000
- (b) Deemed profit at rate of 5% of turnover 000
- (c) Add: Higher of the amounts mentioned in 16(i)(c) and 16(iv)(b) 000

17. Deduct – Amount of exempt income included in item 14, being:
- (i) Share of income from firm(s) exempt under section 10(2A) 000
 - (ii) Share of income from AOP / BOI 000
 - (iii) Any other income exempt from tax (specify the section) 000

18. Is section 10A / 10B/ 10C applicable? Yes No
- If yes, have you opted out by filing declaration prescribed under section 10A(8) / 10B(8) / 10C(6) Yes No

If no, furnish the following information

Section	Year	Amount claimed deductible / not includible in total income

Deduct: Amount as per item 18 above 000

19. Add: Incomes specified in section 28(ii) to 28(vi) not included in item 14 000

20. Add: Deemed income not included in item 14 under sections 33AB, 33ABA, 35ABB, etc.
- | | | | |
|-------|--------------|-------------|--|
| (i) | Section..... | Amount..... | |
| (ii) | Section..... | Amount..... | |
| (iii) | Section..... | Amount..... | |
| (iv) | Section..... | Amount..... | |

Total 000

21. Deduct: Allowance under section 35A, 35AB, 35ABB, etc.

Section	Year No.	Installment	Amount debited in accounts	Amount allowable

Total 000

22. Add: Adjustment on account of profit includible under section 44B, 44BB and 44BBA 000

23. Add / deduct: Adjustments in accordance with sections 28 to 44DA, if any, necessary
- | | |
|---------------|--------|
| Under section | Amount |
| | |
| | |
| | |

Total 000

24. Add / deduct: Adjustment on account of current depreciation debited in books of account, and allowable as per the Act 000

25. Add / deduct: Adjustment on account of scientific research expenses under section 000

35(1)(iv)

26. (i) Profits and gains of business or profession other than speculation business 000
 (ii) Profits and gains from the transactions chargeable to securities transaction tax included in (i) above 000

(III) Computation of income from speculation business

27. Speculation profit / loss 000
 28. Add / deduct: Net statutory adjustments 000
 29. Profits and gains from speculation business 000
 30. Deduct: Brought forward speculation loss, if any 000
 31. Net profits and gains from speculation business 000
 32. Income chargeable under the head profits and gains [26(i) + 31]
 [Negative figure in item 31 not to be considered] 599

(IV) Computation of income chargeable to tax under section 11(4)

33. Income as shown in the accounts of business undertaking [refer section 11(4)] 000
 34. Income chargeable to tax under section 11(4)(32) – (33) 000

SCHEDULE C: Capital Gains

Separate sheets may be used and attached to the return in case of more than one short-term / long-term asset. The aggregate figure may be shown against item No.12

A. Short-term Asset

B. Long-term Asset

- | | | | | |
|---|--|---------------------------------------|--|------------------------------|
| 1. Number of sheets | 000 <input type="checkbox"/> | (in case of more than one asset only) | | 000 <input type="checkbox"/> |
| 2. Particulars of asset transferred | 000 <input type="text"/> | | | 000 <input type="text"/> |
| 3. Date of acquisition (DD-MM-YYYY) | 000 <input type="text"/> - <input type="text"/> - <input type="text"/> | | | 0000 <input type="text"/> |
| 4. Date of Transfer (DD-MM-YYYY) | 000 <input type="text"/> - <input type="text"/> - <input type="text"/> | | | 0000 <input type="text"/> |
| 5. Mode of transfer | 000 <input type="text"/> | | | 000 <input type="text"/> |
| 6. Full value consideration accrued or received | 000 <input type="text"/> | | | 000 <input type="text"/> |
| 7. Deductions under section 48 | | | | |
| (i) cost of acquisition | 000 <input type="text"/> | | | 000 <input type="text"/> |
| (ii) cost of improvement | 000 <input type="text"/> | | | 000 <input type="text"/> |
| (iii) expenditure on transfer | 0000 <input type="text"/> | | | 000 <input type="text"/> |
| 8. Total of 7 above | 000 <input type="text"/> | | | 000 <input type="text"/> |
| 9. Balance [(6) – (8)] | 000 <input type="text"/> | | | 000 <input type="text"/> |
| 10. Exemption under section 11(1A) | 000 <input type="text"/> | | | 000 <input type="text"/> |
| 11. Balance [(9) – (10)] [Please specify short-term under section 11A / others] | 000 <input type="text"/> | | | 000 <input type="text"/> |
| 12. Total of 11 (in case of more than one short / long term asset, give | 000 <input type="text"/> | | | 000 <input type="text"/> |

total of all sheets)

13. Deemed short-term capital gain on depreciable assets (section 50) 000
14. Income chargeable under the head "Capital gains"
- A. Short term [(12)+(13)] 000 B. Long term (12) 000
- C. Short-term under section 111A included in 14A 000 D. Short-term (others) (14A – 14C) 000

SCHEDULE D. Income from other sources

1. Income other than from owning race horse(s):-
- (a) Dividends 000
- (b) Interest 000
- (c) Rental income from machinery, plants, buildings, etc. 000
- (d) Voluntary contributions / donations including donations for the corpus 000
- (e) Others 000
2. Total of 1 above 000
3. Deductions under section 57:-
- (a) Depreciation.....
- (b)
- (c)
4. Total of 3 above 000
5. Balance [(2) – (4)] 000
6. (a) Income from owning and maintaining race horses 000
- (b) Deductions under section 57 000
7. Balance income from owning and maintaining race horse(s) [6(a) – 6 (b)] 000
8. Winnings from lotteries, crossword puzzles, races, etc. [see section 115BB] 000
9. Income chargeable under the head "Income from other sources" [(5) + (7) + (8)] 000
- [Negative figure, if any, in item 7 shall not be considered here]

SCHEDULE E: Statement of set off of current year's losses under section 71

Fill in this schedule only if there is loss from any of the following sources for set-off against income from any other source; else, write N.A.

