



WORKSHOP ON

NEW PROCEDURE
FOR FILING OF “STATEMENT OF
FINANCIAL TRANSACTIONS”
U/S.285BA OF I.T. ACT 1961 READ
WITH RULES 114B,114C,114D AND 114E
OF I.T. RULES 1962.

CONDUCTED BY
DIRECTORATE OF INCOME-TAX (INTELLIGENCE & CRIMINAL INVESTIGATION),
12th FLOOR, EARNEST HOUSE, NARIMAN POINT, MUMBAI.

KEY SECTIONS OF THE INCOME-TAX ACT, 1961

Permanent Account Number(PAN)

Section 139A, sub-section (5)

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5) Every person shall—

- (a) quote such number in all his returns to, or correspondence with, any income-tax authority;
- (b) quote such number in all challans for the payment of any sum due under this Act;
- (c) quote such number in all documents pertaining to such transactions as may be prescribed²⁰ by the Board in the interests of the revenue, and entered into by him:

Provided that the Board may prescribe different dates for different transactions or class of transactions or for different class of persons:

Provided further that a person shall quote General Index Register Number till such time Permanent Account Number is allotted to such person;

- (d) intimate the Assessing Officer any change in his address or in the name and nature of his business on the basis of which the permanent account number was allotted to him.

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Explanation.—For the purposes of this section,—

- (a) "Assessing Officer" includes an income-tax authority who is assigned the duty of allotting permanent account numbers;
- (b) "permanent account number" means a number which the Assessing Officer may allot to any person for the purpose of identification and includes a permanent account number allotted under the new series;
- (c) "permanent account number under the new series" means a permanent account number having ten alphanumeric characters and issued in the form of a laminated card;]

- ⁵⁹[(d) "General Index Register Number" means a number given by an Assessing Officer to an assessee in the General Index Register maintained by him and containing the designation and particulars of the ward or circle or range of the Assessing Officer.]

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Obligation to furnish Statement of Financial Transaction or Reportable Account.

Section 285BA. (1) Any person, being—

- (a) an assessee; or
- (b) the prescribed person in the case of an office of Government; or
- (c) a local authority or other public body or association; or
- (d) the Registrar or Sub-Registrar appointed under section 6 of the Registration Act, 1908 (16 of 1908); or
- (e) the registering authority empowered to register motor vehicles under Chapter IV of the Motor Vehicles Act, 1988 (59 of 1988) ; or
- (f) the Post Master General as referred to in clause (j) of section 2 of the Indian Post Office Act, 1898 (6 of 1898) ; or
- (g) the Collector referred to in clause (g) of section 3 of the Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013 (30 of 2013) ; or
- (h) the recognised stock exchange referred to in clause (f) of section 2 of the Securities Contracts (Regulation) Act, 1956 (42 of 1956) ; or
- (i) an officer of the Reserve Bank of India, constituted under section 3 of the Reserve Bank of India Act, 1934 (2 of 1934) ; or
- (j) a depository referred to in clause (e) of sub-section (1) of section 2 of the Depositories Act, 1996 (22 of 1996) ; or
- (k) a prescribed reporting financial institution¹³,

who is responsible for registering, or, maintaining books of account or other document containing a record of any specified financial transaction or any reportable account as may be prescribed, under any law for the time being in force, shall furnish a statement in respect of such specified financial transaction or such reportable account which is registered or recorded or maintained by him and information relating to which is relevant and required for the purposes of this Act, to the income-tax authority or such other authority or agency as may be prescribed.

(2) The statement referred to in sub-section (1) shall be furnished for such period, within such time and in the form and manner, as may be prescribed.

(3) For the purposes of sub-section (1), "specified financial transaction" means any—

- (a) transaction of purchase, sale or exchange of goods or property or right or interest in a property; or
- (b) transaction for rendering any service; or
- (c) transaction under a works contract; or
- (d) transaction by way of an investment made or an expenditure incurred; or
- (e) transaction for taking or accepting any loan or deposit,

which may be prescribed :

Provided that the Board may prescribe different values for different transactions in respect of different persons having regard to the nature of such transaction:

Provided further that the value or, as the case may be, the aggregate value of such transactions during a financial year so prescribed shall not be less than fifty thousand rupees.

(4) Where the prescribed income-tax authority considers that the statement furnished under sub-section (1) is defective, he may intimate the defect to the person who has furnished such statement and give him an opportunity of rectifying the defect within a period of thirty days from the date of such intimation or within such further period which, on an application made in this behalf, the said income-tax authority may, in his discretion, allow; and if the defect is not rectified within the said period of thirty days or, as the case may be, the further period so allowed, then, notwithstanding anything contained in any other provision of this Act, such statement shall be treated as an invalid statement and the provisions of this Act shall apply as if such person had failed to furnish the statement.

(5) Where a person who is required to furnish a statement under sub-section (1) has not furnished the same within the specified time, the prescribed income-tax authority may serve upon such person a notice requiring him to furnish such statement within a period not exceeding thirty days from the date of service of such notice and he shall furnish the statement within the time specified in the notice.

(6) If any person, having furnished a statement under sub-section (1), or in pursuance of a notice issued under sub-section (5), comes to know or discovers any inaccuracy in the information provided in the statement, he shall within a period of ten days inform the income-tax authority or other authority or agency referred to in sub-section (1), the inaccuracy in such statement and furnish the correct information in such manner as may be prescribed.

(7) The Central Government may, by rules made under this section, specify—

- (a) the persons referred to in sub-section (1) to be registered with the prescribed income-tax authority;
- (b) the nature of information and the manner in which such information shall be maintained by the persons referred to in clause (a); and
- (c) the due diligence to be carried out by the persons for the purpose of identification of any reportable account referred to in sub-section (1).]

Penalty for failure to furnish Statement of Financial Transaction or Reportable Account.

Section 271FA. If a person who is required to furnish [a statement of financial transaction or reportable account] under sub-section (1) of section 285BA, fails to furnish such statement] within the time prescribed under sub-section (2) thereof, the income-tax authority prescribed under said sub-section (1) may direct that such person shall pay, by way of penalty, a sum of one hundred rupees for every day during which such failure continues:

Provided that where such person fails to furnish the statement within the period specified in the notice issued under sub-section (5) of section 285BA, he shall pay, by way of penalty, a sum of five hundred rupees for every day during which the failure continues, beginning from the day immediately following the day on which the time specified in such notice for furnishing the statement expires.

Penalty for furnishing inaccurate Statement of Financial Transaction or Reportable Account.

Section 271FAA. If a person referred to in clause (k) of sub-section (1) of section 285BA, who is required to furnish a statement under that section, provides inaccurate information in the statement, and where—

- (a) the inaccuracy is due to a failure to comply with the due diligence requirement prescribed under sub-section (7) of section 285BA or is deliberate on the part of that person; or
- (b) the person knows of the inaccuracy at the time of furnishing the statement of financial transaction or reportable account, but does not inform the prescribed income-tax authority or such other authority or agency; or
- (c) the person discovers the inaccuracy after the statement of financial transaction or reportable account is furnished and fails to inform and furnish correct information within the time specified under sub-section (6) of section 285BA,

then, the prescribed income-tax authority may direct that such person shall pay, by way of penalty, a sum of fifty thousand rupees.

**[TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY, PART II,
SECTION 3, SUB-SECTION (ii)]**

**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
CENTRAL BOARD OF DIRECT TAXES**

Notification

New Delhi, the 30th December, 2015

S.O. 3545(E)- In exercise of the powers conferred by section 139A, section 271FAA and section 285BA, read with section 295 of the Income-tax Act, 1961 (43 of 1961), the Central Board of Direct Taxes hereby makes the following rules further to amend the Income-tax Rules, 1962, namely:-

1. (1) These rules may be called the Income-tax (**22nd Amendment**) Rules, 2015.
(2) Rules 114B, 114C and 114D shall come into force from the 1st day of January, 2016 and rule 114E shall come into force from the 1st day of April, 2016.
2. In the Income-tax Rules, 1962 (hereinafter referred to as the said rules), for rules 114B, 114C, 114D and 114E, the following rules shall respectively be substituted, namely:-

“114B. Transactions in relation to which permanent account number is to be quoted in all documents for the purpose of clause (c) of sub-section (5) of section 139A.-

Every person shall quote his permanent account number in all documents pertaining to the transactions specified in the Table below, namely:—

TABLE

| Sl.No. | Nature of transaction | Value of transaction |
|--------|---|------------------------|
| (1) | (2) | (3) |
| 1. | Sale or purchase of a motor vehicle or vehicle, as defined in clause (28) of section 2 of the Motor Vehicles Act, 1988 (59 of 1988) which requires registration by a registering authority under Chapter IV of that Act, other than two wheeled vehicles. | All such transactions. |
| 2. | Opening an account [other than a time-deposit referred to at Sl. No.12 and a Basic Savings Bank Deposit Account] with a banking company or a co-operative bank to which the Banking Regulation Act, 1949 (10 of 1949), applies (including any bank or banking institution referred to in section 51 of that Act). | All such transactions. |
| 3. | Making an application to any banking company or a co-operative bank to which the Banking | All such transactions. |

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| | Regulation Act, 1949 (10 of 1949), applies (including any bank or banking institution referred to in section 51 of that Act) or to any other company or institution, for issue of a credit or debit card. | |
| 4. | Opening of a demat account with a depository, participant, custodian of securities or any other person registered under sub-section (1A) of section 12 of the Securities and Exchange Board of India Act, 1992 (15 of 1992). | All such transactions. |
| 5. | Payment to a hotel or restaurant against a bill or bills at any one time. | Payment in cash of an amount exceeding fifty thousand rupees. |
| 6. | Payment in connection with travel to any foreign country or payment for purchase of any foreign currency at any one time. | Payment in cash of an amount exceeding fifty thousand rupees. |
| 7. | Payment to a Mutual Fund for purchase of its units. | Amount exceeding fifty thousand rupees. |
| 8. | Payment to a company or an institution for acquiring debentures or bonds issued by it. | Amount exceeding fifty thousand rupees. |
| 9. | Payment to the Reserve Bank of India, constituted under section 3 of the Reserve Bank of India Act, 1934 (2 of 1934) for acquiring bonds issued by it. | Amount exceeding fifty thousand rupees. |
| 10. | Deposit with a banking company or a co-operative bank to which the Banking Regulation Act, 1949 (10 of 1949), applies (including any bank or banking institution referred to in section 51 of that Act). | Deposits in cash exceeding fifty thousand rupees during any one day. |
| 11. | Purchase of bank drafts or pay orders or banker's cheques from a banking company or a co-operative bank to which the Banking Regulation Act, 1949 (10 of 1949), applies (including any bank or banking institution referred to in section 51 of that Act). | Payment in cash for an amount exceeding fifty thousand rupees during any one day. |
| 12. | A time deposit with, - (i) a banking company or a co-operative bank to which the Banking Regulation Act, 1949 (10 of 1949), applies (including any bank or banking institution referred to in section 51 of that Act); (ii) a Post Office; (iii) a Nidhi referred to in section 406 of the Companies Act, 2013 (18 of 2013); or (iv) a non-banking financial company which holds a certificate of registration under section 45-IA of the Reserve Bank of India Act, 1934 (2 of 1934), to hold or accept deposit from public. | Amount exceeding fifty thousand rupees or aggregating to more than five lakh rupees during a financial year. |

