

# Statement of Financial Transactions

(Section 285BA – Rule 114E - Form 61A)

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Friday, 26 May 2017

# Legal Framework

Section 285BA

Obligation to furnish Statement of Financial Transactions (SFT)

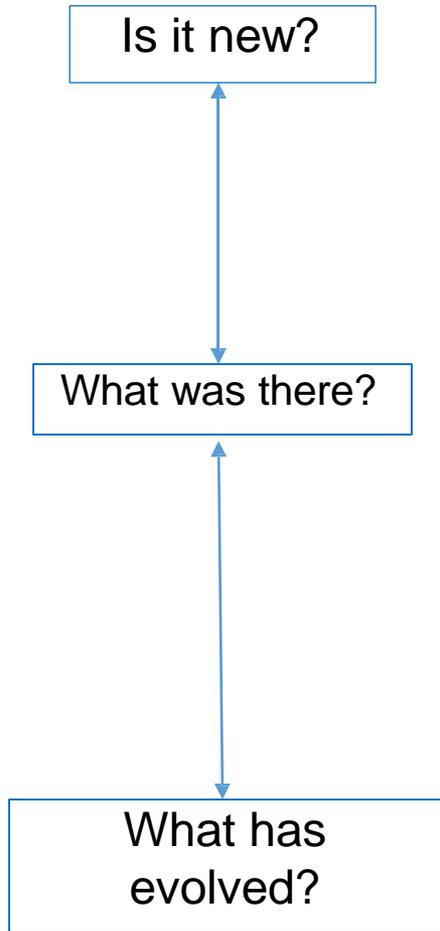
Rule 114E

Furnishing of Statement of Financial Transactions in Form 61A

Form 61A

Format and Instructions

# Section 285BA



- “Annual Information Return (AIR)” to be filed by specified entities.
- AIR introduced with effect from 1<sup>st</sup> April 2004;  
**Now known as ‘SFTRA’**
- Erstwhile Rule 114E covers 7 types of transactions to be reported by specified class of persons such as banking company, Trustee of Mutual Fund, Registrar / Sub-Registrar etc.,
- Modified Rule 114E covers 13 types of transactions (including earlier 7 types) to be reported by specified class of persons and most importantly covers **Persons liable for audit u/s 44AB**

# Section 285BA

## Who is covered?

- Section 285BA is substituted with effect from 1<sup>st</sup> April 2015
- It speaks about “*Obligation to furnish statement of financial transaction or reportable account*”

Sec 285BA(1): Conditions to be looked into to examine the applicability of these provisions:

Condition 1

Any person, being—

(a) an assessee; or

(b) the prescribed person in the case of an office of Government; or

(c).....(k)

Condition 2

who is responsible for

- registering, or, maintaining books of account / other document containing a record of any specified financial transaction / any reportable account as may be prescribed under **any law** for the time being in force

If these conditions are satisfied, then examine whether there are any reportable transactions / Accounts as required under Rule 114E.

# Section 285BA

What is Specified Financial Transaction w.r.t which notification may be issued requiring reporting in Form 61A / 61B?

Sec 285BA(3)

Transaction of purchase, sale or exchange of goods or property or right or interest in a property

Transaction for rendering any service

Transaction under a works contract

Transaction by way of an investment made or an expenditure incurred

Transaction for taking or accepting any loan or deposit

Both buyer & Seller

Service Providers

Both Contractor & Contractee

Investor & Every expending person

Recipient

Note that even though Sec 285BA(3) covers supra, reporting is required only in the cases covered under Rule 114E. [i.e If they cross specified threshold limits of Rule 114E]

Friday, 26 May 2017

# Rule 114E

Class of persons (reporting person)	Nature and Value of Transaction
1.Banks	Cash payment for purchase of DDs/POs of amount aggregating Rs 10 lakh or more in a year ET
2.Banks	Cash payment of Rs 10 lakh or more for purchase of pre-paid RBI instruments (RBI bonds, etc.)
3 &4..Banks	Cash deposit/withdrawal aggregating Rs 50 lakh or more from current a/c of a person
5.Banks/Post Master General	Cash deposit aggregating Rs 10 lakh or more in any one or more accounts of a person (other than current account and time deposit)
6.Banks/Post Master Gen.?Nidhi/NBFC	One or more time deposits (other than those through renewal of another time deposit) of a person aggregating Rs 10 lakh or more
7.Banks	Payment in cash aggregating in a year Rs 1 lakh or more (in cash) or Rs 10 lakh or more (by any other mode) against credit card bill issued to a person during the year

## Rule 114E (contd.)

<b>Class of persons (reporting person)</b>	<b>Nature and Value of Transaction</b>
<b>8. Company/Institution on issuing bonds/debentures</b>	<b>Receipt aggregating Rs 10 lakh or more in a year from a person for acquiring bonds/debentures</b>
<b>9. Company issuing shares</b>	<b>Receipt from a person aggregating Rs 10 lakh or more for acquiring shares (including share application money)</b>
<b>10. Company listed in recognized stock exchange</b>	<b>Buy back of shares from any person (other than bought from open market) for an amount aggregating Rs 10 lakh or more</b>
<b>11. Mutual Fund Trustee/Manager</b>	<b>Receipt from a person aggregating Rs 10 lakh or more for acquiring units of Mutual Fund</b>