1. Amount of loss arising from house property [see item A-17] 0000
2. Amount of loss from business (excluding speculation loss) [see item B-26] 0000
3. Amount of loss from other sources (excluding loss from race horses) [see item D-5] 0000

(.....)

(.....)

(viii) Income claimed/ exempt under section 13A in case of a political party (also fill schedule LA)

(ix) Total [(i) to (viii)]

4. Add:

(i) Income chargeable under section 11(1B)

(ii) Income chargeable under section 11(3)

(iii) Income in respect of which exemption under section 11 is not available by reason of provisions of section 13

(iv) Income chargeable under section 12(2)

(v) Total [(i)+(ii)+(iii)+(iv)]

5. Add: Income from profits and gains of business or profession chargeable to tax under section 11(4) [Sch.B.34]

6. Gross total income [(2)-(3)+(4)+(5)]

7. Deduction under Chapter VIA

8. Total income [(6) -(7)]

9. Net Agricultural income for rate purpose

10. Income included in items 8 above chargeable at special rates / maximum marginal rates

Nature of income	Section under which chargeable	Amount of income	Rate of Tax	Amount of Tax

11. Total income chargeable at normal Rates

12. Total income chargeable at special Rates

13. Anonymous donations to be taxed under section 115BBC @ 30%

14. Total income chargeable at maximum marginal rates

SCHEDULE G. Statement of taxes on total income

1. Tax on total income

(a) At special rates

(b) At normal rates

(c) At maximum marginal rate

(d) Under section 115BBC

2. Tax on total income [1(a)+1(b)+1(c)+1(d)]

3. Tax payable under section 115JB [Sch.J-6]

4. Higher of 2 and 3

5. Credit under section 115JAA of tax paid in earlier years [Sch.JA-4]

6. Tax payable after credit under section 115JAA [(4)-(5)] 000
7. Surcharge [on (6) above] 000
8. Tax + Surcharge [(6)+(7)] 000
9. Education, including secondary and higher education cess [on (8) above] 000
10. Tax + surcharge + Education cess [(8) + (9)] 000
11. Add interest for:
- (a) Late filing of return under section 234A 000
- (b) Default in payment of advance tax under section 234B 000
- (c) Deferment of advance tax under section 234C 000
12. Total of items 11 above 000
13. Total tax and interest payable [(10) + (12)] 000
14. Prepaid taxes
- A. Advance tax

Name of the Bank Branch	BSR Code of Bank Branch (7 Digit)	Date of deposit (DDMMYY)	Serial No. of challan	Amount (Rs.)

Date of installment	Upto 15/9 000	16/9 to 15/12 000	16/12 to 15/03 000	16/03 to 31/03 000	Total 000
Amount					

B. Tax deducted / collected at source: [Attach certificate(s)]:

- (a)
- (b)
- (c)
- Total of [(a) to (c)] 000

C. Tax on self-assessment

Name of the Bank Branch	BSR Code of Bank Branch (7 Digit)	Date of deposit (DDMMYY)	Serial No. of challan	Amount (Rs.)

Total self-assessment tax paid 000

D. Other prepaid taxes, if any (Please specify and attach proof) 000

15. Total [14(A) + 14(B) + 14(C) + 14(D)] 000
16. Tax and interest payable [(13) – (15)] 000
17. Refund due, if any [(15) – (13)] 000

SCHEDULE H. General Information

1. In case of change in address, please furnish new address (tick):

A. Residence or B. Office

Flat / Door / Block No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of Premises / Building / Village

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Road / Street / Lane / Post Office

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Area / Locality / Taluka / Sub-Division

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Town / City / District

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

State / Union territory

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Pin

--	--	--	--	--	--	--	--	--	--	--	--

2. Particulars of Bank Account (Mandatory in Refund cases)

Name of the Bank	MICR Code (9 digit)	Address of Bank Branch	Type of Account (Savings/ Current)	Account Number	ECS (Y/N)

3. Income claimed exempt:

Nature of income	Amount (in Rs)	Reasons for claim

4. If claiming exemption under sub-clause (iiiad) or (iii ae) or (vi) or (via) of clause (23C) of section 10, state the amount of aggregate annual receipts

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5. State the nature of charitable or religious or educational or philanthropic objects/ activities

6. Are you assessed to wealth-tax?

Yes No

(If yes, the wealth tax return should be filed along with this return)

SCHEDULE I. Details of amounts accumulated / set apart within the meaning of section 11(2) in the last eleven years, viz., previous years relevant to the current assessment year and the ten preceding assessment years

Year of accumulation	Amount accumulated	Whether invested in accordance with the provisions of section 11(5)	Purpose of accumulation	Amounts applied during the year	Balance amount available for application	Amount deemed to be income within meaning of sub-section (3) of section 11

SCHEDULE J. Book Profits under section 115JB

- 1. Net profit as shown in the profit and loss account for the relevant previous year – section 115JB(2) 000
- 2. Adjustments (if any) – vide the first and second proviso to section 115JB(2) 000
- 3. Adjustments – vide Explanation to section 115JB(2) 000

Nature of item	Add	Deduct

- 4. Total adjustments [(2) + (3)] 000
- 5. Balance book profit [(1) + (4)] 000
- 6. 10% of the book profit 000

SCHEDULE – JA: Tax credit under section 115JAA

Sl.No.	Item	Assessment Year 2008-09	Assessment Year 2009-10
(i)	(ii)	(iii)	(iv)
1.	Tax under section 115JB	0000 <input type="text"/>	0000 <input type="text"/>
2.	Tax under other provisions of the Act	0000 <input type="text"/>	0000 <input type="text"/>
3.	Excess tax under 115JB	0000 <input type="text"/>	0000 <input type="text"/>
		[1(iii) – 2(iii)] if 1(iii) is more than 2(iii) + brought forward MAT credit for A.Y. 2006-07 and 2007-08 = 3(v)	[1(iv) – 2(iv)] if 1(iv) is more than 2(iv)
4.	Excess tax under other provisions of the Act		0000 <input type="text"/>
			[2(iv) – 1(iv)] if 2(iv) is more than 1(iv)
5.	Tax credit under section 115JAA.[Lower of 3(v) and 4(iv)]		0000 <input type="text"/>