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| 13. | Payment for one or more pre-paid payment instruments, as defined in the policy guidelines for issuance and operation of pre-paid payment instruments issued by Reserve Bank of India under section 18 of the Payment and Settlement Systems Act, 2007 (51 of 2007), to a banking company or a co-operative bank to which the Banking Regulation Act, 1949 (10 of 1949), applies (including any bank or banking institution referred to in section 51 of that Act) or to any other company or institution. | Payment in cash or by way of a bank draft or pay order or banker's cheque of an amount aggregating to more than fifty thousand rupees in a financial year. |
| 14. | Payment as life insurance premium to an insurer as defined in clause (9) of section 2 of the Insurance Act, 1938 (4 of 1938). | Amount aggregating to more than fifty thousand rupees in a financial year. |
| 15. | A contract for sale or purchase of securities (other than shares) as defined in clause (h) of section 2 of the Securities Contracts (Regulation) Act, 1956 (42 of 1956). | Amount exceeding one lakh rupees per transaction. |
| 16. | Sale or purchase, by any person, of shares of a company not listed in a recognised stock exchange. | Amount exceeding one lakh rupees per transaction. |
| 17. | Sale or purchase of any immovable property. | Amount exceeding ten lakh rupees or valued by stamp valuation authority referred to in section 50C of the Act at an amount exceeding ten lakh rupees. |
| 18. | Sale or purchase, by any person, of goods or services of any nature other than those specified at Sl. No. 1 to 17 of this Table, if any. | Amount exceeding two lakh rupees per transaction: |

Provided that where a person, entering into any transaction referred to in this rule, is a minor and who does not have any income chargeable to income-tax, he shall quote the permanent account number of his father or mother or guardian, as the case may be, in the document pertaining to the said transaction:

Provided further that any person who does not have a permanent account number and who enters into any transaction specified in this rule, he shall make a declaration in Form No.60 giving therein the particulars of such transaction:

Provided also that the provisions of this rule shall not apply to the following class or classes of persons, namely:-

- (i) the Central Government, the State Governments and the Consular Offices;
- (ii) the non-residents referred to in clause (30) of section 2 of the Act in respect of the transactions other than a transaction referred to at Sl. No. 1 or 2 or 4 or 7 or 8 or 10 or 12 or 14 or 15 or 16 or 17 of the Table.

Explanation.—For the purposes of this rule,—

- (1) “payment in connection with travel” includes payment towards fare, or to a travel agent or a tour operator, or to an authorised person as defined in clause (c) of section 2 of the Foreign Exchange Management Act, 1999 (42 of 1999);

- (2) “travel agent or tour operator” includes a person who makes arrangements for air, surface or maritime travel or provides services relating to accommodation, tours, entertainment, passport, visa, foreign exchange, travel related insurance or other travel related services either severally or in package;
- (3) “time deposit” means any deposit which is repayable on the expiry of a fixed period.

114C. Verification of Permanent Account Number in transactions specified in rule 114B.-

(1) Any person being,—

- (a) a registering officer or an Inspector-General appointed under the Registration Act, 1908 (16 of 1908);
- (b) a person who sells the immovable property or motor vehicle;
- (c) a manager or officer of a banking company or co-operative bank, as the case may be, referred to at Sl. No. 2 or 3 or 10 or 11 or 12 or 13 of rule 114B;
- (d) post master;
- (e) stock broker, sub-broker, share transfer agent, banker to an issue, trustee of a trust deed, registrar to issue, merchant banker, underwriter, portfolio manager, investment adviser and such other intermediaries registered under sub-section (1) section 12 of the Securities and Exchange Board of India Act, 1992 (15 of 1992);
- (f) a depository, participant, custodian of securities or any other person registered under sub-section (1A) of section 12 of the Securities and Exchange Board of India Act, 1992 (15 of 1992) referred to at Sl. No. 4 of rule 114B;
- (g) the principal officer of a company referred to at Sl. No. 3 or 4 or 8 or 12 or 13 or 15 or 16 of rule 114B;
- (h) the principal officer of an institution referred to at Sl. No. 2 or 3 or 8 or 10 or 11 or 12 or 13 of rule 114B;
- (i) any trustee or any other person duly authorised by the trustee of a Mutual Fund referred to at Sl. No. 7 of rule 114B;
- (j) an officer of the Reserve Bank of India, constituted under section 3 of the Reserve Bank of India Act, 1934 (2 of 1934), or of any agency bank authorised by the Reserve bank of India;
- (k) a manager or officer of an insurer referred to at Sl. No. 14 of rule 114B,

who, in relation to a transaction specified in rule 114B, has received any document shall ensure after verification that permanent account number has been duly and correctly mentioned therein or as the case may be, a declaration in Form 60 has been duly furnished with complete particulars.

(2) Any person, being a person raising bills referred to at Sl. No. 5 or 6 or 18 of rule 114B, who, in relation to a transaction specified in the said Sl. No., has issued any document shall ensure after verification that permanent account number has been correctly furnished and the same shall be mentioned in such document, or as the case may be, a declaration in Form 60 has been duly furnished with complete particulars.

114D. Time and manner in which persons referred to in rule 114C shall furnish a statement containing particulars of Form No. 60.-

(1) Every person referred to in,-

- (I) clauses (b) to (k) of sub-rule (1) of rule 114C; and
- (II) sub-rule (2) of rule 114C and who is required to get his accounts audited under section 44AB of the Act,

who has received any declaration in Form No. 60, on or after the 1st day of January, 2016, in relation to a transaction specified in rule 114B, shall-

- (i) furnish a statement in Form No. 61 containing particulars of such declaration to the Director of Income-tax (Intelligence and Criminal Investigation) or the Joint Director of Income-tax (Intelligence and Criminal Investigation) through online transmission of electronic data to a server designated for this purpose and obtain an acknowledgement number; and
- (ii) retain Form No. 60 for a period of six years from the end of the financial year in which the transaction was undertaken.

(2) The statement referred to in clause (i) of sub-rule (1) shall,-

- (i) where the declarations are received by the 30th September, be furnished by the 31st October of that year; and
- (ii) where the declarations are received by the 31st March, be furnished by the 30th April of the financial year immediately following the financial year in which the form is received.

(3) The statement referred to in clause (i) of sub-rule (1) shall be verified—

- (a) in a case where the person furnishing the statement is an assessee as defined in clause (7) of section 2 of the Act, by a person specified in section 140 of the Act;
- (b) in any other case, by the person referred to in rule 114C.

114E. Furnishing of statement of financial transaction.-

(1) The statement of financial transaction required to be furnished under sub-section (1) of section 285BA of the Act shall be furnished in respect of a financial year in Form No. 61A and shall be verified in the manner indicated therein.

(2) The statement referred to in sub-rule (1) shall be furnished by every person mentioned in column (3) of the Table below in respect of all the transactions of the nature and value specified in the corresponding entry in column (2) of the said Table in accordance with the provisions of sub-rule (3), which are registered or recorded by him on or after the 1st day of April, 2016, namely:—

TABLE

| Sl.No. | Nature and value of transaction | Class of person (reporting person) |
|--------|---|---|
| (1) | (2) | (3) |
| 1. | (a) Payment made in cash for purchase of bank drafts or pay orders or banker's cheque of an amount aggregating to ten lakh rupees or more in a financial year. (b) Payments made in cash aggregating to ten lakh rupees or more during the financial year for purchase of pre-paid instruments issued by Reserve Bank of India under section 18 of the Payment and Settlement Systems Act, 2007 (51 of 2007). (c) Cash deposits or cash withdrawals (including through bearer's cheque) aggregating to fifty lakh rupees or more in a financial year, in or from one or more current account of a person. | A banking company or a co-operative bank to which the Banking Regulation Act, 1949 (10 of 1949) applies (including any bank or banking institution referred to in section 51 of that Act). |
| 2. | Cash deposits aggregating to ten lakh rupees or more in a financial year, in one or more accounts (other than a current account and time deposit) of a person. | (i) A banking company or a co-operative bank to which the Banking Regulation Act, 1949 (10 of 1949) applies (including any bank or banking institution referred to in section 51 of that Act); (ii) Post Master General as referred to in clause (j) of section 2 of the Indian Post Office Act, 1898 (6 of 1898). |
| 3. | One or more time deposits (other than a time deposit made through renewal of another time deposit) of a person aggregating to ten lakh rupees or more in a financial year of a person. | (i) A banking company or a co-operative bank to which the Banking Regulation Act, 1949 (10 of 1949) applies (including any bank or banking institution referred to in section 51 of that Act); (ii) Post Master General as referred to in clause (j) of section 2 of the Indian Post Office Act, 1898 (6 of 1898); |