## Rule 114E (contd.)

Class of persons (reporting person)	Nature and Value of Transaction
12. Foreign Exchange Dealer	Receipt from a person for sale of foreign currency, including against foreign exchange card or expenditure in such currency against debit/credit card or issue of travellers cheque or draft aggregating Rs 10 lakh or more
13. Registrartion or Registrar/Sub-Registrar of Property	Purchase/Sale by any person of immovable property for Rs 30 lakh or more or valued by the stamp valuation authority at Rs 30 lakh or more
14. Any person liable for audit u/s 44AB of the Act	Receipt of cash payment exceeding Rs 2 lakh by any person for sale of goods/services (other than those specified above)

# Rule 114E read with Form No 61A

## Which Form is to be Filed & Who has to File?

- Rule 114E (1) prescribes Form No. 61A to report Specified Financial Transactions; [Rule 114F to H read with Form No 61B is related to FATCA, etc.,]
- 13 types of Transactions are notified along with monetary limits which are registered or recorded by specified persons on or after ~~1<sup>st</sup> April 2016~~
- Most regular persons we deal with in our practice are mentioned in Serial numbers (5); (6); (7) and (11) of Rule 114E(2)
  - (5) – A company or institution issuing bonds or debentures
  - (6) – A company issuing shares
  - (7) – A company listed on a recognized stock exchange purchasing its own securities under section 68 of the Companies Act, 2013
  - **(11) – Any person who is liable for audit U/S 44AB of IT Act.**

# Form No. 61A [What is to be Reported?]

Sl.No of Rule 114E(2)	Nature and Value of Transaction	Class of Person [Reporting Person]
5.	Receipt from <b>any person of an amount aggregating to ten lakh rupees or more</b> in a financial year for acquiring <b>bonds or debentures</b> issued by the company or institution (other than the amount received on account of renewal of the bond or debenture issued by that company).	A company or institution issuing bonds or debentures.
6.	Receipt from any person of an amount aggregating to ten lakh rupees or more in a financial year for acquiring shares <b>(including share application money)</b> issued by the company.	A company issuing shares.
7.	<b>Buy back of shares from any person</b> (other than the shares bought in the open market) for an amount or value aggregating to ten lakh rupees or more in a financial year.	<b>A company listed on a recognized stock exchange</b> purchasing its own securities u/s 68 of the Companies Act, 2013
11.	<b>Receipt of cash payment exceeding two lakh rupees for sale</b> , by any person, <b>of goods or services of any nature</b> (other than those specified at Sl. Nos. 1 to 10 of this rule, if any.)	Any person who is liable for audit under section 44AB of the Act.

# Aggregation Rule [Annexure B of Notification 1/2017]

Aggregation rule needs to be applied for specified transaction types to identify **transactions/persons/accounts** which are reportable. Rule 114E specifies that the reporting person shall, while aggregating the amounts for determining the threshold amount for reporting in respect of any person —

- **Take into account all the accounts of the same nature maintained in respect of that person during the financial year;**
- **Aggregate all the transactions of the same nature recorded in respect of that person during the financial year;**
- **Attribute the entire value of the transaction or the aggregated value of all the transactions to all the persons, in a case where the account is maintained or transaction is recorded in the name of more than one person;**

1) Thus, aggregation is to be done w.r.t transactions falling under same serial number;

2) Also, aggregation is to be done w.r.t both the parties where the investment, etc., is held jointly and hence reporting is to be done for both;

**3) Aggregation rule is not applicable for Sl.No 10 [Purchase or sale of immovable property] and Sl.No 11 [Cash payment for goods and services]**

# Form No. 61A [Example for bonds / debentures] [Sl.No5]

Notification No. 1 of 2017 dated: 17<sup>th</sup> January 2017:

- Aggregation rule under clause (3) of Rule No. 114E applicable to Sl. No. 5

Scenario 1	Scenario 2
<p>Tata Power Ltd issued bonds and one of the subscribers to the bonds is Mr.X who purchased the bonds from the company in 3 tranches; [Through A/C Payee Cheque]</p> <p>May 2016: Rs 400,000 June 2016: Rs 500,000 July 2016: Rs 200,000</p> <ul style="list-style-type: none"><li>➤ Do we need to file Form 61A as the sum received is Rs 10 lakhs or more?</li></ul>	<p>Tata Power Ltd issued bonds and debentures and one of the subscribers is Mr.Y who purchased the bonds and debentures from the company in 2 tranches; [Through A/C Payee Cheque]</p> <p>May 2016: Rs 400,000 [Bonds] June 2016: Rs 700,000 [Debentures]</p> <ul style="list-style-type: none"><li>➤ Do we need to file Form 61A?</li></ul>