SCHEDULE K. Statement showing the investment of all funds of the Trust or Institution as on the last day of the previous year

Part A – Details of investment/ deposits made under section 11(5) (may be given in a separate sheet if space is not sufficient)

Part B –Investments held at any time during the previous year(s) [in concern in which persons referred to in section 13(3) have a substantial interest]

Sl. No.	Name and address of the concern	Where the concern is a company, No. and class of shares	Nominal value of the investment	Income from the investment	Whether the amount in col. 4 exceeds 5 per cent of the capital of the concern during the previous year – say Yes / No
1	2	3	4	5	6

		Total			

Part C – Other investments as on the last day of the previous year(s)

Sl.No.	Name and address of the concern	Where the concern is a company, class of shares held	No. and nominal value of investment
1	2	3	4

SCHEDULE L. Statement of particulars regarding the Author(s) / Founder(s) / Trustee(s) / Manager(s), etc., of the Trust or Institution

- Name(s) of author(s) / founder(s) / and address(es), if alive
- Date on which the trust was created or institution established or company incorporated
- Name(s) of the person(s) who was / were trustee(s) / manager(s) during the previous year(s)
- Name(s) of the person(s) who has / have made substantial contribution to the trust / institution in terms of section 13(3)(b)
- Name(s) of relative(s) of author(s), founder(s), trustee(s), manager(s), and substantial contributor(s) and where any such author, founder, trustee, manager or substantial contributor is a Hindu undivided family, also the names of the members of the family and their relatives

SCHEDULE LA (In case of a Political Party)

- Whether books of account were maintained? Yes No
- Whether record of each voluntary contribution in excess of twenty thousand rupees (including name and address of the person who has made such contribution) were maintained? Yes No
- Whether the accounts have been audited, Yes No
 - - -

if yes date of audit

4. Whether the report under sub-section (3) of section 29C of the Representation of the People Act, 1951 for the financial year has been submitted Yes No

SCHEDULE M. Value of fringe benefits (if applicable)

	Nature of expenditure (i)	Amount/ Value of expenditure (ii)	Percentage (iii)	Value of fringe benefit (iv) = (ii) x (iii) ÷ 100
1.	Any specified security or sweat equity shares [Sections 115WB(1)(d)] [Difference between the fair market value on the vesting date and amount recovered from or paid by the employee] and free or concessional tickets provided for private journeys of employees or their family members (The value in column (ii) shall be the cost of the ticket to the general public as reduced by the amount, if any, paid by or recovered from the employee).	<input type="text"/>	100	<input type="text"/>
2.	Contribution to an approved superannuation fund for employees (in excess of one lakh rupees in respect of each employee).	<input type="text"/>	100	<input type="text"/>
3.	Entertainment	<input type="text"/>	20	<input type="text"/>
4(a).	Hospitality in the business other than the business referred to in 4(b), 4(c) or 4(d).	<input type="text"/>	20	<input type="text"/>
4(b).	Hospitality in the business of hotel.	<input type="text"/>	5	<input type="text"/>
4(c).	Hospitality in the business of carriage of passengers or goods by aircraft.	<input type="text"/>	5	<input type="text"/>
4(d).	Hospitality in the business of carriage of passengers or goods by ship.	<input type="text"/>	5	<input type="text"/>
5.	Conference (other than fee for participation by the employees in any conference)	<input type="text"/>	20	<input type="text"/>
6.	Sale promotion including publicity (excluding any expenditure on advertisement referred to in proviso to section 115WB (2) (D).	<input type="text"/>	20	<input type="text"/>
7.	Employees welfare	<input type="text"/>	20	<input type="text"/>
8(a).	Conveyance. In the business other than the business referred to in 8(b), 8(c) and 8(d).	<input type="text"/>	20	<input type="text"/>
8(b).	Conveyance in business of construction.	<input type="text"/>	5	<input type="text"/>
8(c).	Conveyance in the business of manufacture or production of pharmaceuticals.	<input type="text"/>	5	<input type="text"/>
8(d).	Conveyance in the business of	<input type="text"/>	5	<input type="text"/>

	manufacture or production computer software.			
9(a).	Use of hotel, boarding and lodging facilities in the business other than the business referred to in 9(b), 9(c), 9(d) or 9(e).	<input type="text"/>	20	<input type="text"/>
9(b).	Use of hotel, boarding and lodging facilities in the business of manufacture or production of pharmaceuticals.	<input type="text"/>	5	<input type="text"/>
9(c).	Use of hotel, boarding and lodging facilities in the business of manufacture or production of computer software.	<input type="text"/>	5	<input type="text"/>
9(d).	Use of hotel, boarding and lodging facilities in the business of carriage of passengers or goods by aircraft.	<input type="text"/>	5	<input type="text"/>
9(e).	Use of hotel, boarding and lodging facilities in the business of carriage of passengers or goods by ship.	<input type="text"/>	5	<input type="text"/>
10(a).	Repair, running (including fuel), maintenance of motor cars and the amount of depreciation thereon in the business other than the business of carriage of passengers or goods by motor car.	<input type="text"/>	20	<input type="text"/>
10(b).	Repair, running (including fuel), maintenance of motor cars and the amount of depreciation thereon in the business of carriage of passengers or goods by motor car.	<input type="text"/>	5	<input type="text"/>
11.	Repair, running (including fuel) and maintenance of aircrafts and the amount of depreciation thereon in the business other than business of carriage of passengers or goods by aircraft.	<input type="text"/>	20	<input type="text"/>
12.	Use of telephone (including mobile phone) other than expenditure on leased telephone thereon.	<input type="text"/>	20	<input type="text"/>
13.	Maintenance of any accommodation in the nature of guest house other than accommodation used for training purposes.	<input type="text"/>	0	<input type="text"/>
14.	Festival celebrations.	<input type="text"/>	20	<input type="text"/>
15.	Use of health club and similar facilities.	<input type="text"/>	50	<input type="text"/>
16.	Use of any other club facilities	<input type="text"/>	50	<input type="text"/>
17.	Gifts	<input type="text"/>	50	<input type="text"/>
18.	Scholarships.	<input type="text"/>	50	<input type="text"/>

