STEPS FOR ONLINE APPLICATION



ONCE LOGIN TO CPC-TRACES A POPPED UP WILL APPEAR AS IN THE ABOVE

> TICK THE 'I' AGREE BUTTON AND PROCEED



🕕 Do not use Back or Refresh button on any page as this may lead to inconsistent behaviour

CLICK ON THE "STATEMENT/ FORM" IN THE TASKBARAND THEN SELECT

REQUEST FOR FORM 13



AFTER CLICKING ON THE **REQUEST FOR FORM 13.** A POPPED UP WILL APPEAR AS ABOVE

> CLICK ON YES BUTTON TO PROCEED

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	TDS TRACES Tos Reconciliation Analysis and Correction Enabling System Sevenment of Inda Income Tax Department	
	My Home View/ Verify Tax Credit Request for Resolution Downloads Profile Statements/Forms	
	Welcome RIJIED KHONGTHAH Login Date: 09-Apr-2019, 10:55 PM	
	Please select Residential Status to proceed	
	Resident Not Ordinarily Resident Not Ordinarily Resident Non Resident	
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SELECT RESIDENT TO PROCEED

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		My Home View/ Verify Tax Credit Request for Resolution Downloads Profile Statem	nents/Forms
	Welcome	e RIJIED KHONGTHAH Login Date: (09-Apr-2019, 10:55 PM
	SL. No.	Checklist for 197/206C(9)	
	1	Form-13 application can be submit through TRACES from F.Y 2018-19 onwards.	
	2	DSC or E-Verification (Through Internet Banking) or Mobile OTP is required for submission of Form. If DSC is not registered at TRACES kind Note:Submission of application can be done by Digital Signature Certificate only in case of NRI Services.	Ily register your DSC.
	3	Jurisdictional AO will be decided on the basis of State & District provided by the applicant in original application of Form-13.	
	4	Offline mode will be applicable for uploading annexure in case number of entries are more than 50. Use the templates & utility suggested by <u>'Requested Downloads'</u> under 'Downloads' menu.	r TRACES available in
	5	Please upload Self/Authorized person certified Estimated income computation for which F.Y Certificate is sought for Form-13 application.	
	6	Please upload details of income claimed to be exempt and not included in the total income for Form-13 application.	
	7	Please upload Self /Authorized person certified computation of Estimated Income for any of the four previous year preceding to the previo has not been filed for Form-13 application.	ous year in case return
	8	Please upload Assessment Orders if assessed, for the last four assessment years for Form-13 application.	
	9	Please upload return of Income for any of the four previous year has been filed in Paper Form if any, for Form-13 application.	
	10 (Original application can be filed again if all previously issued certificates have been cancelled.	
	Proceed	d Download	

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AFTER GOING THROUGH SELECT **PROCEED**

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	TDS Centralized Processing Cell TDS Reconciliation Analysis and Correction Enabling System			
	My Home View/ Verify Tax Credit Request for Resolution Downloads Profile Statements/Forms			
	Welcome RIJIED KHONGTHAH Login Date: 09-Apr-2019, 11:04 PM			
	Request for certificate u/s 197/206C(9)			
	Form No.* Form-13 Request Type* -Select- V Financial Year* -Select- V			
	Proceed			

REQUEST TYPE: SELECT ORIGINAL, IF YOU APPLY FOR THE FIRST TIME FOR THE FINANCIAL YEAR

OR ELSE SELECT REVISION.

FINANCIAL YEAR: SELECT THE FY YOU WISH TO APPLY FOR FORM 13 (FY 2025-26).

THEN YOU CLICK ON THE BUTTON **PROCEED**



PLEASE NOTE YOUR REQUEST NO:_____

PLEASE SELECT THE OPTION 'WITH (TAN AND AMOUNT) TO CONTINUE



PLEASE SELECT THE OPTION "LESS THAN OR EQUAL TO 50(ONLINE)" IF THE NUMBERS OF TANS IS BELOW 50 AND PROCEED.