# Form No. 61A [Example for Shares] [Sl. No 6]

Notification No. 1 of 2017 dated: 17<sup>th</sup> January 2017:

➤ Aggregation rule under clause (3) of Rule No. 114E applicable to Sl. No. 6

Scenario 1	Scenario 2
<p>X Pvt Ltd received amount from the promoter Mr.X, the details of which are below.</p> <p>Aug 2016: Rs 400,000 [Towards issue of equity shares] [A/C Payee Cheque]</p> <p>Sep 2016: Rs 600,000 [Towards Share Application Money] [On line Transfer]</p> <p>➤ Do we need to file Form 61A as the sum received is Rs 10 lakhs or more?</p>	<p>Continuing Scenario 1, X Pvt Ltd received amount from another promoter <b>Mrs.X</b>, the details of which are below.</p> <p>Oct 2016: Rs 200,000 [Towards issue of preference shares] [A/C Payee Cheque]</p> <p>Nov 2016: Rs 700,000 [Towards equity shares to be held jointly in the name of Mr. X and Mrs.X]</p> <p>➤ Do we need to file Form 61A with regard to Transactions of Mrs.X also?</p>

# Form No. 61A [Example for goods / services] [Sl.No11]

Notification No. 1 of 2017 dated: 17<sup>th</sup> January 2017:

➤ Aggregation rule under clause (3) of Rule No. 114E **not** applicable to Sl. No. 11

Scenario 1	Scenario 2
<p>Mr. A (liable u/s 44AB) provided consultancy Services to Mr. P with regard to a Real Estate Transaction during 2016-17.</p> <ul style="list-style-type: none"><li>• Invoice No. 1 – For Advisory – Rs. 75,000</li><li>• Invoice No. 2 – For Documentation – Rs. 75,000</li><li>• Invoice No. 3 – For Tax compliance – Rs. 75,000</li></ul> <p>Mr. P paid Rs. 1,50,000 in cash after Documentation and Rs. 75,000 in cash after Tax compliance.</p> <p>➤ Is it a Specified Financial Transaction?</p> <p>➤ Do we need to file Form 61A as the total payment received in cash is Rs. 2,25,000?</p>	<p>Mr. A is a Financial Consultant and has entered into an Retainer Service Agreement with Mr. P on 10<sup>th</sup> May 2016 for regular consultancy and it was agreed to raise invoice by the end of every month.</p> <p>Mr. P paid Rs. 2,50,000 as caution deposit on 10<sup>th</sup> May 2016</p> <p>➤ Is it a Specified Financial Transaction</p> <p>➤ Do we need to file Form 61A?</p>

# Form No. 61A

## When is to be filed?

- Rule 114E (5) specifies the due date
- Form 61A (except for Serial no. 12 & 13) shall be furnished on or before the 31st May, immediately following the financial year in which the transaction is registered or recorded
- For Financial Year 2016-17, the due date is 31<sup>st</sup> May 2017

## Who has to sign?

- “Designated Director” to digitally sign the Form 61A
- Designated Director – A person designated by the reporting financial institution and includes:
  - Managing Director or a whole time director
  - Managing Partner
  - Proprietor
  - Managing Trust
  - A person / individual who controls and manages the affairs of the reporting entity

# Form No. 61A

## What if not filed within Due date

- Penalty under section 271FA for failure to furnish Form 61A
- it shall be attracted @ Rs 100 for every day during which such failure continues till the date of filing.
- If any notice issued u/s 285BA (5) for filing, then it shall be attracted @ Rs 500 for every day after the expiry of notice period till the date of filing.

## Can we correct or rectify the Form 61A?

- Sub-section (6) of Section 285BA
- Correction or rectification permitted within 10 days from the date of filing of Form 61A
- Statement type to be selected is CB – Correction Statement containing corrections for previously submitted information (under A2)

# Steps for filing Form No. 61A

- **PART 1 - Generation of ITDREIN**
- **PART 2 – Adding Authorized Person**
- **PART 3 – Generation of SFT**
- **PART 4 – Upload Form 61A**
- **PART 5 – View Status of Form 61A**
- **PART 6 – How to de-activate the Authorized Person?**

# PART 1 – Generation of ITDREIN

Visit <http://www.incometaxindiaefiling.gov.in> to generate ITDREIN (Income Tax Department Reporting Entity Identification Number)

## Steps to Generate ITDREIN

**Step 1 – Login** to e-Filing portal using **User ID**, e-Filing **Password** and **DOB/DOI**.

Login

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User ID *	<input type="text" value="AAAPA2017A"/>
Password *	<input type="password" value="●●●●●●●●"/>
Date of Birth/Incorporation (DD/MM/YYYY) *	<input type="text" value="01/01/1990"/> 
<input type="button" value="Login"/> <a href="#">Forgot Password?</a>	
<a href="#">New Users? Register Now</a>   <a href="#">Resend Activation Link</a>	
	e-Filing Login Through NetBanking

# PART 1 – Generation of ITDREIN (Contd...)

Step 2 – Go to My Account → Manage ITDREIN.