Instructions for filling out FORM No. ITR-7

(to be detached before filing the return)

1. Legal status of instructions

These instructions though stated to be non-statutory, may be taken as guidelines for filling the particulars in this Form. In case of any doubt, please refer to relevant provisions of the Income-tax Act, 1961 and the Income-tax Rules, 1962.

2. Assessment Year for which this Form is applicable

This Form is applicable for assessment year 2009-2010 only.

3. Who can use this Form

This Form can be used by persons including companies who are required to furnish return under section 139(4A) or under section 139(4B) or under section 139(4C) or under section 139(4D).

4. Manner of filing this Form

This Form has to be filed in a paper form

5. Filling out the acknowledgement

Acknowledgement slip attached with this Form should be duly filled out.

6. Form not to be filled in duplicate

This form is not required to be filed in duplicate.

7. Intimation of processing under section 143(1)/115WE(1)

The acknowledgement of the return is deemed to be the intimation of processing under section 143(1)/115WE(1). No separate intimation will be sent to the taxpayer unless there is a demand or refund.

8. BRIEF SCHEME OF THE LAW

(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) Tax is chargeable on what is called '**total income**'; it has a definite technical meaning.
- (c) 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) "Profits and gains of business or profession"; (C) "Capital gains"; and (D) "Income from other sources". (There may be no income under one or more of these heads of income).
 - (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. The headwise computation in the Schedules has been devised on the basis of actual income earned in the commercial sense as against computation as per statutory provisions applicable in case of other categories of taxpayers.
 - (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) Aggregate the headwise end-results as available after (iii) above; this will give you "gross income".
 - (v) Deduct from the gross income, amounts exempt under sections 10 and 11, to arrive at 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 and interest in respect of income chargeable to tax

- (a) Compute income-tax payable on the total income after allowing rebate, if applicable. Special rates of tax are applicable to some *specified* items. Include agricultural income, as prescribed, for rate purposes, in the tax computation procedure.
- (b) Add surcharge as prescribed by the law on the above tax payable (after rebate).
- (c) Add Education Cess including secondary and higher education cess as prescribed on tax payable (after rebate) plus surcharge.
- (d) Add interest payable as prescribed by the law to reach total tax, surcharge and interest payable.
- (e) Deduct the amount of prepaid taxes, if any, like "tax deducted at source", "tax collected at source", "advance-tax" and "self-assessment-tax". The result will be the tax payable (or refundable).

(3) Computation of fringe benefits and income-tax, surcharge, education cess including secondary and higher education cess and interest in respect of fringe benefits chargeable to tax

- (a) Chapter XII-H (sections 115W to 115WL) of the Act relates to income-tax on fringe benefits paid or deemed to have been paid by an employer to his employees. Thus, an employer has to furnish the return of fringe benefits for the assessment year 2009-10.
- (b) Proviso to clause (a) of section 115W provides that following persons shall not be deemed to be an employer for the purposes of above- mentioned Chapter-
 - (i) any person eligible for exemption under clause (23C) of section 10; or
 - (ii) any person registered under section 12AA; or
 - (iii) a political party registered under section 29A of the Representation of the People Act, 1951;Thus, above-mentioned persons not being liable to fringe benefit tax are not required to fill the details relating to fringe benefit tax in this Form.
- (c) Section 115WB provides the list of fringe benefits provided or deemed to have been provided by an employer to his employees which are chargeable to tax. Section 115WC provides as to how to compute the value of the fringe benefits provided or deemed to have been provided.
- (d) Additional income-tax (fringe benefit tax) is required to be paid by every specified employer at the rate of thirty per cent on the value of such fringe benefits. Surcharge and Education Cess including secondary and higher education cess at specified rates are also to be paid on fringe benefit tax(FBT). FBT is payable by an employer even if no income-tax is payable by him on his total income
- (e) A company eligible for exemption under clause 10(23C) or registered under section 12AA is not liable to pay FBT.
- (f) The Central Board of Direct Taxes has issued an exhaustive circular No. 8 / 2005 dated 29.8.2005 explaining the provisions relating to fringe benefit tax. In case of any doubt, the assessee may refer to the said circular.
- (g) The explanatory circular (No. 9 dated 20.12.2007) on Fringe Benefit Tax arising on allotment or transfer of specified securities or sweat equity shares may also be referred to, if applicable, while working out the value of fringe benefits

