### **Registration process for Filing Form 15CA**

To file the "Form 15CA", user should hold valid PAN/TAN and should be registered in e-Filing. If not already registered, user should go to **Register Yourself**, Select User Type and complete the registration process.

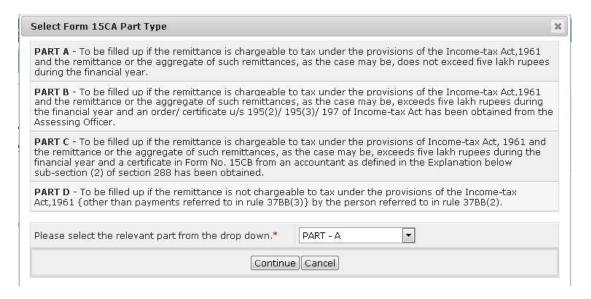
#### Filing process

- **Step 1 -** Login to e-Filing, Go to e-File -> Prepare and Submit Online Form (Other than ITR)
- **Step 2 -** Select Form 15CA from the drop down.



Note: For TAN Users DSC is Mandatory to file Form 15CA.

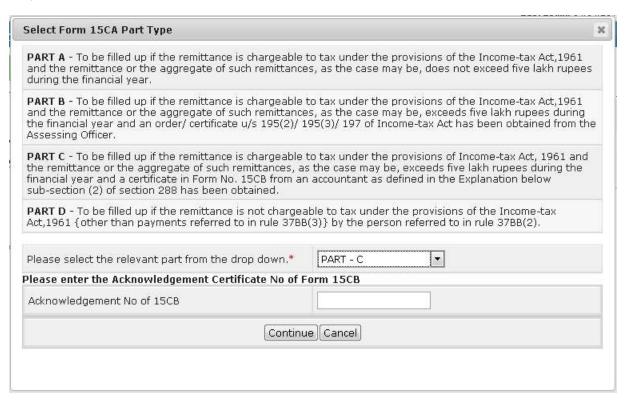
- **Step 3 -** Generate signature for the zip file using DSC Management Utility (available under Downloads) and upload the generated signature file.
- **Step 4 –** Click **Continue**. A popup appears as shown below.



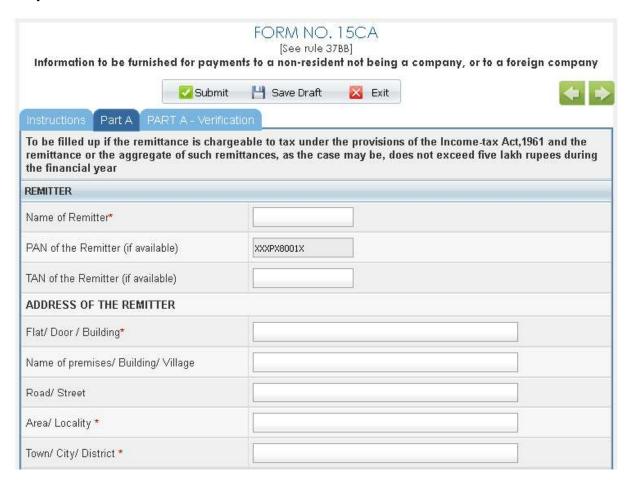
Note: Form 15CA has 4 Parts as below-

Part	Description				
Part A	To be filled up if the remittance is chargeable to tax under the provisions of the Income-tax Act,1961 and the remittance or the aggregate of such remittances, as the case may be, does not exceed five lakh rupees during the financial year)				
Part B	To be filled up if the remittance is chargeable to tax under the provisions of the Income-tax Act, 1961 and the remittance or the aggregate of such remittances, as the case may be, does not exceed five lakh rupees during the financial year and an order/ certificate u/s 195(2)/ 195(3)/ 197 of Income-tax Act has been obtained from the Assessing Officer.				
Part C	To be filled up if the remittance is chargeable to tax under the provisions of Income-tax Act, 1961 and the remittance or the aggregate of such remittances, as the case may be, exceeds five lakh rupees during the financial year and a certificate in Form No. 15CB from an accountant as defined in the Explanation below sub-section (2) of section 288 has been obtained				
Part D	To be filled up if the remittance is not chargeable to tax under the provisions of the Income-tax Act,1961 other than payments referred to in rule 37BB(3) by the person referred to in rule 37BB(2)				

