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STEP BY STEP PROCEDURE TO FILE FORM 10BD



Standards & Norms

Resource support on NGO Governance, Accounting and Regulations



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STEP BY STEP PROCEDURE

TO FILE FORM 10BD

1.01 After login into to portal under e-file option, select the Income Tax forms and then file Income Tax Forms.

1.02 Under the forms there are three options available viz

- Persons with business/Professional income
- Persons without business/Professional income and
- Persons not dependent on any source of Income (source of income not relevant).

The option to select Form 10BD is “Persons not dependent on any source of Income (source of income not relevant)”

1.03 Under the above option one needs to select form “Tax Exemptions and Reliefs (Form 10BD) and click on “File Now”

1.04 Upon clicking “File now”, it will take you to next screen i.e.,

“Statement of Particulars to be filed by reporting person U/s 80G(5)/35(1A)(i)”

under this tab one needs to select the Filing Type - whether the form being filed is Original (Fresh) or Revised and then select the financial year for which form is being filed [currently only FY 2021-22 is available].

1.05 Once financial year is selected, the Continue button will get activated and then click on the continue button.

1.06 The next screen that appears is

“File statement of particulars to be filed by reporting person u/s 80G(5)/35(1A) (i) [Form 10BD]”

once you select this tab, then click on “Let’s get started”.

- 1.07** Upon clicking on let's get started, a tab for providing details for each section will appear under which
“Basic Information” (PART A),
“Details of Donors and Donations” (PART B) and
“Verification” (PART C) will appear.
Click on each of them one by one and complete the process by providing details of person responsible for filing the Form 10BD with DSC or EVC.
- 1.08** After filing Form 10BD, download Form 10BE which provide ARN for each of the donation's detail.
- 1.09** Do not forget to Issue the Form 10BE to the donors

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