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| | | (iii) Nidhi referred to in section 406 of the Companies Act, 2013 (18 of 2013); (iv) Non-banking financial company which holds a certificate of registration under section 45-IA of the Reserve Bank of India Act, 1934 (6 of 1934), to hold or accept deposit from public. |
| 4. | Payments made by any person of an amount aggregating to- (i) one lakh rupees or more in cash; or (ii) ten lakh rupees or more by any other mode, against bills raised in respect of one or more credit cards issued to that person, in a financial year. | A banking company or a co-operative bank to which the Banking Regulation Act, 1949 (10 of 1949) applies (including any bank or banking institution referred to in section 51 of that Act) or any other company or institution issuing credit card. |
| 5. | Receipt from any person of an amount aggregating to ten lakh rupees or more in a financial year for acquiring bonds or debentures 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 (including share application money) issued by the company. | A company issuing shares. |
| 7. | Buy back of shares from any person (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. | A company listed on a recognised stock exchange purchasing its own securities under section 68 of the Companies Act, 2013 (18 of 2013). |
| 8. | Receipt from any person of an amount aggregating to ten lakh rupees or more in a financial year for acquiring units of one or more schemes of a Mutual Fund (other than the amount received on account of transfer from one scheme to another scheme of that Mutual Fund). | A trustee of a Mutual Fund or such other person managing the affairs of the Mutual Fund as may be duly authorised by the trustee in this behalf. |
| 9. | Receipt from any person for sale of foreign currency including any credit of such currency to foreign exchange card or expense in such currency through a debit or credit card or through issue of travellers cheque or draft or any other instrument of an amount aggregating to | Authorised person as referred to in clause (c) of section 2 of the Foreign Exchange Management Act, 1999 (42 of 1999). |

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| | ten lakh rupees or more during a financial year. | |
| 10. | Purchase or sale by any person of immovable property for an amount of thirty lakh rupees or more or valued by the stamp valuation authority referred to in section 50C of the Act at thirty lakh rupees or more. | Inspector-General appointed under section 3 of the Registration Act, 1908 or Registrar or Sub-Registrar appointed under section 6 of that Act. |
| 11. | Receipt of cash payment exceeding two lakh rupees for sale, by any person, of goods or services of any nature (other than those specified at Sl. No. 1 to 10 of this rule, if any. | Any person who is liable for audit under section 44AB of the Act. |

(3) The reporting person mentioned in column (3) of the Table under sub-rule (2) (other than the person at Sl.No.9) shall, while aggregating the amounts for determining the threshold amount for reporting in respect of any person as specified in column (2) of the said Table,-

- (a) take into account all the accounts of the same nature as specified in column (2) of the said Table maintained in respect of that person during the financial year;
- (b) aggregate all the transactions of the same nature as specified in column (2) of the said Table recorded in respect of that person during the financial year;
- (c) 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;
- (d) apply the threshold limit separately to deposits and withdrawals in respect of transaction specified in item (c) under column (2), against Sl. No. 1 of the said Table.

(4)(a) The return in Form No. 61A referred to in sub-rule (1) shall be furnished to the Director of Income-tax (Intelligence and Criminal Investigation) or the Joint Director of Income-tax (Intelligence and Criminal Investigation) through online transmission of electronic data to a server designated for this purpose under the digital signature of the person specified in sub-rule (7) and in accordance with the data structure specified in this regard by the Principal Director General of Income-tax (Systems):

Provided that in case of a reporting person, being a Post Master General or a Registrar or an Inspector General referred to in sub-rule (2), the said return in Form 61A may be furnished in a computer readable media, being a Compact Disc or Digital Video Disc (DVD), alongwith the verification in Form-V on paper.

Explanation.—For the purposes of this sub-rule, “digital signature” means a digital signature issued by any Certifying Authority authorised to issue such certificates by the Controller of Certifying Authorities.

(b) Principal Director General of Income-tax (Systems) shall specify the procedures, data structures and standards for ensuring secure capture and transmission of data, evolving and implementing appropriate security, archival and retrieval policies.

(c) The Board may designate an officer as Information Statement Administrator, not below the rank of a Joint Director of Income-tax for the purposes of day to day administration in relation to the furnishing of returns or statements.

(5) The statement of financial transactions referred to in sub-rule (1) shall be furnished on or before the 31st May, immediately following the financial year in which the transaction is registered or recorded.

(6) (a) Every reporting person mentioned in column (3) of the Table under sub-rule (2) shall communicate to the Principal Director General of Income-tax (Systems) the name, designation, address and telephone number of the Designated Director and the Principal Officer and obtain a registration number.

(b) It shall be the duty of every person specified in column (3) of the Table under sub-rule (2), its Designated Director, Principal Officer and employees to observe the procedure and the manner of maintaining information as specified by its regulator and ensure compliance with the obligations imposed under section 285BA of the Act and rules 114B to 114D and this rule.

Explanation 1.- "Designated Director" means a person designated by the reporting person to ensure overall compliance with the obligations imposed under section 285BA of the Act and the rules 114B to 114D and this rule and includes—

- (i) the Managing Director or a whole-time Director, as defined in the Companies Act, 2013 (18 of 2013), duly authorised by the Board of Directors if the reporting person is a company;
- (ii) the managing partner if the reporting person is a partnership firm;
- (iii) the proprietor if the reporting person is a proprietorship concern;
- (iv) the managing trustee if the reporting person is a trust;
- (v) a person or individual, as the case may be, who controls and manages the affairs of the reporting entity if the reporting person is, an unincorporated association or, a body of individuals or, any other person.

Explanation 2.- "Principal Officer" means an officer designated by the reporting person referred to in the Table in sub-rule (2).

Explanation 3.- "Regulator" means a person or an authority or a Government which is vested with the power to license, authorise, register, regulate or supervise the activity of the reporting person referred to in the Table in sub-rule (2).

(7) The statement of financial transaction referred to in sub-rule (1) shall be signed, verified and furnished by the Designated Director specified in sub-rule (6):

Provided that where the reporting person is a non-resident, the statement may be signed, verified and furnished by a person who holds a valid power of attorney from such Designated Director".

3. In the said rules, in Appendix-II, for "Forms 60, 61 and 61A" the following "Forms 60, 61 and 61A" shall respectively be substituted, namely:-

“FORM NO. 60 [See second proviso to rule 114B]

Form for declaration to be filed by an individual or a person (not being a company or firm) who does not have a permanent account number and who enters into any transaction specified in rule 114B

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|----|--|--------------------------------------|--|--|--|----|----------------------------------|---|---|---|-----------------|--------------------------------|---|---|---|------------|--|---------------|---|---|---|---|---|---|---|---|--|--|--|--|--|
| 1 | First Name | | | | | | | | | | | | | | | | | 2 | Date of Birth/ Incorporation of declarant | | | | | | | | | | | | |
| | Middle Name | | | | | | | | | | | | | | | | | | D | D | M | M | Y | Y | Y | Y | | | | | |
| | Surname | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Father's Name (in case of individual) | | | | | | | | | | | | | | | First Name | | | | | | | | | | | | | | | |
| | Middle Name | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Surname | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Flat/ Room No. | | | | | | | | | | 5 | Floor No. | | | | | | | | | | | | | | | | | | | |
| 6 | Name of premises | | | | | | | | | | 7 | Block Name/No. | | | | | | | | | | | | | | | | | | | |
| 8 | Road/ Street/ Lane | | | | | | | | | | 9 | Area/ Locality | | | | | | | | | | | | | | | | | | | |
| 10 | Town/ City | | | | | | | | | | 11 | District | | | | | 12 | State | | | | | | | | | | | | | |
| 13 | Pin code | | | | | 14 | Telephone Number (with STD code) | | | | | | | | | | 15 | Mobile Number | | | | | | | | | | | | | |
| 16 | Amount of transaction (Rs.) | | | | | | | | | | | | | | | 18 | In case of transaction in joint names, number of persons involved in the transaction | | | | | | | | | | | | | | |
| 17 | Date of transaction | | | | | D | D | M | M | Y | Y | Y | Y | | | | | | | | | | | | | | | | | | |
| 19 | Mode of transaction: <input type="checkbox"/> Cash, <input type="checkbox"/> Cheque, <input type="checkbox"/> Card, <input type="checkbox"/> Draft/Banker's Cheque, <input type="checkbox"/> Online transfer, <input type="checkbox"/> Other | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | Aadhaar Number issued by UIDAI (if available) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | If applied for PAN and it is not yet generated enter date of application and acknowledgement number | | | | | | | | | | D | D | M | M | Y | Y | Y | Y | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | If PAN not applied, fill estimated total income (including income of spouse, minor child etc. as per section 64 of Income-tax Act, 1961) for the financial year in which the above transaction is held | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | a | Agricultural income (Rs.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | b | Other than agricultural income (Rs.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | Details of document being produced in support of identify in Column 1 (Refer Instruction overleaf) | | | | | | | | | | Docu nt code | Document identification number | | | | | Name and address of the authority issuing the document | | | | | | | | | | | | | | |
| 24 | Details of document being produced in support of address in Columns 4 to 13 (Refer Instruction overleaf) | | | | | | | | | | Docu nt code | Document identification number | | | | | Name and address of the authority issuing the document | | | | | | | | | | | | | | |

Verification

I, _____ do hereby declare that what is stated above is true to the best of my knowledge and belief. I further declare that I do not have a Permanent Account Number and my/ our estimated total income (including income of spouse, minor child etc. as per section 64 of Income-tax Act, 1961) computed in accordance with the provisions of Income-tax Act, 1961 for the financial year in which the above transaction is held will be less than maximum amount not chargeable to tax.

Verified today, the _____ day of _____ 20____

Place: _____

(Signature of declarant)

Note:

- Before signing the declaration, the declarant should satisfy himself that the information furnished in this form is true, correct and complete in all respects. Any person making a false statement in the declaration shall be liable to prosecution under section 277 of the Income-tax Act, 1961 and on conviction be punishable,-
 - in a case where tax sought to be evaded exceeds twenty-five lakh rupees, with rigorous imprisonment which shall not be less than six months but which may extend to seven years and with fine;

- (ii) in any other case, with rigorous imprisonment which shall not be less than three months but which may extend to two years and with fine.
- 2. The person accepting the declaration shall not accept the declaration where the amount of income of the nature referred to in item 22b exceeds the maximum amount which is not chargeable to tax, unless PAN is applied for and column 21 is duly filled.