**Note -** Upload of Form 15CB is mandatory prior to filling Part C of Form 15CA. To prefill the details in Part C of Form 15CA, the Acknowledgment number of e-Filed Form 15CB should be provided.



#### **Step 5 –** Click **Continue**.



Step 6 - Fill in all the mandatory details and click "Submit".

**Step 7 –** On successful submit, the user will be redirected to Success page.



#### **View Form 15CA**

**Step 1 –** To view the submitted Form 15CA, Navigate to My account -> View Form 15CA.

#### View Form 15CA **PAN of Remittee** Country to which remittance is made Select 8 Date Of Filing (DD/MM/YYYY) -**Acknowledgement Number** Search Remittee PAN Filed On A.Y. Remittee Name Ack. No. Status Туре 2016-17 XXXPX0001A RAM 04/04/2016 Original 100244120040416 Withdraw Form 15CA

Advanced Search is available to filter the search criteria.

**Note** – "Withdraw Form 15CA" link will be available to users to withdraw the uploaded FORM 15CA. Users can withdraw within 7 days of submission of FORM.

**Step 2 –** Click on "Withdraw Form 15CA" link against the Form uploaded to withdraw the uploaded FORM 15CA. A confirmation page appears.

Form 15CA Request Withdrawal C	onfirmation Page				
This is to inform you that, you are agree per the following details will no longer be	ing to withdraw your Form 15CA filed earlier. Upon withdrawal, your Form 15CA as valid.				
After withdrawal, if required you wo	uld have to file a fresh Form 15CA.				
Assessment Year	<b>Year</b> 2016-17				
Remittee Name	RAM				
Remittee PAN	XXXPX0001A				
Filed Date	04/04/2016				
Filing Type	Original				
cknowledgement No 100244120040416					
For security purpose we may store y	our IP address				
	Click here to agree for withdrawal of Form 15CA				
Confirm	withdrawal Back				

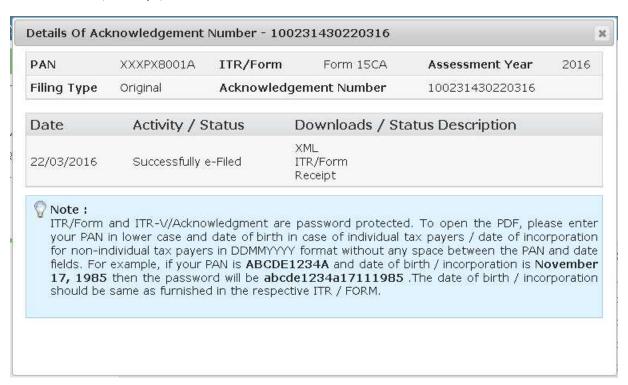
**Step 3 –** Check the checkbox stated "Click here to agree for withdrawal of Form 15CA" and click "**Confirm withdrawal**" button. Success message is displayed on the screen.

# Form 15CA Withdraw Vour Form 15CA (Acknowledgement No 100244120040416) has been successfully withdrawn.

- **Step 4 –** The status of the Form is changed to Form 15CA Withdrawn.
- **Step 5 –** To view the details of the Form, click on the Acknowledgement Number.