(4) Filing of return

- (a) A return of income can be filed in any of the following manners:
 - (i) U/s (under section) 139(1): i.e., within the "due date" prescribed by the law; or
 - (ii) U/s 139(3) r/w (read with) s 139(1) only where a loss is to be carried forward: i.e., within the "due date" prescribed by the law;
 - (iii) U/s 139(4); i.e., after the expiry of the "due date" but before the expiry of one year from the end of the relevant assessment year;
 - (iv) U/s 142(1): i.e, pursuant to a statutory notice calling for the return;
 - (v) U/s 148: i.e., pursuant to a statutory notice u/s 149 for assessing or reassessing total income that has been either not assessed or under-assessed earlier;
 - (vi) U/s 153A/153C: pursuant to a notice u/s 153A(a);
 - (vii) A return filed u/s 139(1) or 139(3) or 142(1) can be revised by filing a fresh return within one year from the end of the relevant assessment year or before the completion of assessment, whichever is earlier;
 - (viii) Incomplete or erroneous returns are liable to be held defective [s 139(9)] or even invalid. If held defective, time (usually 15 days, extendable in some circumstances) will be allowed to rectify the defect(s).
- (b) Similarly, a return of fringe benefit can be filed in any of the following manners:
 - (i) U/s (under section) 115WD(1): i.e., within the "due date" prescribed by the law; or
 - (ii) U/s 115WD(3): i.e., after the expiry of the "due date" but before the expiry of one year from the end of the relevant assessment year;
 - (iii) Under section 115WD(2): i.e, pursuant to a statutory notice calling for the return;
 - (iv) U/s 115WG: i.e., pursuant to a statutory notice u/s 115WH for assessing or reassessing fringe benefits that have been either not assessed or under-assessed earlier;
 - (v) A return filed u/s 115WD(1) or 115WD(2) can be revised by filing a fresh return within one year from the end of the relevant assessment year or before the completion of assessment, whichever is earlier;
- (c) Incomplete or erroneous returns are liable to be held defective [s 139(9)] or even invalid. If held defective, time (usually 15 days, extendable in some circumstances) will be allowed to rectify the defect(s).

(5) Obligation to file return of income

- (a) Return under section 139(4A) is required to be filed by every person in receipt of income derived from property held under trust or other legal obligation wholly for charitable or religious purposes or in part only for such purposes, or of income being voluntary contributions referred to in sub-section (ia) of clause (24) of section 2, shall, if the total income in respect of which he is assessable as a representative assessee (the total income for this purpose being computed under this Act without giving effect to the provisions of sections 11 and 12) exceeds the maximum amount which is not chargeable to income-tax.
- (b) Return under section 139(4B) is required to be filed by a political party if the total income without giving effect to the provisions of section 139A exceeds the maximum amount which is not chargeable to income-tax.
- (c) Return under section 139(4C) is required to be filed by every –
 - (i) scientific research association referred to in section 10(21);
 - (ii) news agency referred to in section 10(22B);
 - (iii) association or institution referred to in section 10(23A);
 - (iv) institution referred to in section 10(23B);
 - (v) fund or institution or university or other educational institution or any hospital or other medical institution referred to in section 10(23C)(iv)/ (v)/ (vi)If the conditions mentioned in section 139(4C) are satisfied.
- (d) Return under section 139(4D) is required to be filed by every university, college or other institution referred to in clause (ii) and clause (iii) of sub-section (1) of section 35, which is not required to furnish return of income or loss under any other provision of this section.
- (e) Return of income is also required to be filed by a person if his total income before allowing deductions under section 10A or section 10B or section 10BA or Chapter VI-A exceeds the maximum amount which is not chargeable to income tax.
- (f) The losses, shall not be allowed to be carried forward unless the return has been filed on or before the due date.
- (g) The deduction under sections 10A, 10B, 80-IA, 80-IAB, 80-IB and 80-IC shall not be allowed unless the return has been filed on or before the due date.

9. 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 seventeen schedules. The details of these parts and the schedules are as under:-

- (i) The first part, i.e., Part-A is spread over the first page of the return. It seeks general information requiring identificatory data.
- (ii) The second part, i.e, Part-B on page 2 is regarding an outline of the total income and tax computation in respect of income chargeable to tax.
- (iii) The third part, i.e, Part-C on pages 3&4 is regarding an outline of the value of fringe benefits and tax computation in respect of fringe benefits chargeable to tax.
- (iv) After Part-C, on page 4, there is a Table requiring to fill out the number of documents/ statements attached with this Form. After this table, there is a space for a statutory verification
- (v) Schedule-A: Computation of income under the head Income from House Property.
- (vi) Schedule-B: Computation of income under the head Profits and gains of business or profession.
- (vii) Schedule-C: Computation of income under the head Capital gains.
- (viii) Schedule-D: Computation of income under the head Income from other sources.
- (ix) Schedule-E: Statement of set-off of current year's losses under section 71.
- (x) Schedule-F: Statement of total income.
- (xi) Schedule-G: Statement of taxes on total income.
- (xii) Schedule-H: General Information and details of exempt income.
- (xiii) Schedule-I: Details of amounts accumulated/ set apart within the meaning of section 11(2) in the last eleven years, viz., previous years relevant to the current assessment year and the ten preceding assessment years.
- (xiv) Schedule-J: Book profits under section 115JB.
- (xv) Schedule-JA: Tax credit under section 115JAA;
- (xvi) Schedule-K: Statement showing the investment of all funds of the Trust or Institution as on the last day of the previous year.

- (xvii) Schedule-L: Statement of particulars regarding the Author(s)/ Founder(s)/ Trustee(s)/ Manager(s), etc., of the Trust or Institution.
- (xviii) Schedule-LA: Details in case of a political party
- (xix) Schedule-M: Computation of value of fringe benefits.
- (xx) Schedule-N: Statement of advance fringe benefit tax paid
- (xxi) Schedule-O: Statement of Fringe Benefit Tax paid on self-assessment

10. 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

You are advised to follow the following sequence in filling in the sheets;

- (i) Part A;
- (ii) Schedule-A to Schedule-D;
- (iii) Schedule-E: relating to set-off of losses, etc.;
- (iv) Schedule-F: Statement of total income;
- (v) Schedule-G: Statement of taxes on total income;
- (vi) Schedule-H: General Information;
- (vii) Schedule-I: Details of amounts accumulated/ set apart within the meaning of section 11(2) in the last 11 years;
- (viii) Schedule-J: Book profit under section 115JB;
- (ix) Schedule-JA: Tax credit under section 115JAA;
- (x) Schedule-K: Statement showing the investment of all funds of the Trust or Institution as on the last day of the previous year.
- (xi) Schedule-L: Statement of particulars regarding the Author(s)/ Founder(s)/ Trustee(s)/ Manager(s), etc., of the Trust or Institution;
- (xii) Schedule-LA: Details in case of a political party
- (xiii) Part B: Computation of total income and tax thereon;
- (xiv) Schedule-M: Computation of value of fringe benefits;
- (xv) Schedule-N: Statement of advance fringe benefits tax paid;
- (xvi) Schedule-O: Statement of fringe benefits paid on self-assessment;
- (xvii) Part C: Computation of fringe benefits and tax thereon;
- (xviii) Verification;