The screenshot shows the 'My Account' dropdown menu with the following options: View Form 26AS (Tax Credit), View e-Filed Returns/Forms, Tax Credit Mismatch, Download Pre-filled XML, Generate EVC, **Manage ITDREIN** (highlighted), My CA / ERI, and Service Request. The background shows a navigation bar with 'Dashboard', 'My Account', 'e-File', 'Compliance', 'PMGKY', 'Profile Settings', 'Worklist', and 'e-Nivaran'. Below the menu, there is a red 'IMPORTANT !!!' warning and a green message: 'Please make sure you enter correct Email ID and Mobile Number against your profile. These are used for...'.

Step 3 – To generate new ITDREIN click on the button "Generate New ITDREIN".

Manage ITDREIN

S.No.	ITDREIN	Form Name	Reporting Entity Category	CreatedDate
No ITDREINs found				

Generate New ITDREIN

# PART 1 – Generation of ITDREIN (Contd...)

**Step 4** – A Pop up with Form Type and Reporting Entity Category is displayed. Select the Form Type and Reporting Entity Category from the dropdown.



The screenshot shows a dialog box with a title bar. Inside, there are two rows of input fields. The first row is labeled 'Form Type\*' and has a dropdown menu with 'Select' chosen. The second row is labeled 'Reporting Entity Category\*' and also has a dropdown menu with 'Select' chosen. Below these fields are two buttons: 'Generate ITDREIN' and 'Cancel'.

**Step 5** – Based on the Form Type and Reporting Entity Category selected, the ITDREIN will be generated and the user will be able to upload and view the corresponding Form.

If you intend to report the cash transactions for sale of goods / services, you need to Select 'Form 61A' i.e Code 'A' and Reporting entity category as 'Z' [i.e Others who are covered under Tax Audit U/S 44AB]

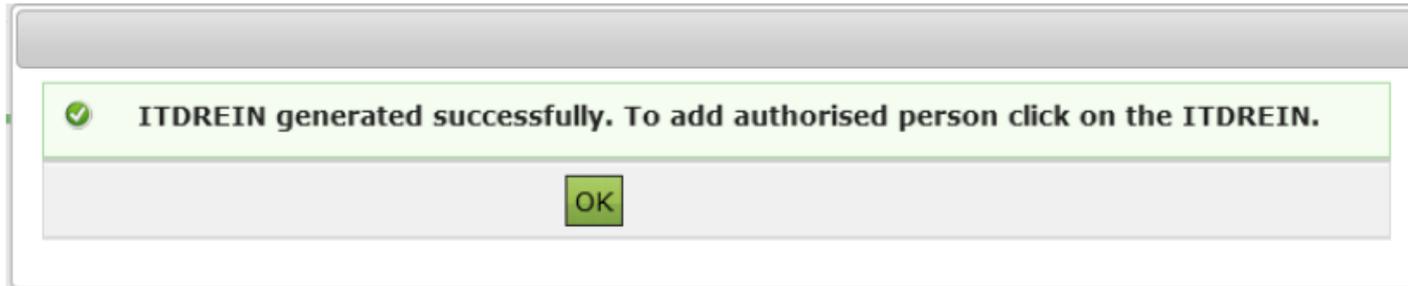
Form Type = A [i.e 61A]

Reporting Entity Category = Z [i.e Others, say tax audit assesses, etc,.]

# PART 1 – Generation of ITDREIN (Contd...)

**Step 6** – Click **Generate ITDREIN** button

**Step 7** – Success Message is displayed as shown below. User receives a confirmation e-mail on successful **generation of ITDREIN** to the **registered Email ID**. An SMS is also sent to the **registered Mobile number**.



**Step 8** – On Successful Generation of ITDREIN, the screen is displayed as shown.

Manage ITDREIN

S.No.	ITDREIN	Form Name	Reporting Entity Category	CreatedDate
1	PERAA8001A.AZ224	Form 61A	Others	10/03/2016

Generate New ITDREIN

# PART 2 – Adding Authorized Person

**Step 1 – Login** to e-Filing portal using **User ID**, **e-Filing Password** and **DOB**.

Login

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User ID *	<input type="text" value="AAAPA2017A"/>
Password *	<input type="password" value="●●●●●●●●"/>
Date of Birth/Incorporation (DD/MM/YYYY) *	<input type="text" value="01/01/1990"/> 
<input type="button" value="Login"/> <a href="#">Forgot Password?</a>	
<a href="#">New Users? Register Now</a>   <a href="#">Resend Activation Link</a>	
	<a href="#">e-Filing Login Through NetBanking</a>

# PART 2 – Adding Authorized Person (Contd...)

Step 2 – Go to My Account → Manage ITDREIN.