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	Details are populated as per your profile information. Us	er can update details in profile section.						
	Maximum limit to enter the amount in amount column is	18 digit (e.g., 9999999999999999999)						1
	Status of the Request No. can be tracked through 'Track	• Request Form 13 under tab 'Statements	/Forms'.					
	Request No. 15228							
	Diance (III	un the following datails to be fumi	abadia Farm 12					
	Please fill	up the following details to be furni	sned in Form-13					
	The particulars of my income and other relevant deta	ils are as under :						
	(i) Status (State whether individual, Hindu undivided family,	firm, body of individuals, etc.)	Individ	Jal				
	(ii) Residential status (Whether resident during the year which	h is sought)	Resider	nt				
	(iii) Permanent Account No.		BOEPK	5898B				
	(iv) Email Id		rijied 19	83@rediffmail.com				
	Alternate Email Id							
	(v) Mobile Number		+9	1 8892396388				
	Alternate Mobile Number		+9	1				
	State (Please enter State as per current address of Taxp	ayer) *	Selec	t 🗸				
	District*		Selec	t 🗸				
	Note: Jurisdictional A.O will be assigned on the basis of S Form-13	tate & District given by taxpayer in Origina	al application of					
	(vi) Details of existing liability under Income-tax Act, 1961 a	nd Wealth-tax Act, 1957:						
								~

PLEASE SELECT THE **<u>STATE</u>** IN WHICH YOU WORK AS WELL AS **<u>DISTRICT</u>** TO PROCEED

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	Alternate Mobile Num	ber				+91							
	State (Please enter S	tate as per currer	nt address of '	Taxpayer) *		Meghala	iya	\sim					
	District* East Khasi Hills 🗸												
	Note: Jurisdictional A.O will be assigned on the basis of State & District given by taxpayer in Original application of Form-13												
	(vi) Details of existing lia	bility under Incom	ne-tax Act, 19	61 and Wealth-tax Act, 1957:									
				Liability under the I	ncome-tax Act, 1961			Amount pa	vable				
	Assessment Year	Amount pa respect of a tax(F	yable in advance- &.)	Amount payable for self assessment tax(Rs.)	Amount for which notice of demand under section 156 has been served but not paid(R:)	Amount deducto which ha	t payable as r or collector d become due at paid(R:)	under the W tax Act, 195	Vealth- 57(Rs.)				
	(1)	(2)	1	(3)	(4)	but ite	(5)	(6)					
	2020-21	0		0	0	0		0					
	(vii) Previous year to whi	ch the payments	relate.			2019-20							
	(viii) Estimated total inco (Please upload comp	me of the previou utation of estimat	s year referre ted total incor	ed to in (vii)* me of the previous year in upl	oad section)								
	(ix) Total tax including int	erest payable for	the total inco	me referred to in (viii)		0							
	 (x) Details of income clai (Please upload a note 	med to be exemp giving reason for	t and not incli claiming suc	uded in the total income in (vi h exemption)	ii)								
	(xi) Details of payment o (If the date of Applica	(xi) Details of payment of advance-tax and tax already deducted/collected, if any, for the previous year referred to in (vii) till date (if the date of Application is on or after 1st April for which Financial year certificate is sought)											
	Nature of prep	aid tax	Am	ount of Tax Paid (Rs.)									
	Advance T	ax	0										
	TDS		0										
	TCS		0										
	(xii) Declaration for ex	emption under s	section 10, s	section 11 or section 12 fo	r certain entities covered	under Inco	me Tax Rule 28/	AB or not *	ed				
	Transity select any one			any. Arter ming up the details	in next screen(s) in declarate	in is changed	and the miles us	to will be remov	cu.				
	 It is hereby declared (Please upload regis 	that the income tration/exemption	of the applica certificate in	ant is exempt under section 11 upload section)	or section 12 of Income Tax	Act 1961							

PLEASE ENTER YOUR AMOUNT (ANTICIPATED SALARY) IN COLUMN NO. VIII (ANTICIPATED SALARY) AND IN COLUMN NO X (ANTICIPATED SALARY)