Instruction:

(1) Documents which can be produced in support of identity and address (not required if applied for PAN and item 20 is filled): -

| Sl. | Nature of Document | Document Code | Proof of Identity | Proof of Address |
|----------|--|---------------|-------------------|------------------|
| A | For Individuals and HUF | | | |
| 1. | AADHAR card | 01 | Yes | Yes |
| 2. | Bank/Post office passbook bearing photograph of the person | 02 | Yes | Yes |
| 3. | Elector's photo identity card | 03 | Yes | Yes |
| 4. | Ration/Public Distribution System card bearing photograph of the person | 04 | Yes | Yes |
| 5. | Driving License | 05 | Yes | Yes |
| 6. | Passport | 06 | Yes | Yes |
| 7. | Pensioner Photo card | 07 | Yes | Yes |
| 8. | National Rural Employment Guarantee Scheme (NREGS) Job card | 08 | Yes | Yes |
| 9. | Caste or Domicile certificate bearing photo of the person | 09 | Yes | Yes |
| 10. | Certificate of identity/address signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer as per annexure A prescribed in Form 49A | 10 | Yes | Yes |
| 11. | Certificate from employer as per annexure B prescribed in Form 49A | 11 | Yes | Yes |
| 12. | Kisan passbook bearing photo | 12 | Yes | No |
| 13. | Arm's license | 13 | Yes | No |
| 14. | Central Government Health Scheme /Ex-servicemen Contributory Health Scheme card | 14 | Yes | No |
| 15. | Photo identity card issued by the government./ Public Sector Undertaking | 15 | Yes | No |
| 16. | Electricity bill (<i>Not more than 3 months old</i>) | 16 | No | Yes |
| 17. | Landline Telephone bill (<i>Not more than 3 months old</i>) | 17 | No | Yes |
| 18. | Water bill (<i>Not more than 3 months old</i>) | 18 | No | Yes |
| 19. | Consumer gas card/book or piped gas bill (<i>Not more than 3 months old</i>) | 19 | No | Yes |
| 20. | Bank Account Statement (<i>Not more than 3 months old</i>) | 20 | No | Yes |
| 21. | Credit Card statement (<i>Not more than 3 months old</i>) | 21 | No | Yes |
| 22. | Depository Account Statement (<i>Not more than 3 months old</i>) | 22 | No | Yes |
| 23. | Property registration document | 23 | No | Yes |
| 24. | Allotment letter of accommodation from Government | 24 | No | Yes |
| 25. | Passport of spouse bearing name of the person | 25 | No | Yes |
| 26. | Property tax payment receipt (<i>Not more than one year old</i>) | 26 | No | Yes |
| B | For Association of persons (Trusts) | | | |
| | Copy of trust deed or copy of certificate of registration issued by Charity Commissioner | 27 | Yes | Yes |
| C | For Association of persons (other than Trusts) or Body of Individuals or Local authority or Artificial Juridical Person) | | | |
| | Copy of Agreement or copy of certificate of registration issued by Charity commissioner or Registrar of Cooperative society or any other competent authority or any other document originating from any Central or State Government Department establishing identity and address of such person. | 28 | Yes | Yes |

(2) In case of a transaction in the name of a Minor, any of the above mentioned documents as proof of Identity and Address of any of parents/guardians of such minor shall be deemed to be the proof of identity and address for the minor declarant, and the declaration should be signed by the parent/guardian.

(3) For HUF any document in the name of Karta of HUF is required.

(4) In case the transaction is in the name of more than one person the total number of persons should be mentioned in Sl. No. 18 and the total amount of transaction is to be filled in Sl. No. 16.

In case the estimated total income in column 22b exceeds the maximum amount not chargeable to tax the person should apply for PAN, fill out item 21 and furnish proof of submission of application.

FORM NO. 61

[See sub-rule (1) of rule 114D]

Statement containing particulars of declaration received in Form No. 60

PART A: STATEMENT DETAILS

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

| A.1 REPORTING PERSON DETAILS | | |
|-------------------------------|--|---|
| A.1.1 | Reporting Person Name | |
| A.1.2 | Income-tax Department Reporting Entity Identification Number | <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> |
| A.1.3 | Registration Number | |
| A.2 STATEMENT DETAILS | | |
| A.2.1 | Statement Type | <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="margin-left: 5px;">Insert 2 character code</div> </div> |
| A.2.2 | Statement Number | |
| A.2.3 | Original Statement Id | |
| A.2.4 | Reason for Correction | <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="margin-left: 5px;">Insert 1 character code</div> </div> |
| A.2.5 | Statement Date | |
| A.2.6 | Reporting Period | |
| A.2.7 | Number of Reports | |
| A.3 PRINCIPAL OFFICER DETAILS | | |
| A.3.1 | Officer Name | |
| A.3.2 | Officer Designation | |
| A.3.3 | Address | |
| A.3.4 | City / Town | |
| A.3.5 | Postal Code | |
| A.3.6 | State Code | <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="margin-left: 5px;">Insert 2 character code</div> </div> |
| A.3.7 | Country Code | <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="margin-left: 5px;">Insert 2 character code</div> </div> |
| A.3.8 | Telephone | |
| A.3.9 | Mobile | |
| A.3.10 | Fax | |
| A.3.11 | Email | |

PART B: REPORT DETAILS FOR FINANCIAL TRANSACTIONS

| B.1 REPORT NUMBER (To be provided for each person being reported) | | |
|--|-----------------------------------|---|
| B.1.1 | Report Serial Number | |
| B.1.2 | Original Report Serial Number | |
| B.2 PERSON DETAILS | | |
| B.2.1 | Person Name | |
| B.2.2 | Date of birth/Incorporation | |
| B.2.3 | Father's Name (for individuals) | |
| B.2.4 | PAN Acknowledgement | |
| B.2.5 | Aadhaar Number | |
| B.2.6 | Address | |
| B.2.7 | City / Town | |
| B.2.8 | Postal Code | |
| B.2.9 | State Code | <input type="text"/> <input type="text"/> Insert 2 character code |
| B.2.10 | Country Code | <input type="text"/> <input type="text"/> Insert 2 character code |
| B.2.11 | Mobile/Telephone Number | |
| B.2.12 | Estimated agricultural income | |
| B.2.13 | Estimated non-agricultural income | |
| B.2.14 | Remarks | |
| B.3 FINANCIAL TRANSACTION SUMMARY | | |
| B.3.1 | Transaction Date | |
| B.3.2 | Transaction ID | |
| B.3.3 | Transaction Type | <input type="text"/> <input type="text"/> Insert 2 character code |
| B.3.4 | Transaction Amount | |
| B.3.5 | Transaction Mode | <input type="text"/> <input type="text"/> Insert 2 character code |

FORM No. 61A*[See rule 114E]***Statement of Specified Financial Transactions under section 285BA(1) of the Income-tax Act, 1961****PART A: STATEMENTDETAILS**

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

| A.1 REPORTING ENTITY DETAILS | | |
|--------------------------------------|--|--|
| A.1.1 | Reporting Entity Name | |
| A.1.2 | Income-tax Department Reporting Entity Identification Number | <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"/> |
| A.1.3 | Registration Number | |
| A.2 STATEMENT DETAILS | | |
| A.2.1 | Statement Type | <input type="text"/> <input type="text"/> Insert 2 character code |
| A.2.2 | Statement Number | |
| A.2.3 | Original Statement Id | |
| A.2.4 | Reason for Correction | <input type="text"/> Insert 1 character code |
| A.2.5 | Statement Date | |
| A.2.6 | Reporting Period | |
| A.2.7 | Report Types | <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> Insert 2 character codes |
| A.2.8 | Number of Reports | |
| A.3 PRINCIPAL OFFICER DETAILS | | |
| A.3.1 | Name | |
| A.3.2 | Designation | |
| A.3.3 | Address | |
| A.3.4 | City / Town | |
| A.3.5 | Postal Code | |
| A.3.6 | State Code | <input type="text"/> <input type="text"/> Insert 2 character code |
| A.3.7 | Country Code | <input type="text"/> <input type="text"/> Insert 2 character code |
| A.3.8 | Telephone | |
| A.3.9 | Mobile | |
| A.3.10 | Fax | |
| A.3.11 | Email | |

PART B: REPORT DETAILS FOR AGGREGATED FINANCIAL TRANSACTIONS

| B.1 REPORT NUMBER (To be provided for each person being reported) | | |
|--|---|---|
| B.1.1 | Report Serial Number | |
| B.1.2 | Original Report Serial Number | |
| B.2 PERSON DETAILS | | |
| B.2.1 | Person Name | |
| B.2.2 | Person Type | <input type="text"/> <input type="text"/> Insert 2 character code |
| B.2.3 | Customer Identity | |
| B.2.4 | Gender (for individuals) | <input type="text"/> Insert 1 character code |
| B.2.5 | Father's Name (for individuals) | |
| B.2.6 | PAN | <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.2.7 | Aadhaar Number (for individuals) | |
| B.2.8 | Form 60 Acknowledgment | |
| B.2.9 | Identification Type | <input type="text"/> Insert 1 character code |
| B.2.10 | Identification Number | |
| B.2.11 | Date of birth/Incorporation | |
| B.2.12 | Nationality/Country of Incorporation | <input type="text"/> <input type="text"/> Insert 2 character code |
| B.2.13 | Business or occupation | |
| B.2.14 | Address | |
| B.2.15 | Address Type | <input type="text"/> Insert 1 character code |
| B.2.16 | City / Town | |
| B.2.17 | Postal Code | |
| B.2.18 | State Code | <input type="text"/> <input type="text"/> Insert 2 character code |
| B.2.19 | Country Code | <input type="text"/> <input type="text"/> Insert 2 character code |
| B.2.20 | Mobile/Telephone Number | |
| B.2.21 | Other Contact Number | |
| B.2.22 | Email | |
| B.2.23 | Remarks | |
| B.3 FINANCIAL TRANSACTION SUMMARY | | |
| B.3.1 | Product Type | <input type="text"/> <input type="text"/> Insert 2 character code |
| B.3.2 | Aggregate gross amount received from the person | |
| B.3.3 | Aggregate gross amount received from the person in cash | |
| B.3.4 | Aggregate gross amount paid to the person | |

| | | |
|------------|---|--|
| B.3.5 | Remarks | |
| B.4 | FINANCIAL PRODUCT DETAILS | (To be provided for each distinctive product) |
| B.4.1 | Product Identifier | |
| B.4.2 | Last Date of Transaction | |
| B.4.3 | Aggregate gross amount received from the person | |
| B.4.4 | Aggregate gross amount received from the person in cash | |
| B.4.5 | Aggregate gross amount paid to the person | |
| B.4.6 | Related Account Number | |
| B.4.7 | Related Institution Name | |
| B.4.8 | Related Institution Ref Number | |
| B.4.9 | Remarks | |