The screenshot shows the 'My Account' dropdown menu with the following options: View Form 26AS (Tax Credit), View e-Filed Returns/Forms, Tax Credit Mismatch, Download Pre-filled XML, Generate EVC, **Manage ITDREIN**, My CA / ERI, and Service Request. The 'Manage ITDREIN' option is highlighted in blue. Below the menu, there is a red warning message: 'IMPORTANT !!!' and a green note: 'Please make sure you enter correct Email ID and Mobile Number against your profile. These are used for...'.

Step 3 – To add Authorised Person for the generated ITDREIN, click on the link provided in the **ITDREIN** Column.

Manage ITDREIN

S.No.	ITDREIN	Form Name	Reporting Entity Category	CreatedDate
1	PERPA1996D.AB930	Form 61A	Banking company	21/12/2016

Generate New ITDREIN

Step 4 – Click on the button **Add Authorised Person**.

Manage ITDREIN

S.No.	Authorised Person Type	PAN Name	Designation	Access Type	Created date	Date of De-Activation	Status
No Authorised person found for the ITDREIN							

Back

Add Authorised Person

# PART 2 – Adding Authorized Person (Contd...)

Step 5 – A Pop up with Authorised Person details appears as shown below.

Authorised Person Type *	Select
PAN *	Select
Person Name *	Designated Director Principal Officer
Designation *	
Access Type *	Upload and View
Date of Birth (DD/MM/YYYY) *	
Mobile No. *	+91
Email ID *	
Flat/Door/Building *	
Road/Street	
Area/Locality *	
Town/City/District *	
Pincode *	
State *	Select
Country *	Select

## Notes:

1. If the Form Type is FORM 61A user needs to select "Authorised Person Type" from the drop down.
2. Under "Authorised Person Type" for "**Designated Director**", the facility to "Upload" and "View" Form 61A shall be available.
3. For "**Principal Officer**", the option to "View" Form 61A shall only be available.
4. The details of "Authorised Person" cannot be edited further.
5. This field is not available for "Form 61".

## PART 2 – Adding Authorized Person (Contd...)

**Step 6** – Enter all the details and Click on **Add Authorised Person** button. Success Message is displayed as shown below

✔ **Authorised Person Added Successfully**

OK

Manage ITDREIN

S.No.	Authorised Person Type	PAN	Name	Designation	Access Type	Created date	Date of De-Activation	Status	
1	Designated Director	XXXPX3305X	SWAMY AAA RAM	DR	Upload and View	18/03/2016		Pending Activation	<a href="#">Resend Activation Link</a>

Back

Add Authorised Person

**Step 7** – User receives a confirmation e-mail on successful **Addition of Authorised Person** to the **registered Email ID**. An SMS is also sent to the **registered Mobile number**

## PART 2 – Adding Authorized Person (Contd...)

**Step 8** – Authorised Person receives a confirmation e-mail with an **activation link to the Authorised Person's Email ID**. An SMS along with OTP (One time Password) is sent to the **Authorised Person's Mobile Number**.

In order to activate the account, the user should click on the **Activation link, enter the Mobile PIN, Password and Confirm Password** and click on **Activate Button**. On success, the user account is activated and the database is updated.

### Activation

ITDREIN	XXXAX8001X.BD225
Authorised Person PAN	XXXPX2300X
Authorised Person Name	AAA BBB CCC
Mobile Pin *	<input type="text"/>
Password *	<input type="password"/> Zero Length
Confirm Password *	<input type="password"/>
<input type="button" value="Activate"/>	

**Step 9:** After the Authorised person is activated, Authorised person can view the details as below.

### Manage ITDRFIN

Authorised Person Details		Additional Details						
S.No.	Authorised Person Type	PAN	Name	Designation	Access Type	Created date	Date of De-Activation	Status
1	Designated Director	AQZPK2300C	RAM	Director	Upload and View	24/05/2016	-	Active De-activate

# Part-3 Preparation of SFT – Report

PART A : contains statement details, which is common to all transaction types

PART B : Person Based Reporting

PART C : Account based Reporting

PART D : Immovable Property Transaction Reporting

User will be able to view only two parts – Part A, which is mandatory and other one amongst Part B/C/D.

# Relevant format for report details

Transaction Type	Relevant format for report details
SFT- 001: Purchase of bank drafts or pay orders in cash	Part B (Person Based Reporting)
SFT- 002: Purchase of pre-paid instruments in cash	Part B (Person Based Reporting)
SFT- 003: Cash deposit in current account	Part C (Account Based Reporting)
SFT- 004: Cash deposit in account other than current account	Part C (Account Based Reporting)
SFT- 005: Time deposit	Part B (Person Based Reporting)
SFT- 006: Payment for credit card	Part B (Person Based Reporting)
<b>SFT- 007: Purchase of debentures</b>	Part B (Person Based Reporting)
<b>SFT- 008: Purchase of shares</b>	Part B (Person Based Reporting)
<b>SFT- 009: Buy back of shares</b>	Part B (Person Based Reporting)
SFT- 010: Purchase of mutual fund units	Part B (Person Based Reporting)
SFT- 011: Purchase of foreign currency	Part B (Person Based Reporting)
SFT- 012: Purchase or sale of immovable property	Part D (Immovable Property Transaction Reporting)
<b>SFT- 013: Cash payment for goods and services</b>	Part B (Person Based Reporting)
SFT- 014: Cash deposits during specified period	Part B (Person Based Reporting)