(3) Necessary instructions to fill the Parts and Schedules are as under-

(A) Part-A: All items are self explanatory

- (a) It is compulsory to quote PAN.
- (b) Use block letters only throughout to fill in this form.
- (c) Codes for residence and status:

Residence in India	Code
Resident	01
Non-resident	02
Resident but not ordinarily resident	03

Status	Code	Status	Code
(a) Individual	01	(g) Association of persons (AOP)	07
(b) Hindu Undivided Family(other than that mentioned below)	02	(h) Association of persons (Trust)	08

(c) Hindu Undivided Family which has at least one member with total income of the previous year exceeding the maximum amount not chargeable to tax	03	(i) Body of individuals (BOI)	09
(d) Unregistered firm	04	(j) Artificial juridical person	10
(e) Registered firm/ firm (other than the one engaged in profession)	05	(k) Co-operative society	11
(f) Registered firm/ firm engaged in profession	06	(l) Local authority	16

- (d) Items 15: State the section under which the return is filed and also whether the return is an original return or a revised return: See "Brief scheme of the law" above.
- (e) Item 17: This asks whether you are filing your return *for the first time ever*.

(B) Schedule-A: Income from house property

- (i) If there are more than one house properties, the computation should be first done for each house property separately, and then aggregated. Use photocopies of the page for additional house properties.
- (ii) Item 1: Mention (a) total number of sheets used (=total number of separate house properties); and (b) individual sheet number on each sheet).
- (iii) Items 2 to 15: These are to be filled for each house property separately:
- Item 4: Built-up area: Inclusive of walls and common areas.
Land appurtenant: Attached to, and forming an integral part of, the property.
Annual lettable value: Amount for which the house property may reasonably be expected to let from year to year, on a notional basis.
 - Item 5: Indicate here the annual lettable value or the rent received / receivable for the whole year, whichever is higher. In respect of one self-occupied house used for your own residence, or which is vacant and cannot be used due to your place of employment being different, the value to be mentioned in this item may be taken as "nil" and items 6 and 7 need not be filled in.
 - Item 6: The deductions admissible u/s 23 should be claimed here, such as:-
 - (a) Municipal Taxes: an assessee can claim deduction 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. Please attach proof of such payment.
 - (b) Unrealised rent in view of Explanation below section 23(i) subject to Rule 4.
 - Item 8: This figure represents the annual value.
 - Item 9: Indicate here the deductions claimed under section 24.
 - (a) 30% of the annual value
 - (b) Interest on capital borrowed.
 - Item 12: 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 against this item.
 - Item 13: This 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.
 - Items 16 to 17: Aggregation of individual property-wise computations as per items 2 to 15.

(C): Schedule B: Profits and gains of business or profession.

(I) General

- (a) Item 1: Tick one or more box(es), as applicable.
- (b) Item 3: Tick any one box. The law permits use of only one of the two methods.
- (c) Items 4 to 5: This relates to change in the method of accounting in the assessment year in question compared to the immediately preceding assessment year.
- (d) Items 7 to 8: This relates to change in the method of valuing stock in the assessment year in question compared to the immediately preceding assessment year.
- (e) Item 9: Sec 44AA prescribes compulsory maintenance of accounts for some businesses and professions.
- (f) Item 10: Sec 44AB(a) and (b) prescribe compulsory tax audit for business and profession where the sales, turnover, or gross receipts exceed prescribed amounts.

- (g) Item 11: Sec 44AB (c) prescribes compulsory tax audit where profits and gains of business or profession are shown not as per accounts maintained, but at presumptive figures prescribed u/ss 44AD, or 44AE, or 44AF.
- (h) Items 12 to 13: Sec 44AB prescribes that (a) the tax audit be got done by a certain "specified date", and (b) the tax audit report be furnished within the "due date" for filing the return of income as defined in sec 139(1).

(II) Computation of income from business or profession *other than speculation business*.

- (a) Computation of income from business is required to be made in accordance with the statutory provisions under the head "profits and gains of business or profession", in view of section 11(4), which provides that if the income so computed exceeds the income shown in the accounts, such excess is chargeable to tax.
- (b) If accounts have been maintained separately for each business, business-wise computations may be carried out on separate sheet(s) and the *consolidated* figures be given in items 14 to 26.
- (c) Item 14: This item relates to the *consolidated* P&L A/c. If separate P&L A/cs are maintained for separate businesses, all such a/cs are to be combined to form the consolidated P&L A/c.
- (d) Item 15: Any change in method of accounting and/ or valuation of stock may necessitate an adjustment in the current year's profits as reflected in the accounts, Here mention such adjustment.
- (e) Item 16, (i) to (iv): Sections 44AD, 44AE and 44AF permit computation of profits of some specified businesses at presumptive figures in some prescribed circumstances. These items provide the mechanism for that: 16(i) is meant to first remove from the P&L A/c the profit(s)/loss(es) of such specified business(es), and 16(ii), (iii) and (iv) are meant to then substitute the aforesaid profit(s)/ loss(es) by the presumptive figure(s) in prescribed circumstances.
- (f) Item 17: This item is meant to remove from the P&L A/c amounts of income that are exempt from chargeability. Amount deductible will be net of expenses incurred for earning the exempt income – section 14A.
- (g) Item 18: Sections 10A, 10B and 10C permit the claiming of exemption from tax of incomes of some specified businesses. This item is meant to eliminate such income(s) from the computation of profits / gains.
- (h) Item 19: Section 28 defines certain incomes as *deemed business profits*. Here include such item(s) *if not already included in item 14*.
- (i) Item 20: Some sections such as s.33AB define certain amounts to be *deemed incomes* in some circumstances. Here mention such amount(s) along with the corresponding section (s).
- (j) Item 21: Some sections such as s.35A provide for the allowance of some expenses in *annual installments over a number of years*. Here mention such amount(s) along with the corresponding section(s).
- (k) Item 22: Sections 44B, 44BB and 44BBA provide for the computation of profits of some businesses at presumptive figures, which necessitate an adjustment to the profit(s)/loss(es) of such business(es) reflected in the P&L A/c. This item is meant for such adjustment.
- (l) Item 23: This item is for other statutory adjustments necessary that are not specifically mentioned above or in items 24 and 25. Here mention the section(s) and the amount(s) of adjustment(s), positive or negative, and the net adjustment.
- (m) Item 24: The calculation of depreciation, including the calculation of WDV's, as adopted in the a/cs may, and often does, differ from that prescribed by the income-tax law, and this may necessitate an adjustment. Here mention such adjustment.
- (n) Item 25: Section 35(1)(iv) prescribes a procedure for allowing scientific research expenses, and this may necessitate an adjustment. Here mention such adjustment.
- (o) Item 26: *This is the end-result of the computation involved in items 14 to 25 for the current year*. This result can be positive or negative. In sub item (i) mention profits and gains of business and profession other than speculation business. In sub item (ii) mention profits and gains from transactions chargeable to securities transaction tax.