PART C: REPORT DETAILS FOR BANK/POST OFFICE ACCOUNT

(This information should be provided for each Account being reported)

| C.1 REPORT NUMBER (To be provided for each account being reported) | | |
|---|--|---|
| C.1.1 | Report Serial Number | |
| C.1.2 | Original Report Serial Number | |
| C.2 ACCOUNT DETAILS | | |
| C.2.1 | Account Type | <input type="text"/> <input type="text"/> Insert 2 character code |
| C.2.2 | Account Number | |
| C.2.3 | Account Holder Name | |
| C.2.4 | Account Status | <input type="text"/> Insert 1 character code |
| C.2.5 | Branch Reference Number | |
| C.2.6 | Branch Name | |
| C.2.7 | Branch Address | |
| C.2.8 | City Town | |
| C.2.9 | Postal Code | |
| C.2.10 | State Code | <input type="text"/> <input type="text"/> Insert 2 character code |
| C.2.11 | Country Code | <input type="text"/> <input type="text"/> Insert 2 character code |
| C.2.12 | Telephone | |
| C.2.13 | Mobile | |
| C.2.14 | Fax | |
| C.2.15 | Email | |
| C.2.16 | Remarks | |
| C.3 ACCOUNT SUMMARY | | |
| C.3.1 | Aggregate gross amount credited to the account in cash | |
| C.3.2 | Aggregate gross amount debited to the account in cash | |
| C.3.3 | Remarks | |
| C.4 PERSON DETAILS (To be provided for each person related to the account) | | |
| C.4.1 | Account Relationship | <input type="text"/> Insert 1 character code |
| C.4.2 | Person Name | |
| C.4.3 | Person Type | <input type="text"/> <input type="text"/> Insert 2 character code |
| C.4.4 | Customer Identity | |
| C.4.5 | Gender (for individuals) | <input type="text"/> Insert 1 character code |
| C.4.6 | Father's Name (for individuals) | |
| C.4.7 | PAN | <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.4.8 | Aadhaar Number (for individuals) | |

| | | |
|--------|--------------------------------------|---|
| C.4.9 | Form 60 Acknowledgment | |
| C.4.10 | Identification Type | <input type="text"/> Insert 1 character code |
| C.4.11 | Identification Number | |
| C.4.12 | Date of birth/Incorporation | |
| C.4.13 | Nationality/Country of Incorporation | <input type="text"/> <input type="text"/> Insert 2 character code |
| C.4.14 | Business or occupation | |
| C.4.15 | Address | |
| C.4.16 | Address Type | <input type="text"/> Insert 1 character code |
| C.4.17 | City / Town | |
| C.4.18 | Postal Code | |
| C.4.19 | State Code | <input type="text"/> <input type="text"/> Insert 2 character code |
| C.4.20 | Country Code | <input type="text"/> <input type="text"/> Insert 2 character code |
| C.4.21 | Mobile/Telephone Number | |
| C.4.22 | Other Contact Number | |
| C.4.23 | Email | |
| C.4.24 | Remarks | |

PART D: REPORT DETAILS FOR IMMOVABLE PROPERTY TRANSACTIONS

(This information should be provided for each Transaction being reported)

| D.1 REPORT NUMBER (To be provided for each transaction being reported) | | |
|---|---|---|
| D.1.1 | Report Serial Number | |
| D.1.2 | Original Report Serial Number | |
| D.2 TRANSACTION DETAILS | | |
| D.2.1 | Transaction Date | |
| D.2.2 | Transaction Identity | |
| D.2.3 | Transaction Type | <input style="width: 30px;" type="text"/> Insert 1 character code |
| D.2.4 | Transaction Amount | |
| D.2.5 | Property Type | <input style="width: 30px;" type="text"/> Insert 1 character code |
| D.2.6 | Whether property is within municipal limits | <input style="width: 30px;" type="text"/> Insert 1 character code |
| D.2.7 | Property Address | |
| D.2.8 | City / Town | |
| D.2.9 | Postal Code | |
| D.2.10 | State Code | <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> Insert 2 character code |
| D.2.11 | Country Code | <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> Insert 2 character code |
| D.2.12 | Stamp Value | |
| D.2.13 | Remarks | |
| D.3 PERSON DETAILS (To be provided for each person related to the transaction) | | |
| D.3.1 | Transaction Relation | <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> Insert 2 character code |
| D.3.2 | Transaction Amount related to the person | |
| D.3.3 | Person Name | |
| D.3.4 | Person Type | <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> Insert 2 character code |
| D.3.5 | Gender (for individuals) | <input style="width: 30px;" type="text"/> Insert 1 character code |
| D.3.6 | Father's Name (for individuals) | |
| D.3.7 | PAN | <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> |
| D.3.8 | Aadhaar Number (for individuals) | |
| D.3.9 | Form 60 Acknowledgment | |
| D.3.10 | Identification Type | <input style="width: 30px;" type="text"/> Insert 1 character code |
| D.3.11 | Identification Number | |
| D.3.12 | Date of birth/Incorporation | |
| D.3.13 | Nationality/Country of Incorporation | <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> Insert 2 character code |

| | | |
|--------|-------------------------|---|
| D.3.14 | Address | |
| D.3.15 | City / Town | |
| D.3.16 | Postal Code | |
| D.3.17 | State Code | <input type="text"/> <input type="text"/> Insert 2 character code |
| D.3.18 | Country Code | <input type="text"/> <input type="text"/> Insert 2 character code |
| D.3.19 | Mobile/Telephone Number | |
| D.3.20 | Other Contact Number | |
| D.3.21 | Email | |
| D.3.22 | Remarks". | |

[Notification No. 95/2015][F.No.142/28/2012-(SO)TPL]

[Ekta Jain]

Deputy Secretary to Government of India

Note:- The principal rules were published vide notification S.O. 969 (E), dated the 26th March, 1962 and last amended vide notification GSR 978E, dated the 16th December, 2015.

Instructions to Form 61

The requirement field for each data element indicates whether the element is validation or optional in the schema.

| | |
|----------------------|--|
| Validation | “Validation” elements MUST be present for ALL data records in a file and an automated validation check will be undertaken. The Sender should do a technical check of the data file content using XML tools to make sure all “Validation” elements are present and if they are not, the sender should correct the file. The Income-tax Department will also do so and if incorrect, will reject the file. |
| (Optional) Mandatory | (Optional) Mandatory data element is not required for schema validation but is required for reporting depending on availability of information or other factors. These elements may be present in most (but not all) circumstances, so the validation will be based rule based. |
| Optional | An optional element specified in form. May be reported if available. |

Specific Instructions

| S. No. | Element | Description | Requirement |
|--------|--|--|----------------------|
| A.1.1 | Reporting Person Name | Complete name of the reporting person. | Validation |
| A.1.2 | ITDREIN (Income-tax Department Reporting Entity Identification Number) | ITDREIN is the Unique ID issued by ITD which will be communicated by ITD after the registration of the reporting entity with ITD. The ITDREIN is a 16-character identification number in the format XXXXXXXXXXXX.YYYYYY where XXXXXXXXXXXX is the PAN or TAN of the reporting entity and YYYYYY is a sequentially generated number. The reporting Entity may use a dummy number (PAN+999999 or TAN+999999) till the ITDREIN is communicated. | Validation |
| A.1.3 | Registration Number | This number is the registration number or any number used in correspondence with the regulator of the financial institution. This number will be used during verification of the registration of the reporting entity and in correspondence with the regulators. | (Optional) Mandatory |
| A.2.1 | Statement Type | Type of Statement submitted. Permissible values are: NB – New Statement containing new information CB – Correction Statement containing corrections for previously submitted information TD - Test Data ND - No Data to report One Statement can contain only one type of Statement. Even if missing information has to be supplied, the complete report has to be submitted instead of an incremental report. | Validation |
| A.2.2 | Statement Number | Statement Number is a free text field capturing the sender's unique identifying number (created by the sender) that identifies the particular Statement being sent. The identifier allows both the sender and receiver to identify the specific Statement later if questions or corrections arise. After successful submission of the Statement to ITD, a new unique Statement ID will be allotted for future reference. The reporting entities should maintain the linkage between the Statement Number and Statement ID. Example of the statement number is 2015/01. | Validation |
| A.2.3 | Original Statement Id | Statement ID of the original Statement which is being replaced deleted or referred by reports in the current Statement. In case the Statement is new and unrelated to any previous Statement, mention '0' here. | Validation |

| S. No. | Element | Description | Requirement |
|--------|---|--|-------------|
| A.2.4 | Reason of Correction | Reason for revision to be stated when the original Statement is corrected. Permissible values are: A - Acknowledgement of original Statement had many errors which are being resolved B - Errors in original Statement are being corrected suo-motu C - The correction report is on account of additional information being submitted N - Not applicable as this is a new statement/test data/ there is no data to report Z - Other reason | Validation |
| A.2.5 | Statement Date | This identifies the date and time when the Statement was compiled. This element will be automatically populated by the host system. The format for use is YYYY-MM-DD hh:mm:ss. Fractions of seconds is not used. Example: 2016-03-15T09:45:30. | Validation |
| A.2.6 | Reporting Period | This identifies the reporting period in YYYY-MM-DD format. For example, if reporting information for the declaration received between 01-04-2016 to 30-06-2016, the field would read, "2016-04-01 to 2016-06-30" | Validation |
| A.2.7 | Number of Reports | Number of Reports contained in Part B of the Statement. | Validation |
| A.3.1 | Designated Director/Nodal Officer Name | Name of the Designated Director or Nodal officer of the statement filer. | Validation |
| A.3.2 | Designated Director/Nodal Officer Designation | Designation of the Designated Director or Nodal Officer in the organisation of statement filer. | Validation |
| A.3.3 | Address | Complete address of the nodal officer consisting of house number, building name, street, locality, city, state, Postal Code and country. | Validation |
| A.3.4 | City Town | Name of City, Town or Village | Validation |
| A.3.5 | Postal Code | In case of India, the 6 digit Pin code as India Posts has to be mentioned. In case of countries outside, respective code may be used. If Pin code is not available, use XXXXXX. | Validation |
| A.3.6 | State Code | The two digit state code has to be mentioned as per Indian Motor Vehicle Act 1988. If state code is not available, use XX. | Validation |
| A.3.7 | Country Code | The Country Code as per ISO 3166 has to be mentioned. As IN for India. If Country Code is not available, use XX | Validation |
| A.3.8 | Telephone | Telephone number in format STD Code-Telephone number. (Example 0120-2894016) | Validation |
| A.3.9 | Mobile | Contact Mobile number. Please do not add "0" before the number | Validation |
| A.3.10 | Fax | Fax number in format STD Code-Telephone number. (Example 0120-2894016) | Optional |
| A.3.11 | Email | E-mail of the nodal officer | Validation |
| Part B | Details of Financial Transactions | This part is to be reported for financial transactions | |
| B.1.1 | Report Serial Number | The number uniquely represents a report within a Statement. The Report Serial Number should be unique within the Statement. This number along with Statement ID will uniquely identify any report received by ITD. | Validation |
| B.1.2 | Original Report Serial Number | The Report Serial Number of the original report that has to be replaced or deleted. This number along with Original Statement ID will uniquely identify the report which is being corrected. In case there is no correction of any report, mention '0' here. | Validation |
| B.2.1 | Person Name | Name of the individual or entity. | Validation |