# Select SFT Code

Report Generation & Validation Utility | Form61A

**Report Generation Utility**  
Statement of Financial Transactions (Form 61A)

Open Save Validate Generate XML View DQR

Instructions Statement (Part A) Validation Errors

Please select the relevant SFT Code from drop down:

Select **Continue**

- SFT- 005: Time deposit
- SFT- 006: Payment for credit card
- SFT- 007: Purchase of debentures
- SFT- 008: Purchase of shares
- SFT- 009: Buy back of shares
- SFT- 010: Purchase of mutual fund units
- SFT- 011: Purchase of foreign currency
- SFT- 012: Purchase or sale of immovable property
- SFT- 013: Cash payment for goods and services.
- SFT- 014: Cash deposits during specified period

### General Instructions

1. A calendar is provided for selecting the date field
2. All greyed out fields are either auto-filled or non-
3. It is a good practice to save your work frequently.
4. In Forms wherever information is captured in table
  - a) Adding new Row: Click on ADD ROW button,
  - b) Deleting Row: Select the row to delete from t
  - c) Edit Row: Select a row from the list, click on E
5. Please enter only the value wherever the informati
6. User should validate the data by clicking VALIDAT

side pane) and re-validate. On successful validation

save in the desired path. This XML should be uploaded in e-Filing portal (<https://incometaxindiaefiling.gov.in>) and on submission, an acknowledgment number will be generated for your future reference

**Validation Error Details**

- > Mandatory Errors
- > Defects
- > Exceptions

# Capture Statement Details

Report Generation & Validation Utility | Form61A

 **Report Generation Utility**  
Statement of Financial Transactions (Form 61A) 

Open Save Validate Generate XML View DQR

Instructions Statement (Part A) Account Details (Part C) Person Details (Part C) Validation Errors **Validation Error Details**

[See rule 114E]  
Statement of Specified Financial Transactions under section 285BA(1) of the Income-tax Act, 1961.

### PART A: STATEMENT DETAILS

(This information should be provided for each Statement submitted together)

#### A.1 REPORTING ENTITY DETAILS

Reporting Entity Name \*

ITDREIN \*

Registration Number

#### A.2 STATEMENT DETAILS

Statement Type \*

Statement Number \*

Original Statement Id \*

Reason for Correction \*

**Validation Error Details**

- > Mandatory Errors
- > Defects
- > Exceptions

# Capture Report Details by Importing CSV

Report Generation Utility | Form 61A

## Report Generation Utility

Statement of Financial Transactions (Form 61A)

Open Save Validate Generate XML View DQR Help

Instructions Statement (Part A) **Account Details (Part C)** Person Details (Part C) Validation Errors

(To be provided for each account being reported)

Report Serial Number	Original Report Serial Number	Account Type	Account Number	Account Holder Name	Account Status	Branch Reference Number	Branch Name	Branch Address
1	2	BC - Current A	32145	rahul	C - Closed Account is	987	goyal	goyal

+ Add Row - Delete Row Edit Row Add Person Details Generate Usage CSV

Import CSV Part C details Export Part C Template

Import Part C Details

File name: partCReportDetails.csv

- Click on Export CSV button to download CSV Template
- Save the CSV at desired location
- Open the CSV file and fill the details by data entry or pasting values
- Click on Import CSV button
- Select the pre saved CSV from file system and then click on Open button to upload



# Validation of SFT

Report Serial No	Error Count	Mandatory Errors Count	Defects Count	Exceptions Count
123	4	3	1	0

- Click on **Validate** button on the tool bar
- Utility will display validation errors on Validation Tab
- Click on Validation row to see details of Validation errors on the right window pane of screen

# Correction of Errors

The screenshot displays the 'Report Generation & Validation Utility | Form 61A' interface. The main window is titled 'Report Generation Utility Statement of Financial Transactions (Form 61A)'. The interface includes a menu bar with 'Open', 'Save', 'Validate', 'Generate XML', and 'View DQR'. Below the menu bar, there are tabs for 'Transactions', 'Statement (Part A)', 'Account Details (Part C)', 'Person Details (Part D)', and 'Validation Errors'. The 'Validation Errors' tab is active, showing a list of errors under 'Mandatory Errors'. The first error is 'Report Serial Number : 121', with sub-errors: 'Provide complete address', 'Provide correct teacher Number', and 'Provide valid person email id'. The 'Address Type' field is highlighted in red, indicating an error. Below the table, there are input fields for 'Address Type', 'Address', 'City / Town', 'Postal Code', 'State Code', and 'Country Code'. The 'Address Type' field is currently set to 'Resident' and the 'Address' field contains '123'. Below the input fields, there are buttons for '+ Add Row', 'Save', '- Delete Row', 'Cancel', 'Update', and 'Reset'.