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	2020-21	0	0	0	0	0					^
	(vii) Previ	ous year to which the payments	relate.		2019-20	D					
	(viii) Estin (Plea	nated total income of the previous se upload computation of estimation of estimation and the statement of t	us year referred to in (vii)* ated total income of the previous year in up	load section)							
	(ix) Total	tax including interest payable fo	r the total income referred to in (viii)		0						
	(x) Details (Pleas	s of income claimed to be exem e upload a note giving reason fo	pt and not included in the total income in (v or claiming such exemption)	iii)							
	(xi) Detail (If the	ls of payment of advance-tax an date of Application is on or afte	nd tax already deducted/collected, if any, fo er 1st April for which Financial year certificat	r the previous year refer e is sought)	rred to in (vii) till d	ate					
	N	lature of prepaid tax	Amount of Tax Paid (Rs.)								
		Advance Tax	0								
		TDS	0								
		TCS	0								
	(xii) Decla (xiii) Decla (xind) (released (xiii) Where (xiii) Where (released (xiv) Where (Pleased)	aration for exemption under y select any one of the below de hereby declared that the income se upload registration/exemption hereby declared that the applica- me Tax Act 1961 (Please upload r than Rule 28AB of the Income re return of income for any of th se upload a computation of estin re return of income for any of th se upload the copy of such retur	section 10, section 11 or section 12 for claration carefully. After filling up the details a of the applicant is exempt under section 1 in certificate in upload section) ant furnishes return of income as referred to registration/exemption certificate in upload Tax Rules, 1962 be four previous year preceding to the previ- nated total income of the previous year for the four previous year has been filed in pape ms in upload section.)	or certain entities covur s in next screen(s) if deci 1 or section 12 of Incomm o in sub section (4C) of si section, if any) ous year referred to in (v which return of income h r form	ered under Inco laration is changer e Tax Act 1961 ection 139 where i vii) has not been filed i has not been filed i	me Tax Rule 28AB or not * d then the filled data will be remove income is exempt under section 10 iled, n upload section.)	d.				
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FOR COLUMN <u>NO. XII</u> (DECLARATION FOR EXEMPTION UNDER....INCOME TAX RULE 28AB OR NOT). PLEASE SELECT <u>THE LAST BUTTON</u> I.E. <u>OTHER THAN RULE 28AB OF THE INCOME TAX RULES 1962.</u> CLICK ON <u>SAVE BUTTON</u> AND THEN CLICK THE <u>NEXT BUTTON</u> TO PROCEED

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	Please select the type of annexure from dropdown.	
	Multiple Annexure(s) can be filled in one request by selecting values from the dropdowns "Type of Annexure" as per requirement. Save button is to be clicked before proceeding to next annexure	
	1 Status of the Request No. can be tracked through 'Track Request Form 13 under tab 'Statements/Forms'.	
	Request No. 15230 Type of Annexure* SelectSelect- Annexure-I For No/Lower Deduction Annexure-III For Lower Colection	
	Go to Basic Details Copyright © 2012 Income Tax Department Terms and Conditions Privacy Policy Hyperlinking Policy Feedback Sitemap	

FOR TYPE OF ANNEXURE: PLEASE SELECT **ANNEXURE-I FOR NO/LOWER DEDUCTION** AND THEN CLICK ON **BUTTON PROCEED.**

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	Maxi	mum leng m Code Tax Rate	193 10.00	194A 10.00 (Se n and collec No. (TAN)	194D 5.00	194 10.00	18 digit (e. 192 30.00 Anne: 94D,194,19: x deduction Account	g., 9999999 Rat 2.00 xure-I(No 2,194IA,194 and collect t Name	e Table 1941B 10.00 /Lower HB,194H, tion	3 194H 5.00 Deduction) 194C,194G,19 Section under source is to	194C 1.00 4J,194LA,19- which tax a be deducted	194G 5.00 4LBB & 19 t E incor	194J 10.00 4LBC) stimated an ne/sum to (Rs.)	194LA 10.00 tount of be received	194LBB 10.00 Reques	194LBC 30.00 ted rate of fuction	f			
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PLEASE ENTER THE TAN NUMBER OF THE DEDUCTOR, ONCE YOU ENTER THE TAN NAME OF THE DEDUCTOR WILL APPEAR IN COLUMN-2 AS ABOVE. TAN OF INSTITUTE IS SHLN00458D.