| S. No. | Element | Description | Requirement |
|--------|---------------------------------|--|-------------------------|
| B.2.2 | Date of birth/Incorporation | Individual: Actual Date of Birth; Company: Date of incorporation; Association of Persons: Date of formation/creation; Trusts: Date of creation of Trust Deed; Partnership Firms: Date of Partnership Deed; LLPs: Date of incorporation/Registration; HUFs: Date of creation of HUF and for ancestral HUF date can be 01-01-0001 where the date of creation is not available. The data format is DD/MM/YYYY Mandatory if valid PAN is not reported. | Validation |
| B.2.3 | Father's Name (for individuals) | Name of the father. | Validation |
| B.2.4 | PAN Acknowledgement | If applied for PAN, the acknowledgement number for the same. | (Optional) Mandatory |
| B.2.5 | Aadhaar Number | Aadhaar Number of the person. | (Optional) Mandatory |
| B.2.6 | Identification type | The type of identification produced in support of identity. Permissible values are: 01- AADHAR card 02-Bank/Post office passbook bearing photograph of the person 03-Elector's photo identity card 04-Ration/PDS card bearing photograph of the person 05-Driving License 06-Passport 07-Pensioner Photo card 08-NREGS Job card 09-Caste or Domicile certificate bearing photo of the person 10-Certificate of identity/address signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer as per annexure A prescribed in Form 49A 11-Certificate from employer as per annexure B prescribed in Form 49A 12-Kisan passbook bearing photo 13-Arm's license 14-CGHS/ECHS card 15-Photo identity card issued by the govt./PSU 16- Copy of trust deed or copy of certificate of registration issued by Charity Commissioner 17-Copy of Agreement or copy of certificate of registration issued by Charity commissioner or Registrar of Cooperative society or any other competent authority or any other document originating from any Central or State Government Department establishing identity and address of such person. | Validation |
| B.2.7 | Identification number | The Identification number of the document produced in support of identity | Validation |
| B.2.8 | Address | Complete address of the person consisting of house number, building name, street, locality, city, state, Postal Code and country. | Validation |
| B.2.9 | City / Town | Name of City, Town or Village | (Optional) Mandatory |
| B.2.10 | Postal Code | In case of India, the 6 digit Pin code as per India Posts has to be mentioned. In case of countries outside India, respective code may be used. If Pin code is not available, use XXXXXX. | Validation |
| B.2.11 | State Code | The two digit state code has to be mentioned as per Indian Motor Vehicle Act 1988. If state code is not available, use XX. | Validation |
| B.2.12 | Country Code | The Country Code as per ISO 3166 has to be mentioned. Use IN for India. If Country Code is not available, use XX | Validation |
| B.2.13 | Mobile/Telephone Number | Primary Telephone (STD Code-Telephone number) or mobile number (if available) | (Optional) Mandatory |

| S. No. | Element | Description | Requirement |
|--------|-----------------------------------|---|-------------------------|
| B.2.14 | Estimated agricultural income | Estimated agricultural income during the financial year | (Optional) Mandatory |
| B.2.15 | Estimated non-agricultural income | Estimated non-agricultural income during the financial year | Validation |
| B.2.16 | Remarks | Remarks or any other information | Optional |
| B.3.1 | Transaction Date | Date of transaction. The data format is DD/MM/YYYY | Validation |
| B.3.2 | Transaction ID | Unique ID to identify transaction, if any, maintained by the reporting person | (Optional) Mandatory |
| B.3.3 | Transaction Type | Permissible values are: 01-Sale of immovable property 02-Purchase of immovable property 03-Sale of a motor vehicle 04-Purchase of motor vehicle 05-Investment in Time deposit 06-Deposit in cash 07-Sale of securities 08-Purchase of securities 09-Opening an account (other than savings and time deposit) 10-Account with balance exceeding Rs. 50,000 11-Purchase of bank drafts or pay orders 12-Application for issue of a credit or debit card 13-Payment to hotel 14-payment in connection with travel to any foreign country 15-payment for purchase, or remittance outside India, 16-Payment to Mutual Fund for purchase of its units 17-Payment for acquiring shares 18-Payment for acquiring debentures or bonds 19-Payment as life insurance premium 20-Sale of shares of a company 21-Purchase of shares of company 22-Not classified above | Validation |
| B.3.4 | Transaction Amount | Amount of transaction as per registered deed. The amount should be rounded off to nearest rupee without decimal. If this amount is not in Indian Rupees, then convert to Indian Rupees. | Validation |
| B.3.5 | Transaction Mode | Permissible values are: 01-Cash 02-Cheque 03-Card 04-Draft/Bankers Cheque 05-Online transfers 06-Others | Validation |

Instructions to Form 61A

The requirement field for each data element indicates whether the element is validation or optional in the schema.

| | |
|----------------------|--|
| Validation | “Validation” elements MUST be present for ALL data records in a file and an automated validation check will be undertaken. The Sender should do a technical check of the data file content using XML tools to make sure all “Validation” elements are present and if they are not, the sender should correct the file. The Income-tax Department will also do so and if incorrect, will reject the file. |
| (Optional) Mandatory | (Optional) Mandatory data element is not required for schema validation but IS required for reporting depending on availability of information or other factors. These elements may be present in most (but not all) circumstances, so the validation will be based rule based. |
| Optional | An optional element specified in form. May be reported if available. |

Specific Instructions

| S. No. | Element | Description | Requirement |
|--------|--|--|----------------------|
| A.1.1 | Reporting Entity Name | Complete name of the reporting entity. | Validation |
| A.1.2 | ITDREIN (Income-tax Department Reporting Entity Identification Number) | ITDREIN is the Unique ID issued by ITD which will be communicated by ITD after the registration of the reporting entity with ITD. The ITDREIN is a 16-character identification number in the format XXXXXXXXXXXX.YYYYYY where XXXXXXXXXXXX is the PAN or TAN of the reporting entity and YYYYYY is a sequentially generated number. The reporting Entity may use a dummy number (PAN+999999 or TAN+999999) till the ITDREIN is communicated. | Validation |
| A.1.3 | Registration Number | This number is the registration number or any number used in correspondence with the regulator of the financial institution. This number will be used during verification of the registration of the reporting entity and in correspondence with the regulators. | (Optional) Mandatory |
| A.2.1 | Statement Type | Type of Statement submitted. Permissible values are: NB – New Statement containing new information CB – Correction Statement containing corrections for previously submitted information TD - Test Data ND - No Data to report One Statement can contain only one type of Statement. Even if missing information has to be supplied, the complete report has to be submitted instead of an incremental report. | Validation |
| A.2.2 | Statement Number | Statement Number is a free text field capturing the sender's unique identifying number (created by the sender) that identifies the particular Statement being sent. The identifier allows both the sender and receiver to identify the specific Statement later if questions or corrections arise. After successful submission of the Statement to ITD, a new unique Statement ID will be allotted for future reference. The reporting entities should maintain the linkage between the Statement Number and Statement ID. Example of the statement number is 2015/01. | Validation |
| A.2.3 | Original Statement Id | Statement ID of the original Statement which is being replaced deleted or referred by reports in the current Statement. In case the Statement is new and unrelated to any previous Statement, mention '0' here. | Validation |

| S. No. | Element | Description | Requirement |
|--------|--|--|-------------|
| A.2.4 | Reason of Correction | Reason for revision to be stated when the original Statement is corrected. Permissible values are: A - Acknowledgement of original Statement had many errors which are being resolved B - Errors in original Statement are being corrected suo-motu C - The correction report is on account of additional information being submitted N - Not applicable as this is a new statement/test data/ there is no data to report Z - Other reason | Validation |
| A.2.5 | Statement Date | This identifies the date and time when the Statement was compiled. This element will be automatically populated by the host system. The format for use is YYYY-MM-DD hh:mm:ss. Fractions of seconds is not used. Example: 2016-03-15T09:45:30. | Validation |
| A.2.6 | Reporting Period | This identifies the last day of the reporting period in YYYY-MM-DD format. For example, if reporting information for the accounts or payments made in calendar year 2015, the field would read, "2015-12-31" | Validation |
| A.2.7 | Report Type | Types of reports contained in the Statement. Permissible value are: AF- Aggregated Financial Transactions BA – Bank/Post Office Account IM - Immovable Property Transactions CB - Cross Border Transactions | Validation |
| A.2.8 | Number of Reports | Number of Reports in the Statement. | Validation |
| A.3.1 | Designated Director Name | Name of the Designated Director. Refer to the registration requirement under section 285BA of the Income-tax Act and Rule 114E(7) of the Income-tax Rule | Validation |
| A.3.2 | Designated Director Designation | Designation of the Designated Director in the organisation of statement filer. | Validation |
| A.3.3 | Address | Complete address of the nodal officer consisting of house number, building name, street, locality, city, state, Postal Code and country. | Validation |
| A.3.4 | City Town | Name of City, Town or Village | Validation |
| A.3.5 | Postal Code | In case of India, the 6 digit Pin code as per India Posts has to be mentioned. In case of countries outside India, respective code may be used. If Pin code is not available, use XXXXXX. | Validation |
| A.3.6 | State Code | The two digit state code has to be mentioned as per Indian Motor Vehicle Act 1988. If state code is not available, use XX. | Validation |
| A.3.7 | Country Code | The Country Code as per ISO 3166 has to be mentioned. Use IN for India. If Country Code is not available, use XX | Validation |
| A.3.8 | Telephone | Telephone number in format STD Code-Telephone number. (Example 0120-2894016) | Validation |
| A.3.9 | Mobile | Contact Mobile number. Please do not add "0" before the number | Validation |
| A.3.10 | Fax | Fax number in format STD Code-Telephone number. (Example 0120-2894016) | Optional |
| A.3.11 | Email | E-mail of the nodal officer | Validation |
| Part B | Details of Aggregated Financial Transactions | This part is to be reported for financial transactions in Time deposits, Credit cards, Mutual funds, Bonds/debenture, Share issue/buyback, Sale of foreign currency. | |