Address Type	Address	City / Town	Postal Code	State Code	Country Code
1 - Resident Or Busin	123	123	123		

- Click on any particular validation error from list, utility will show the field highlighted in red, where corrections can be made
- Fix the errors and then click on Validate button again to check whether error has been removed.
- If there are no validation errors, **Validation Successful** dialog box is displayed to the user.

# TYPES OF ERRORS

- Mandatory Errors
  - Need to be removed for successful generation of XML report
- Defects
  - Statement level(PartA)- entire statement rejected
  - Report level(Part B/C/D) -Only reports with defects will be rejected
- Exceptions
  - Will not lead to rejection of statement, if information is available to be furnished

# Generate XML

Report Generation & Validation Utility | Form 61A

## Report Generation Utility

### Statement of Financial Transactions (Form 61A)

Open Save Validate **Generate XML** View DQR

Instructions Statement (Part A) Account Details (Part C) Person Details (Part C) Validation Errors Validation Error Details

> Mandatory Errors

Please select the relevant SFT Code from d

#### General Instructions

1. A calendar is provided for selecting th
2. All greyed out fields are either auto-f
3. It is a good practice to save your wor
4. In Forms wherever information is cap
  - a) Adding new Row: Click on ADD
  - b) Deleting Row: Select the row to
  - c) Edit Row: Select a row from the l
5. Please enter only the value wherever
6. User should validate the data by click

side pane) and re-validate. On succes  
save in the desired path. This XML sh  
on submission, an acknowledgment r

Open

Computer

Organize

Hard Disk Drives (2)

- Local Disk (C:) 64.8 GB free of 107 GB
- Local Disk (D:) 341 GB free of 358 GB

Devices with Removable Storage (1)

- Removable Disk (E:) 348 MB free of 966 MB

File name:

Open Cancel

Click on Generate XML and Save XML

# PART 4 – Upload Form 61A

**Step 1 – Login** to e-Filing portal using **User ID** (ITDREIN), **Authorised Person PAN**, and **Password**.

Login

User ID *	<input type="text" value="AAAPA3000A.AZ151"/>
Authorised Person PAN *	<input type="text" value="AQZPK2300C"/>
Password *	<input type="password" value="••••••••"/>
<input type="button" value="Login"/> <a href="#">Forgot Password?</a>	
<a href="#">New Users? Register Now</a>   <a href="#">Resend Activation Link</a>	
 e-Filing Login Through NetBanking	

**Step 2 – Go to e-File → Upload Form 61A.**



# PART 4 – Upload Form 61A (Contd...)

**Step 3** – The upload screen will have the below details.

- **Reporting Entity PAN**
- **Form Name**
- **Reporting Entity Category**

**Attach the Form 61A (.zip) File** along with the **Signature file** and click on **“Upload”**.

[Submit Form 61A](#)

Step 1: Upload File

Step 2: Upload Successful

**Submit Form 61A**

<b>Reporting Entity PAN *</b>	<input type="text" value="AAAPA3000A"/>
<b>Form Name</b>	<input type="text" value="FORM61A"/>
<b>Reporting Entity Category *</b>	<input type="text" value="Others"/>
<b>Attach the Form 61A (.zip) File *</b>	<input type="button" value="Browse..."/> No file selected.
<a href="#">Click here to download the DSC Utility</a>	
<b>Steps to Digitally Sign the Form:</b> <ul style="list-style-type: none"><li>• Download the "ITD e-Filing DSC Management Utility".</li><li>• Generate the signature file. Follow the instructions in the Utility.</li><li>• Attach the generated signature file.</li></ul>	
<b>Attach the Signature file *</b>	<input type="button" value="Browse..."/> No file selected.
<input type="button" value="Upload"/>	

# PART 4 – Upload Form 61A (Contd...)

**Step 4** – On successful validation, the success message shall be displayed as follows.

## [Submit Form 61A](#)

---

Step 1: Upload File

**Step 2: Upload Successful**

**FORM61A** has been filed and the Transaction ID is: **1000725741** In case of any queries, please contact 1800 4250 0025.

An e-mail confirming the successful submission of your Form along with the Receipt number has been sent to **assessee@mail.com**

Kindly login after 24 hours to check the status of the uploaded form, (GO TO 'My Account' -> 'View Form 61A').