View Fo	rm 15CA					
PAN of F	Remittee					
Country to which remittance is made		Select ▼				
Date Of	Filing (DD/MM/YYY	Y)				
Acknow	ledgement Numbe	r			U.	
			Search			
A.Y.	Remittee PAN	Remittee Name	Filed On	Туре	Ack. No.	Status
2016-17	XXXPX0001X	RAM	04/04/2016	Original	100244120040416	Form 15CA Withdrawn

**Step 6 –** The details of Acknowledgement Number is displayed as a popup. User can download PDF, Receipt, and XML.



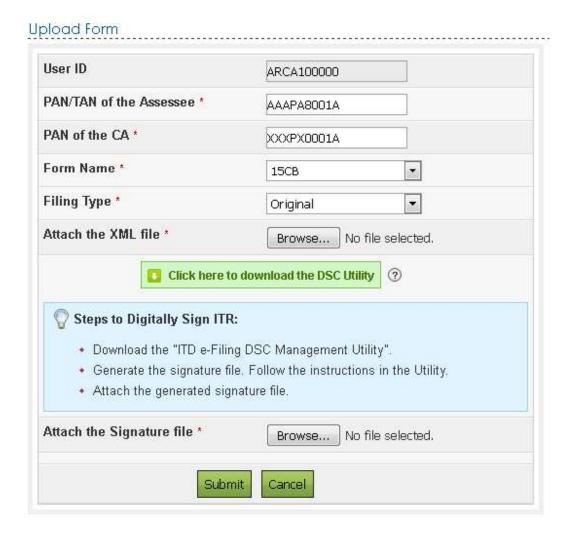
#### **Registration process for Filing Form 15CB**

To file the "Form 15CB", user should be registered as "Chartered Accountant" in e-Filing. If not already registered, user should go to **Register Yourself**, Select "Chartered Accountants" and complete the registration process.

#### Filing process

- **Step 1 -** Download FORM 15CB utility from Downloads page and prepare the XML File.
- **Step 2 -** Login to e-Filing, Go to e-File → Upload Form, Enter PAN/TAN of assesse, PAN of CA, Select Form Name as 15CB, Select Filing Type as Original.
- **Step 3 -** Upload the XML generated from the downloaded utility. Upload the signature file generated using DSC Management Utility for the XML.

Note: DSC is Mandatory to file Form 15CB.



**Step 4 -** On Successful Validation, Form 15CB is uploaded in e-Filing Portal. Success message is displayed as shown below.

#### Upload Form

Form 15CB has been uploaded and the Transaction ID is: 1000499305.

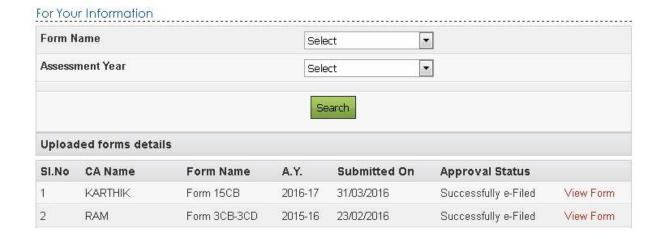
An e-mail has been sent to demo@gmail.com and to demo\_ca@gmail.com

The assessee should Login to e-Filing portal, navigate to Worklist --> For Your Information to view form submitted by CA.

#### **View Form 15CB**

After CA uploads Form 15CB, the assessee can view the uploaded FORM 15CB under **Worklist** → **For Your Information** 

- **Step 1 -** Login to e-Filing, Go to Worklist  $\rightarrow$  For Your Information.
- **Step 2 –** Form 15CB submitted by CA are displayed here.



**Step 3 –** Click on "**View Form**" link to view the Uploaded Form details. The status of the form on submission shall appear as "**Submitted**".

On successful filing of Form 15CA-Part C against the particular Form 15CB, the status of Form 15CB shall update as **"Consumed"**.

In case of withdrawal of Form 15CA against which Form 15CA was consumed, then the status of Form 15CB will change from **"Consumed"** to **"Withdrawn"**.

One Form 15CB can be consumed for filing one Form 15CA only.



**Step 4 –** Click on "Click here to view the uploaded Form 15CB" link to download the PDF.