SELECT SECTION ON WHICH TAX IS TO BE DEDUCTED (SECTION 192 FOR SALARY). ENTER THE ESTIMATE INCOME/AMOUNT (ANTICIPATED SALARY) TO BE RECEIVED AS PER THE WORKORDER OR YOUR PAYSLIP

REQUESTED RATE OF DEDUCTION SHOULD BE 'NIL'

CLICK ON"<u>THE SAVE AND PROCEED</u>" BUTTON.

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	Verification Code* Click to refresh image		
	1. Upload & Fill Estimated Income Computation for which F.Y certificate is sought (Template for estimated income is mandatory to fill by clicking on 'Template')*		
	2. Upload & Fill computation of estimated total income any of the four previous year preceding to the previous year for which return of income has not been filed		
	3. Upload registration/exemption Certificate in case of certain entities covered under section 11 or 12**		
	4. Upload registration/exemption Certificate in case of certain entities covered under section 139(4C) where income is exempt under section 10		
	5. Upload Assessment Orders if assessed, for the last four assessment years		
	6. Upload return of income for any of the four previous year has been filed in paper form		
	7. Upload Details of income claimed to be exempt and not included in the total income**		~

PLEASE ENTER THE CAPCHA 'VERIFICATION CODE"

CLICK THE **'TEMPLATE' ON SL NO.1** TO ENTER THE ESTIMATED INCOME (ANTICIPATED SALARY). ONCE CLICK A TEMPLATE WILL APPEAR.

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		Computation of Income Details	Amount(Rs.)			
	мунс	1. Gross Receipt/ Turnover (GR/TO)*	629448	Forms		
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		3. Income/Loss from House Property				
	Click on 'Brow	 Income/Loss from Business or Profession (After Adjustment of B/F Losses and Unabsorbed Depreciation) 		each single file		
	 not being larg 	5. Income chargeable to tax at special rate under section 111A, 112 etc.				
		6. Income/Loss from Capital Gains				
		7. Income from Other Sources				
		8. Presumptive Income U/S 44AD, 44ADA, 44AE				
		9. Gross Total Income				
		10. Less: Deduction u/s 80				
		11. Less: Deduction u/s 10/10A				
	1. Unload 0. Sill Set	12. Taxable Income (After Rebate u/s 87A including Surcharge and Cess)				
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		14. Tax Payable u/s 115JB				
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	5. Upload Assessm	Notes : (Maximum 500 characters) :	Submit Close	ided		
	6. Upload return of			ided		v

WHEN YOU CLICK THE 'TEMPLATE'.

PLEASE ENTER THE AMOUNT (ANTICIPATED SALARY) IN **SL. NO. 1** AND THE REST OF THE ROW CAN BE LEFT BLANK. HOWEVER IN SL. NO.19 THE AMOUNT SHOULD BE **'NIL'**

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	5. Upload Assessment Orders if assessed, for the last four assessment years	
	6. Upload return of income for any of the four previous year has been filed in paper form	
	7. Upload Details of income claimed to be exempt and not included in the total income**	
	8. Upload any other document (For example: Estimated Profit & Loss Account, estimated Balance sheet, Working of MAT liability for all relevant A.Y etc.)	
	Upload	
	I. <u>RUIED KHONGTHAH</u> do hereby declare that to the best of my knowledge and belief what is stated above is correct, complete and truly stated, I declare that the incomes/sum referred to in this form are not includible in the total income of any other person under sections 60 to 64 of the Income-tax Act, 1961. I further declare that what is stated in this application is correct. If further declare that I am making application in my capacity as <u>Self</u> and I am also competent to make this application and verify it. I am holding permanent account number <u>BOEPK6898B</u> Place* Date *	
	Go to Basic Details Back Preview & Submit	
	Note: **Details of income claimed to be exempt and not included in the total income is mandatory on the basis of amount provided in basic detail	
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- TO UPLOAD DOCUMENTS PROOF IN **SERIAL NO.7.** YOU HAVE TO SELECT **'BROWSE'** AND SELECT THE DOCUMENTS YOU WANT TO UPLOAD. DOCUMENTS TO UPLOAD: **PAYSLIP/ WORK ORDER/ RENT AGREEMENT ETC**
- IN SERIAL NO. 8 YOU CAN UPLOAD ANY DOCUMENTS LIKE 'SCHEDULED TRIBE, POSTING ORDER ETC.'
- ONCE YOU SELECT THE FILE YOU WISH TO UPLOAD THEN **CLICK THE BUTTON UPLOAD** AND REMEMBER TO ENTER THE CATCHA OR VERIFICATION CODE
- ONCE THE DOCUMENTS ARE UPLOADED THEN YOU CLICK ON THE DECLARATION AND PLACE AND AFTER THAT '<u>CLICK THE BUTTON PREVIEW AND SUBMIT</u>'.