(III) Computation of income from *speculation business*.

- (a) Item 28: Here mention the net result of all adjustments.
- (b) Item 29: *This is the end-result of the computations involved in items 27 and 28*. This figure can be positive or negative.
- (c) Item 30: *If item 26 is negative*, mention that (negative) figure here, *to the extent of the positive figure at item 29*.
- (d) Item 31: This is the result of deducting item 30 from item 29. *It can be positive or zero; it cannot be negative*. Current year's speculation loss cannot be adjusted against profit from any other business or profession. Loss from business or profession (other than from speculation business) can, however, be set-off against income from speculation (remaining after adjustment of brought forward speculation loss).
- (e) Item 32: Mention the total income chargeable under the head Profits and Gains.

(IV) Computation of income chargeable to tax u/s 11(4).

- (a) Item 33: Here mention the income as shown in the accounts of the business undertaking. For the purposes of section 11(4), "property held under trust" includes a business undertaking.
- (b) Item 34: Here mention the income chargeable to tax u/s 11(4), being the amount by which the amount in item 32 exceeds that in item 33.

(D): Schedule C: Capital gains.

- (a) This schedule requires computation of capital gains on commercial principles, i.e., by deducting the cost of acquisition, cost of improvement and expenditure on transfer from the sale consideration, and then reducing the exemption u/s 11(1A), if any.
- (b) If there are more than one transfer of a capital asset, the computation of capital gains be first done separately for each transfer, and then aggregated. Use photocopies of the page for additional capital gains.
- (c) Item 1: Mention (a) total no. of sheets used, and (b) individual sheet no. on each sheet. (For example, if 5 sheets are used, number of sheets will be 5, and Sheet no. will be from 1 to 5.)
- (d) Items 2 to 13: These are for computing capital gain for each transfer:
 - Item 2: Here give a brief description of the asset.
 - Item 5: Here give a brief description of the mode of transfer, such as:-
 - (i) sale, exchange or relinquishment of right; or
 - (ii) extinguishment of any rights therein; or
 - (iii) compulsory acquisition thereof under any law; or
 - (iv) in a case where the asset is converted by the owner thereof into; or is treated by him as, stock-in-trade of a business carried on by him, such, conversion or treatment; or
 - (v) any transaction involving the allowing of the possession of any immovable property to be taken or retained in part performance of a contract of the nature referred to in section 53A of the Transfer of Property Act, 1882; or
 - (vi) any transaction (whether by way of becoming a member of, or acquiring shares in, a cooperative society, company or other association of persons or byway of any agreement or any arrangement or in any other manner whatsoever) which has the effect of transferring, or enabling the enjoyment of, any immovable property. In case of compulsory acquisition, please mention on a separate sheet the law under which the said acquisition has been made as also the dates of notification and possession of the property by the concerned authority.
- (e) Item 10: Section 11(1A) provides for exemption from tax of certain capital gains which are utilized for another capital asset to be held as property under the trust.
- (f) Item 11 : Here mention short term/ long term capital gains arising from the concerned asset. Also specify whether the short term gains is u/s 111A (capital gains from transactions in securities chargeable to securities transaction tax) or otherwise.
- (g) Item 14 : This represents (A) total short term capital gains from all assets, (B) total long term capital gains, (C) short term capital gains u/s 111A and (D) short term capital gains from other assets.

(E): Schedule D: Income from other sources.

- (a) Items 1: Income from owning and maintaining race horses is to be computed separately, in items 6 and 7. Mention gross figures against (a), (b), (c), (d) and (e). Against (b), mention the gross amount of interest(s) received/receivable. Attach a separate sheet giving information regarding each item of interest received /receivable and attach supporting evidence. Against (c), 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". Against (d), indicate the gross amount of voluntary Contribution/ Donations including donation for the corpus.
- (b) Item 8: Winnings from lotteries, crossword puzzles, races etc., are subject to special rates of tax; hence a separate item is provided.
- (c) Item 9: This is the net result under the head "other sources". 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.

(F): Schedule E: Statement of set-off of current year's loss u/s 71

- (a) Mention only positive incomes of the current year *in column (i)*, headwise, in the relevant rows.
- (b) Mention current year's loss(es) under any head set off u/s 71 against income under any other head, headwise in columns (ii) to (iv), *in the relevant rows*.
- (c) Mention the end-result of the above inter-head set-off(s) in column (v), headwise, in relevant rows.

(G): Schedule F: Statement of total income.