| S. No. | Element | Description | Requirement |
|--------|----------------------------------|---|-------------------------|
| B.1.1 | Report Serial Number | The number uniquely represents a report within a Statement. The Report Serial Number should be unique within the Statement. This number along with Statement ID will uniquely identify any report received by ITD. | Validation |
| B.1.2 | Original Report Serial Number | The Report Serial Number of the original report that has to be replaced or deleted. This number along with Original Statement ID will uniquely identify the report which is being corrected. In case there is no correction of any report, mention '0' here. | Validation |
| B.2.1 | Person Name | Name of the individual or entity. | Validation |
| B.2.2 | Person Type | The permissible values are: IN - Individual SP- Sole Proprietorship PF- Partnership Firm HF - HUF CR - Private Limited Company CB - Public Limited Company SO - Society AO - Association of persons/Body of individuals TR - Trust LI - Liquidator LL - LLP ZZ - Others XX – Not Categorised | Validation |
| B.2.3 | Customer ID | Customer ID/Number allotted by the reporting entity (if available) | (Optional) Mandatory |
| B.2.4 | Gender (for individuals) | Permissible values are: M - Male F - Female O – Others N – Not Applicable (for entities) X – Not Categorised | Validation |
| B.2.5 | Father's Name (for individuals) | Name of the father (if available). Mandatory if valid PAN is not reported. | (Optional) Mandatory |
| B.2.6 | PAN | Permanent Account Number issued by Income Tax Department | (Optional) Mandatory |
| B.2.7 | Aadhaar Number (for individuals) | Aadhaar number issued by UIDAI (if available). | (Optional) Mandatory |
| B.2.8 | Form 60 Acknowledgment | Form 60 Acknowledgment number, if applicable | (Optional) Mandatory |
| B.2.9 | Identification Type | Document submitted as proof of identity of the individual. Permissible values are: A - Passport B - Election Id Card C - PAN Card D - ID Card issued by Government/PSU E - Driving License G - UIDAI Letter / Aadhaar Card H - NREGA job card Z – Others Mandatory if valid PAN is not reported. | (Optional) Mandatory |
| B.2.10 | Identification Number | Number mentioned in the identification document Mandatory if valid PAN is not reported. | (Optional) Mandatory |

| S. No. | Element | Description | Requirement |
|--------|---|--|-------------------------|
| B.2.11 | Date of birth/Incorporation | Individual: Actual Date of Birth; Company: Date of incorporation; Association of Persons: Date of formation/creation; Trusts: Date of creation of Trust Deed; Partnership Firms: Date of Partnership Deed; LLPs: Date of incorporation/Registration; HUFs: Date of creation of HUF and for ancestral HUF date can be 01-01-0001 where the date of creation is not available. The data format is DD/MM/YYYY Mandatory if valid PAN is not reported. | (Optional) Mandatory |
| B.2.12 | Nationality/Country of Incorporation | 2 character Country Code (ISO 3166) | (Optional) Mandatory |
| B.2.13 | Business or occupation | Business or occupation (if available) | Optional |
| B.2.14 | Address | Complete address of the person consisting of house number, building name, street, locality, city, state, Postal Code and country. | Validation |
| B.2.15 | Address Type | Indicates the legal character of the address. Permissible values are: 1- Residential Or Business 2 - Residential 3 - Business 4 – Registered Office 5 – Unspecified | Optional |
| B.2.16 | City / Town | Name of City, Town or Village | (Optional) Mandatory |
| B.2.17 | Postal Code | In case of India, the 6 digit Pin code as per India Posts has to be mentioned. In case of countries outside India, respective code may be used. If Pin code is not available, use XXXXXX. | Validation |
| B.2.18 | State Code | The two digit state code has to be mentioned as per Indian Motor Vehicle Act 1988. If state code is not available, use XX. | Validation |
| B.2.19 | Country Code | The Country Code as per ISO 3166 has to be mentioned. Use IN for India. If Country Code is not available, use XX | Validation |
| B.2.20 | Mobile/Telephone Number | Primary Telephone (STD Code-Telephone number) or mobile number (if available) | (Optional) Mandatory |
| B.2.21 | Other Contact Number | Other Telephone (STD Code-Telephone number) or mobile number | Optional |
| B.2.22 | Email | Email Address (if available) | (Optional) Mandatory |
| B.2.23 | Remarks | Remarks or any other information | Optional |
| B.3.1 | Product Type | Type of product linked with the transaction. Permissible values are: BD - Bonds or Debentures CC- Credit Card FC - Foreign Currency sale MF- Mutual Fund SI – Shares issued SB– Shares bought back TD- Time Deposit XX - Unspecified | (Optional) Mandatory |
| B.3.2 | Aggregate gross amount received from the person | Aggregate gross amount received from the person (including in cash, if any) during the period | (Optional) Mandatory |
| B.3.3 | Aggregate gross amount received from the person in cash | Aggregate gross amount received from the person in cash during the period | (Optional) Mandatory |

| S. No. | Element | Description | Requirement |
|--------|---|--|-------------------------|
| B.3.4 | Aggregate gross amount paid to the person | Aggregate gross amount paid to the person during the period | (Optional) Mandatory |
| B.3.5 | Related Account Number | Account number (if available) from/to which funds was transferred. | Optional |
| B.3.6 | Related Institution Name | Name of the institution (if available) from / to which funds were transferred. | Optional |
| B.3.7 | Related Institution Ref Number | Institution reference number of the institution (if available) from / to which funds were transferred. | Optional |
| B.3.8 | Remarks | Remarks or any other information | Optional |
| B.4.1 | Product Identifier | Unique identifier to identify the product. E.g. Time deposit number, credit card number etc. | (Optional) Mandatory |
| B.4.2 | Last Date of Transaction | Last Date of Transaction for the product | |
| B.4.3 | Aggregate gross amount received from the person | Aggregate gross amount paid by the person during the period | (Optional) Mandatory |
| B.4.4 | Aggregate gross amount received from the person in cash | Aggregate gross amount paid by the person in cash during the period | (Optional) Mandatory |
| B.4.5 | Aggregate gross amount paid to the person | Aggregate gross amount paid to the person during the period | (Optional) Mandatory |
| B.4.6 | Related Account Number | Account number (if available) from/to which funds was transferred. | Optional |
| B.4.7 | Related Institution Name | Name of the institution (if available) from / to which funds were transferred. | Optional |
| B.4.8 | Related Institution Ref Number | Institution reference number of the institution (if available) from / to which funds were transferred. | Optional |
| B.4.9 | Remarks | Remarks or any other information | Optional |
| Part C | Details of Bank/Post Office Account | This part is to be reported for bank account or post office account in which cash deposit or withdrawal above the prescribed threshold is made. | |
| C.1.1 | Report Serial Number | The number uniquely represents a report within a Statement. The Report Serial Number should be unique within the Statement. This number along with Statement ID will uniquely identify any report received by ITD. | Validation |
| C.1.2 | Original Report Serial Number | The Report Serial Number of the original report that has to be replaced or deleted. This number along with Original Statement ID will uniquely identify the report which is being corrected. In case there is no correction of any report, mention '0' here. | Validation |
| C.2.1 | Account Type | Type of account. Permissible values are: BS - Savings Account BC - Current Account XX - Not Categorised | Validation |
| C.2.2 | Account Number | Provide the account number used by the financial institution to identify the account. If the financial institution does not have an account number then provide the functional equivalent unique identifier used by the financial institution to identify the account. | Validation |
| C.2.3 | Account Holder Name | Name of first/sole account holder. | Validation |

| S. No. | Element | Description | Requirement |
|--------|--|--|-------------------------|
| C.2.4 | Account Status | Status of the account. Permissible values are: A – Active: Account is in regular use C - Closed: Account is closed during the financial year Z - Others: Not listed above X - Not categorized: The information is not available. | Validation |
| C.2.5 | Branch Reference Number | The unique number (IFSC code etc.) to uniquely identify the branch. Reporting Financial Institution can use self-generated numbers to uniquely identify the branch. | Validation |
| C.2.6 | Branch Name | Name of Branch linked to the account. This could be the home or linked branch. | Validation |
| C.2.7 | Branch Address | Complete address of the branch consisting of house number, building name, street, locality, city, state, Postal Code and country. | Validation |
| C.2.8 | City / Town | Name of City, Town or Village | (Optional) Mandatory |
| C.2.9 | Postal Code | In case of India, the 6 digit Pin code as per India Posts has to be mentioned. In case of countries outside India, respective code may be used. If Pin code is not available, use XXXXXX. | Validation |
| C.2.10 | State Code | The two digit state code has to be mentioned as per Indian Motor Vehicle Act 1988. If state code is not available, use XX. | Validation |
| C.2.11 | Country Code | The Country Code as per ISO 3166 has to be mentioned. Use IN for India. If Country Code is not available, use XX | Validation |
| C.2.12 | Telephone | Telephone number in format STD Code-Telephone number. (Example 0120-2894016) | Validation |
| C.2.13 | Mobile | Contact Mobile number. Please do not add “0” before the number | Validation |
| C.2.14 | Fax | Fax number in format STD Code-Telephone number. (Example 0120-2894016) | Optional |
| C.2.15 | Email | E-mail of the Branch head | Validation |
| C.2.16 | Remarks | Remarks or any other information | Optional |
| C.3.1 | Aggregate gross amount credited to the account in cash | Aggregate gross amount credited to the account in cash during the period. | Validation |
| C.3.2 | Aggregate gross amount debited to the account in cash | Aggregate gross amount debited to the account in cash during the period. | Validation |
| C.3.3 | Remarks | Remarks or any other information | Optional |
| C.4.1 | Account Relationship | Permissible values for Relationship type are: F - First/Sole Account Holder S - Second Account Holder T - Third Account Holder A - Authorised Signatory C - Controlling Person Z - Others X - Not Categorized | Validation |
| C.4.2 | Person Name | Name of the individual or entity. | Validation |