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	(xii) Declaration for exemption under section 10, section 11 or section 12 for certain entities covered under Income Tax Rule 28AB or not * Other than Rule 28AB of the Income Tax Rules, 1962												
	(xiii) W	here return of income for any of the four	previous year preceding to the pre	vious year referred to in (vii)	has not been filed,								
	(xiv) W	here return of income for any of the four	previous year has been filed in pap	ber form									
			Annexure-I(No,	(Lower Deduction)									
		(See Sectio	n-193,194A,194D,194,192,194IA,194	B,194H,194C,194G,194J,194LA	,194LBB & 194LBC)								
	SI. No	Tax deduction and collection Account No. (TAN)	Tax deduction and collection Account Name	Section under which tax at source is to be deducted	Estimated amount of income/sum to be received (Rs.)	Requested rate of Deduction							
		(1)	(2)	(3)	(4)								
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	I, <u>VALTE</u> incomes/ what is st it. I am h Date: 10- Place: SH If you Back	EXAIKHOCHIN do hereby declare that sum referred to in this form are not include in this application is correct. I furth holding permanent account number AURP -May-2019 ILLONG u want to edit the details please click on Submit	to the best of my knowledge and udible in the total income of any of electre that I am making applice K3102D back button & this will redirect to pr	d belief what is stated above ther person under sections 60 tion in my capacity as Self an evious screen	is correct,complete and truly state to 64 of the Income-tax Act, 1961. d I am also competent to make this	ad, I declare that th I further declare tha application and verif	ne at fy		l				

AFTER YOU CLICK THE BUTTON PREVIEW AND SUBMIT IN THE EARLIER PAGE. CLICK THE SUBMIT BUTTON THEN A POPPED UP WILL APPEAR AS BELOW:



YOU CAN SELECT ANY OF THESE BELOW TO PROCEED -'E-VERIFY' OR 'AADHAR NUMBER' OR 'MOBILE OTP' IF YOU SELECT MOBILE OTP THE SCREEN BELOW WILL APPEAR:

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	(xii) Declaration for exemption under section 10, section 11 or section 12 for certain entities covered under Income Tax Rule 28AB or not * Other than Rule 28AB of the Income Tax Rules, 1962									
	(xiii) Where return of income for any of the four previous year preceding to the previous year referred to in (vii) has not been filed,									
	(xiv) Where return of income for any of the four previous year has been filed in paper form									
		Annexure-I(No/Lower Deduction)								
	_				×					
	SI. No	Tax deduction and No. (*	OTP will be sent to registered mobile no. as below :		e/sum	Requested rate of Deduction				
	1	(1	Registered mobile no. as per Profile : XXXXX6388		:00000	(5)				
		SHEPO	Next Line OTD Reserved OTD His day Makilana		190000	0				
			Already have OTP Request OTP Update Mobile no.							
	1. YALLE ANAMULTING on energy decare that to the best or my knowledge and belief what is stated above is correct, complete and truly stated, 1 declare that the incomes/sum referred to in this form are not includible in the total income of any other person under sections 50 to 64 of the Income-tax AL 1961. I further declare that the what is stated in this application is correct. I further declare that a making application in my capacity as Self and I am also competent to make this application and verify it. I am holding permanent account number AUMPK31070									
	Date: 10-	-May-2019								
	Place: SH	ILLONG								
	1 If you want to edit the details please click on back button & this will redirect to previous screen									
	Back Submit									
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