- (a) Item 1: A to D: Transfer figure(s) from the appropriate schedules as indicated.
- (b) Item 3&4: Here make adjustments as provided u/s 11.
- (c) Item 9: Here, mention the details of net agricultural income.

(H): Schedule G: Statement of taxes.

- (a) Item 1: Special rates of tax are applicable to certain types of income such as income from winnings from lottery, crossword puzzle, gambling, betting, horserace, etc @ 40% u/s 115BB; long term capital gains @ 20% (10% where the asset is a listed security), etc.
- (b) **Item 7 : Add education cess including secondary and higher education cess levied at the rate of 3% on tax payable inclusive of surcharge.**
- (c) Item 12: In sub item A details of advance tax paid should be filled from the counterfoil. In the first table the name of the bank branch, BSR Code of the Bank Branch (7 digit), date of deposit, challan serial no., and amount of tax paid should be filled up. Copy of counterfoil is not required to be attached. In the second table the aggregate advance tax paid for each installment should be filled up. In sub item C for self assessment tax paid, the name of the bank branch, BSR Code of the Bank Branch (7 digit), date of deposit, challan serial no., and amount of tax paid should be filled up from the counterfoil. Copy of counterfoil is not required to be attached.
- (d) Items 14 and 15: Mention payable amount against 14 and refundable amount against 15.

(I): Schedule H: General information.

Item 2: Here, mention the particulars of Bank Account specifying the name of the bank, the 9-digit MICR Code, address of the bank branch, the type of account, along with your account number. In case you want the refund, if any, to be credited directly into your bank account, fill in 'Y' in the box 'ECS (Y/N)', or else fill in 'N'.

(J): Schedule J:

This schedule is applicable only if you are a company. As per section 115JB, the tax payable by a company cannot be less than 10% of the book profits as computed under the section.

(K): Schedule JA:

Credit for MAT paid in assessment year 2008-2009 **and earlier years**, in excess of the normal tax liability, is allowed to be set off against the normal tax liability of assessment year 2008-2009. However, the credit is restricted to the extent the normal tax liability for assessment year 2008-2009 exceeds the MAT liability for that year.

(L): Schedule K:

Here, mention the investment of all funds of the trust or institution as on the last day of the previous year. The table given is self-explanatory.

(M): Schedule L:

Here, mention the particulars regarding the author(s)/ founder(s)/ trustee(s)/ manager(s) etc., of the trust or institution with their names, and date of creation of trust/ institution etc.

(N): Schedule LA:

Section 13A of the Income-tax Act provides exemption to a political party in respect of income chargeable under the head "Income from house property", "Income from other sources" or "capital gains" or Income by way of voluntary contributions received by it, subject to fulfilment of certain conditions mentioned therein. This section seeks to provide the information relating to fulfilment of those conditions.

(O): Part B:

It has been mentioned against various items of this Part as to which figures are to be filled therein. Only following points need to be clarified.

- (i) In item 30, fill the amount of surcharge. In case of assessees other than a company using this Form, surcharge is leviable at the rate of 10 per cent if total income exceeds ten lakh rupees. In case of companies, the surcharge is leviable at the rate of 10 per cent irrespective of the level of income.
- (ii) In item 31, compute the Education Cess including secondary and higher education cess at the rate of 3%
- (iii) In item 37, compute the interest for defaults in furnishing return of income, the interest for defaults in payment of advance tax and the interest for deferment of advance tax.

(P): Schedule M:

- (i) If accounts have been maintained separately for each business, business-wise computation of fringe benefits of the previous year may be carried out and the consolidated figures be given in items 1 to 18.
- (ii) In item 4, any expenditure on or payment for food and beverages provided by the employer to his employees in office or factory or any payment through non-transferable paid vouchers usable only at eating joints or outlets shall not be included in column (ii).
- (iii) In item 5, any expenditure on conveyance, tour and travel (including foreign travel), on hotel, boarding and lodging, in connection with any conference shall be included in column (ii).
- (iv) In item 6, any expenditure on advertisement in any print or electronic media or on sponsorship of any sports event, etc, as referred to in proviso to clause (D) of sub-section (2) of section 115WB shall not be included in column (ii). Further, distribution of free samples (including concessional) and expenditure on advertisement by way of billboards and display of products will not be subject to FBT.
- (v) In item 7, any expenditure incurred for fulfilling any statutory obligation or mitigating occupational hazards, as referred to in Explanation to clause (E) of sub-section (2) of section 115WB shall not be included in column (ii).

(Q): Schedules N&O:

In these Schedules, fill the details of payment of advance fringe benefits tax and fringe benefits tax paid 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.

(R): Part C

- (i) Quarter wise break-up of fringe benefits is required to be given in items 1 to 4, so as to facilitate computation of interest in item 12 for default in paying the instalments of advance fringe benefits tax.
- (ii) In item 5, fill the details of fringe benefits as computed in item 20(d) of Schedule 17. The amount in item 5 must necessarily be equal to the total of the amounts in items 1 to 4.
- (iii) In item 6, compute the fringe benefit tax payable on the value of fringe benefits for the previous year, i.e., on the amount in item 5.
- (iv) In item 7, compute the surcharge as prescribed by the law on the fringe benefit tax as computed in item 6. In case of association of persons or body of individuals, surcharge is leviable (at the rate of 10 per cent) only if total fringe benefits exceeds ten lakh rupees. In case of a firm or artificial juridical person the surcharge is leviable (at the rate of 10 per cent.) irrespective of the level of total fringe benefits.
- (v) In item 8, compute the education cess as prescribed by the law on the fringe benefit tax and surcharge thereon. The rate of education cess including secondary and higher cess is 3 per cent.
- (vi) In item 12, compute the interest under section 115WJ(3) for default in payment of advance fringe benefit tax.
- (vii) In item 13, compute the interest under section 115WK(1) for defaults in furnishing return of fringe benefits.

Verification

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. 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.