| S. No. | Element | Description | Requirement |
|--------|--------------------------------------|--|-------------------------|
| C.4.3 | Person Type | The permissible values are: IN - Individual SP- Sole Proprietorship PF- Partnership Firm HF - HUF CR - Private Limited Company CB - Public Limited Company SO - Society AO - Association of persons/Body of individuals TR - Trust LI - Liquidator LL - LLP ZZ - Others XX – Not Categorised | Validation |
| C.4.4 | Customer ID | Customer ID/Number allotted by the reporting entity (if available) | (Optional) Mandatory |
| C.4.5 | Gender (for individuals) | Permissible values are: M - Male F - Female O – Others N – Not Applicable (for entities) X – Not Categorised | Validation |
| C.4.6 | Father's Name (for individuals) | Name of the father (if available). Mandatory if valid PAN is not reported. | (Optional) Mandatory |
| C.4.7 | PAN | Permanent Account Number issued by Income Tax Department | (Optional) Mandatory |
| C.4.8 | Aadhaar Number (for individuals) | Aadhaar number issued by UIDAI (if available). | (Optional) Mandatory |
| C.4.9 | Form 60 Acknowledgment | Form 60 Acknowledgment number, if applicable | (Optional) Mandatory |
| C.4.10 | Identification Type | Document submitted as proof of identity of the individual. Permissible values are: A - Passport B - Election Id Card C - PAN Card D - ID Card issued by Government/PSU E - Driving License G - UIDAI Letter / Aadhaar Card H - NREGA job card Z – Others Mandatory if valid PAN is not reported. | (Optional) Mandatory |
| C.4.11 | Identification Number | Number mentioned in the identification document Mandatory if valid PAN is not reported. | (Optional) Mandatory |
| C.4.12 | Date of birth/Incorporation | Individual: Actual Date of Birth; Company: Date of incorporation; Association of Persons: Date of formation/creation; Trusts: Date of creation of Trust Deed; Partnership Firms: Date of Partnership Deed; LLPs: Date of incorporation/Registration; HUFs: Date of creation of HUF and for ancestral HUF date can be 01-01-0001 where the date of creation is not available. The data format is DD/MM/YYYY Mandatory if valid PAN is not reported. | (Optional) Mandatory |
| C.4.13 | Nationality/Country of Incorporation | 2 character Country Code (ISO 3166) | (Optional) Mandatory |
| C.4.14 | Business or occupation | Business or occupation (if available) | Optional |
| C.4.15 | Address | Complete address of the person consisting of house number, building name, street, locality, city, state, Postal Code and country. | Validation |

| S. No. | Element | Description | Requirement |
|------------|--------------------------------|---|-------------------------|
| C.4.1 6 | Address Type | Indicates the legal character of the address. Permissible values are: 1- Residential Or Business 2 - Residential 3 - Business 4 – Registered Office 5 – Unspecified | Optional |
| C.4.1 7 | City / Town | Name of City, Town or Village | (Optional) Mandatory |
| C.4.1 8 | Postal Code | In case of India, the 6 digit Pin code as per India Posts has to be mentioned. In case of countries outside India, respective code may be used. If Pin code is not available, use XXXXXX. | Validation |
| C.4.1 9 | State Code | The two digit state code has to be mentioned as per Indian Motor Vehicle Act 1988. If state code is not available, use XX. | Validation |
| C.4.2 0 | Country Code | The Country Code as per ISO 3166 has to be mentioned. Use IN for India. If Country Code is not available, use XX | Optional |
| C.4.2 1 | Mobile/Telephone Number | Primary Telephone (STD Code-Telephone number) or mobile number (if available) | (Optional) Mandatory |
| C.4.2 2 | Other Contact Number | Other Telephone (STD Code-Telephone number) or mobile number | Optional |
| C.4.2 3 | Email | Email Address (if available) | (Optional) Mandatory |
| C.4.2 4 | Remarks | Remarks or any other information | Optional |
| Part D | Details for Immovable Property | This part is to be reported for Immovable property transactions | |
| D.1.1 | Report Serial Number | The number uniquely represents a report within a Statement. The Report Serial Number should be unique within the Statement. This number along with Statement ID will uniquely identify any report received by ITD. | Validation |
| D.1.2 | Original Report Serial Number | The Report Serial Number of the original report that has to be replaced or deleted. This number along with Original Statement ID will uniquely identify the report which is being corrected. In case there is no correction of any report, mention '0' here. | Validation |
| D.2.1 | Transaction Date | Date of transaction. The data format is DD/MM/YYYY | Validation |
| D.2.2 | Transaction ID | Unique ID to identify transaction, if available | (Optional) Mandatory |
| D.2.3 | Transaction Type | Permissible values are: SP – Sale GF - Gift AG - Agreement to Sell PR - Partition ST - Settlement RL - Relinquishment ER - Extinguishment of any right in the asset CA - Compulsory acquisition TP - Transfer as per the section 53A of the Transfer of Property Act, 1882(4 of 1882). SH - Transfer by acquisition of shares ZZ - Others XX - Not Categorized. | Validation |
| D.2.4 | Transaction Amount | Amount of transaction as per registered deed. The amount should be rounded off to nearest rupee without decimal. If this amount is not in Indian Rupees, then convert to Indian Rupees. | Validation |

| S. No. | Element | Description | Requirement |
|--------|---|---|-------------------------|
| D.2.5 | Property Type | The asset underlying the transaction. Permissible values are: A - Agricultural land N - Non-agricultural land C - Commercial property R - Residential property I - Industrial Z - Others X - Not Categorized. | Validation |
| D.2.6 | Whether property is within municipal limits | Permissible values are: Y - Yes N - No X - Not Categorized. | Validation |
| D.2.7 | Property Address | Address of Property | (Optional) Mandatory |
| D.2.8 | City / Town | Name of City, Town or Village | (Optional) Mandatory |
| D.2.9 | Postal Code | In case of India, the 6 digit Pin code as per India Posts has to be mentioned. In case of countries outside India, respective code may be used. If Pin code is not available, use XXXXXX. | Validation |
| D.2.10 | State Code | The two digit state code has to be mentioned as per Indian Motor Vehicle Act 1988. If state code is not available, use XX. | Validation |
| D.2.11 | Country Code | The Country Code as per ISO 3166 has to be mentioned. Use IN for India. If Country Code is not available, use XX | Validation |
| D.2.12 | Stamp Value | The value for stamp valuation is to be provided. | Validation |
| D.2.13 | Remarks | Remarks or any other information | Optional |
| D.3.1 | Transaction Relation | Relation of the person to the transaction. Permissible values are: S - Seller/Transferor B - Buyer/Transferee C - Confirming Party P - Power of Attorney holder Z - Others X - Not Categorized | Validation |
| D.3.2 | Transaction Amount related to the person | Amount of transaction related to the person. The amount should be rounded off to nearest rupee without decimal. If this amount is not in Indian Rupees, then convert to Indian Rupees. | (Optional) Mandatory |
| D.3.3 | Person Name | Name of the individual or entity. | Validation |
| D.3.4 | Person Type | The permissible values are: IN - Individual SP- Sole Proprietorship PF- Partnership Firm HF - HUF CR - Private Limited Company CB - Public Limited Company SO - Society AO - Association of persons/Body of individuals TR - Trust LI - Liquidator LL - LLP ZZ - Others XX – Not Categorised | Validation |

| S. No. | Element | Description | Requirement |
|--------|--------------------------------------|--|-------------------------|
| D.3.5 | Gender (for individuals) | Permissible values are: M - Male F - Female O – Others N – Not Applicable (for entities) X – Not Categorised | Validation |
| D.3.6 | Father's Name (for individuals) | Name of the father (if available). Mandatory if valid PAN is not reported. | (Optional) Mandatory |
| D.3.7 | PAN | Permanent Account Number issued by Income Tax Department | (Optional) Mandatory |
| D.3.8 | Aadhaar Number (for individuals) | Aadhaar number issued by UIDAI (if available). | (Optional) Mandatory |
| D.3.9 | Form 60 Acknowledgment | Form 60 Acknowledgment number, if applicable | (Optional) Mandatory |
| D.3.10 | Identification Type | Document submitted as proof of identity of the individual. Permissible values are: A - Passport B - Election Id Card C - PAN Card D - ID Card issued by Government/PSU E - Driving License G - UIDAI Letter / Aadhaar Card H - NREGA job card Z – Others Mandatory if valid PAN is not reported. | (Optional) Mandatory |
| D.3.11 | Identification Number | Number mentioned in the identification document Mandatory if valid PAN is not reported. | (Optional) Mandatory |
| D.3.12 | Date of birth/Incorporation | Individual: Actual Date of Birth; Company: Date of incorporation; Association of Persons: Date of formation/creation; Trusts: Date of creation of Trust Deed; Partnership Firms: Date of Partnership Deed; LLPs: Date of incorporation/Registration; HUFs: Date of creation of HUF and for ancestral HUF date can be 01-01-0001 where the date of creation is not available. The data format is DD/MM/YYYY Mandatory if valid PAN is not reported. | (Optional) Mandatory |
| D.3.13 | Nationality/Country of Incorporation | 2 character Country Code (ISO 3166) | (Optional) Mandatory |
| D.3.14 | Address | Complete address of the person consisting of house number, building name, street, locality, city, state, Postal Code and country. | Validation |
| D.3.15 | City / Town | Name of City, Town or Village | (Optional) Mandatory |
| D.3.16 | Postal Code | In case of India, the 6 digit Pin code as per India Posts has to be mentioned. In case of countries outside India, respective code may be used. If Pin code is not available, use XXXXXX. | Validation |
| D.3.17 | State Code | The two digit state code has to be mentioned as per Indian Motor Vehicle Act 1988. If state code is not available, use XX. | Validation |
| D.3.18 | Country Code | The Country Code as per ISO 3166 has to be mentioned. Use IN for India. If Country Code is not available, use XX | Optional |
| D.3.19 | Mobile/Telephone Number | Primary Telephone (STD Code-Telephone number) or mobile number (if available) | (Optional) Mandatory |
| D.3.20 | Other Contact Number | Other Telephone (STD Code-Telephone number) or mobile number | Optional |
| D.3.21 | Email | Email Address (if available) | (Optional) Mandatory |
| D.3.22 | Remarks | Remarks or any other information | Optional |