# PART 5 – View Status of Form 61A

**Step 1 – Login** to e-Filing portal using **User ID (ITDREIN)**, **Authorised Person PAN**, and **Password**.

Login

User ID *	<input type="text" value="AAAPA3000A.AZ151"/>
Authorised Person PAN *	<input type="text" value="AQZPK2300C"/>
Password *	<input type="password" value="••••••••"/>
<input type="button" value="Login"/> <a href="#">Forgot Password?</a>	
<a href="#">New Users? Register Now</a>   <a href="#">Resend Activation Link</a>	
 e-Filing Login Through NetBanking	

**Step 2 – Go to My Account → View Form 61A.**

Dashboard	My Account -	e-File -
View Form 61A		

**Step 3 – The user has to select the Assessment Year, Filing Status** and click on “View Details”.

Dashboard	My Account -	e-File -
View Filed Form 61A		
Reporting Entity PAN	<input type="text" value="PERHA8001W"/>	
Form Name	<input type="text" value="FORM61A"/>	
Assessment Year *	<input type="text" value="Select"/>	
Filing Status *	<input type="text" value="Select"/>	
<input type="button" value="View Details"/>		

# PART 5 – View Status of Form 61A (Contd...)

**Step 4** – The Filing Status field will have the below details.

- **Uploaded**
- **Accepted**
- **Rejected**

Dashboard My Account - e-File -

View Filed Form 61A

Reporting Entity PAN	PERHA8001W
Form Name	FORM61A
Assessment Year *	2016
Filing Status *	Select Select Uploaded Accepted Rejected

**Step 4** – This status will initially be displayed as **“Uploaded”**. When User selects filing status as **“Uploaded”** the following screen is displayed with Transaction Details.

Dashboard My Account - e-File -

View Filed Form 61A

Reporting Entity PAN	PERHA8001W	Calendar Year	2016	Form Name	FORM61A
S.No	Transaction No	Filed On	Filing Type	Status	
1	1000728127	14/01/2017	-	Uploaded	

# PART 5 – View Status of Form 61A (Contd...)

**Step 4** –If the Uploaded Form is processed then Filing status shall be updated based on the validation done on the uploaded file and displayed as **Accepted/Rejected**. When the status is "Accepted" then the following screen is displayed to the user.

View Filed Form 61A

Reporting Entity PAN	PERPA3000A	Calendar Year	2016	Form Name	FORM61A
S.No	Transaction No	Filed On	Filing Type	Status	
1	1000725741	12/01/2017	0	Accepted	

**Note:** The updated status can be checked by the user after 24Hours of upload.

**Step 5** – By clicking on "Transaction No", the below details shall be displayed. The uploaded file can be downloaded by clicking on the link "ZIP".

Details Of Acknowledgement Number - 1000725741

Reporting Entity PAN	Calendar Year	Form Name
PERPA3000A	2016	FORM61A

Statement Details		
Status	Acknowledgement Number	ZIP
Accepted	100383991120117	ZIP

# PART 5 – View Status of Form 61A (Contd...)

**Step 6** – If the status is "Rejected" then the following screen is displayed to the user.

Dashboard My Account - e-File -

View Filed Form 61A

Reporting Entity PAN	PERHA8001W	Calendar Year	2016	Form Name	FORM61A
S.No	Transaction No	Filed On	Filing Type	Status	
1	1000728145	14/01/2017	-	Rejected	

**Step 7** – By clicking on "Transaction No", the error description is displayed on the screen.

Details Of Acknowledgement Number - 1000728145

Reporting Entity PAN	Calendar Year	Form Name
PERHA8001W	2016	FORM61A

Error Details	
Status	Error Description
Rejected	The XML Schema is invalid. Please upload the XML in the correct schema.

# PART 6 – How to de-activate the Authorized Person?

**Step 1 – Login** to e-Filing portal using *User ID, e-Filing Password and DOB*.

**Step 2 – Go to My Account →Manage ITDREIN.**

**Step 3 – Click on the ITDREIN** under which the "Authorised Person" to be De-activated.

Manage ITDREIN

S.No.	ITDREIN	Form Name	Reporting Entity Category	CreatedDate
1	PERPA1994D.AS708	Form 61A	Securities market intermediary	14/10/2016
2	PERPA1994D.AI707	Form 61A	Insurer	14/10/2016
3	PERPA1994D.AN706	Form 61A	NBFC/Nidhi	14/10/2016
4	PERPA1994D.AB481	Form 61A	Banking company	21/07/2016

Generate New ITDREIN

**Step 4 – Click on the De-activate** link to de-activate the Authorised Person.

Manage ITDREIN

S.No.	Authorised Person Type	PAN	Name	Designation	Access Type	Created date	Date of De-Activation	Status	
1	Designated Director	AQZPK2300C	TCS1	manager	Upload and View	14/10/2016	-	Active	De-activate

Back

Add Authorised Person

# PART 6 – How to de-activate the Authorized Person?

**Step 5** –After clicking on the de-activate link, a Success Message for De-activating will be displayed and the Date of De-activation will be recorded.

Manage ITDREIN

 **Authorised Person De-activated Successfully.**

S.No.	Authorised Person Type	PAN	Name	Designation	Access Type	Created date	Date of De-Activation	Status
1	Designated Director	PERPA5001A	USER	Designated Director	Upload and View	10/05/2016	11/05/2016	In-Active

BackAdd Authorised Person

**Step6:** To add another Authorised Person for the generated ITDREIN, click on **Add Authorised person** as appearing below the table and follow the process as mentioned in "Steps to add Authorized person" section above



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