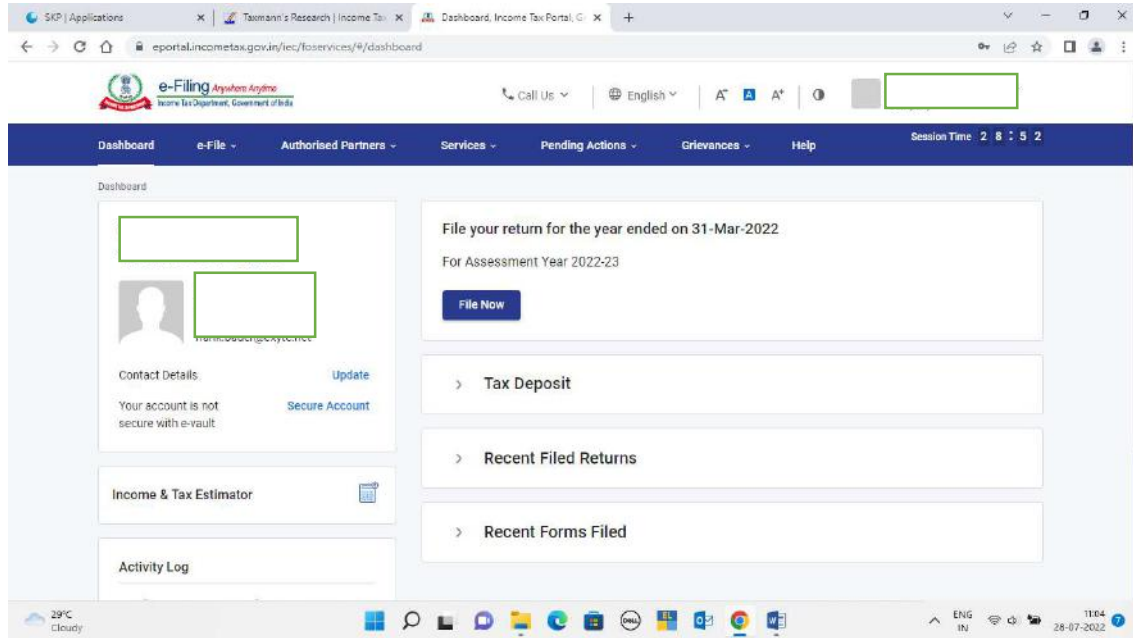
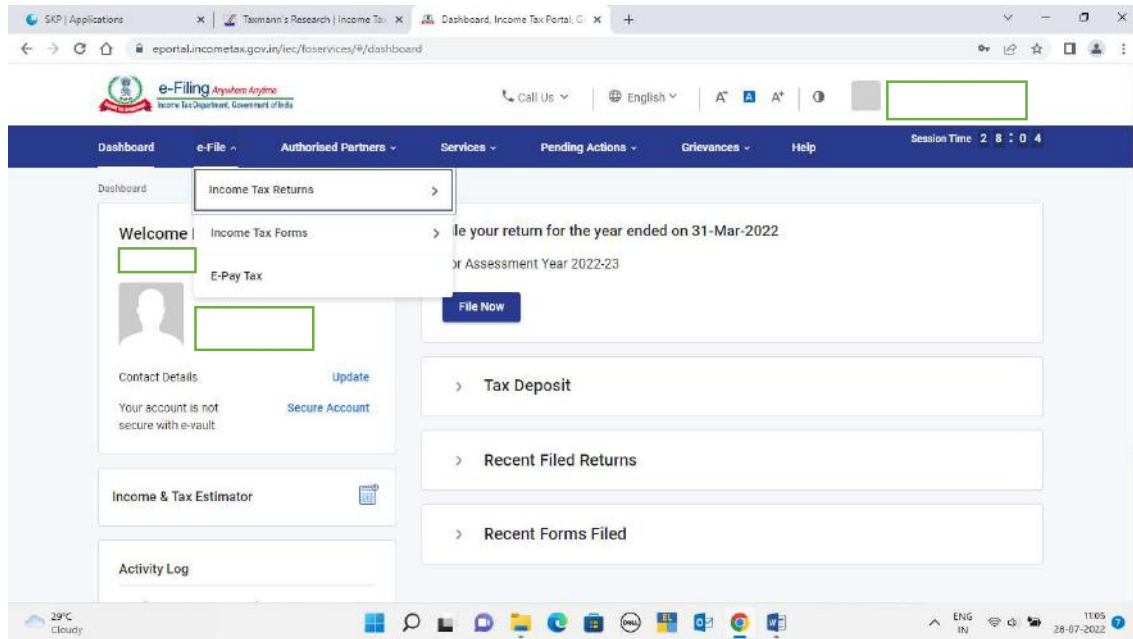


Steps to file application for Form 10F online on Income Tax Portal

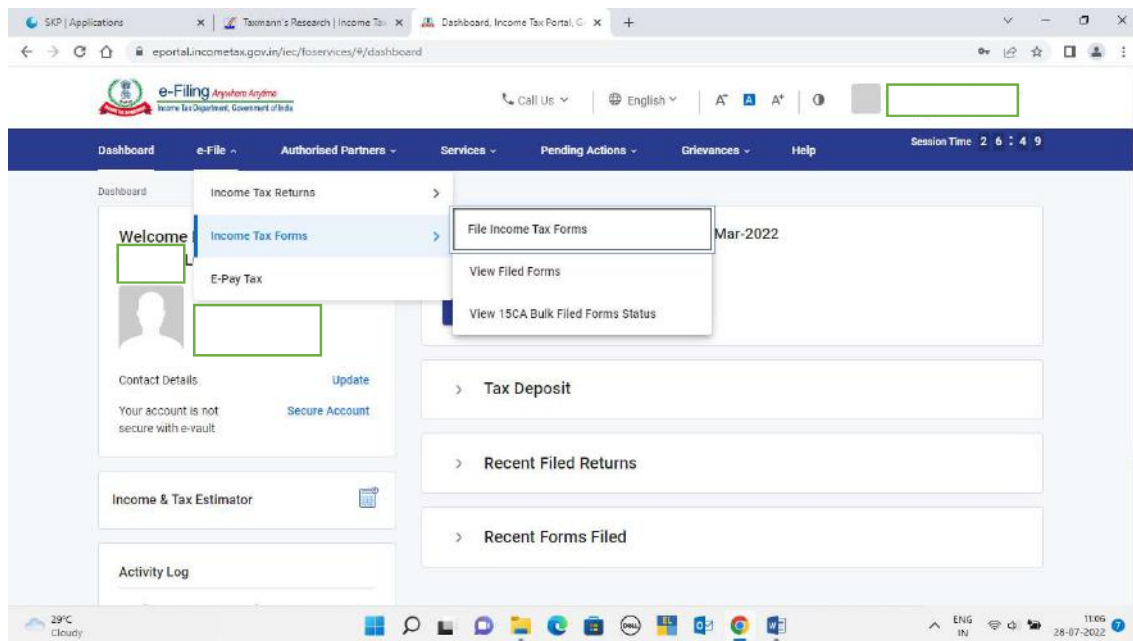
Step 1: Login on e-filing website



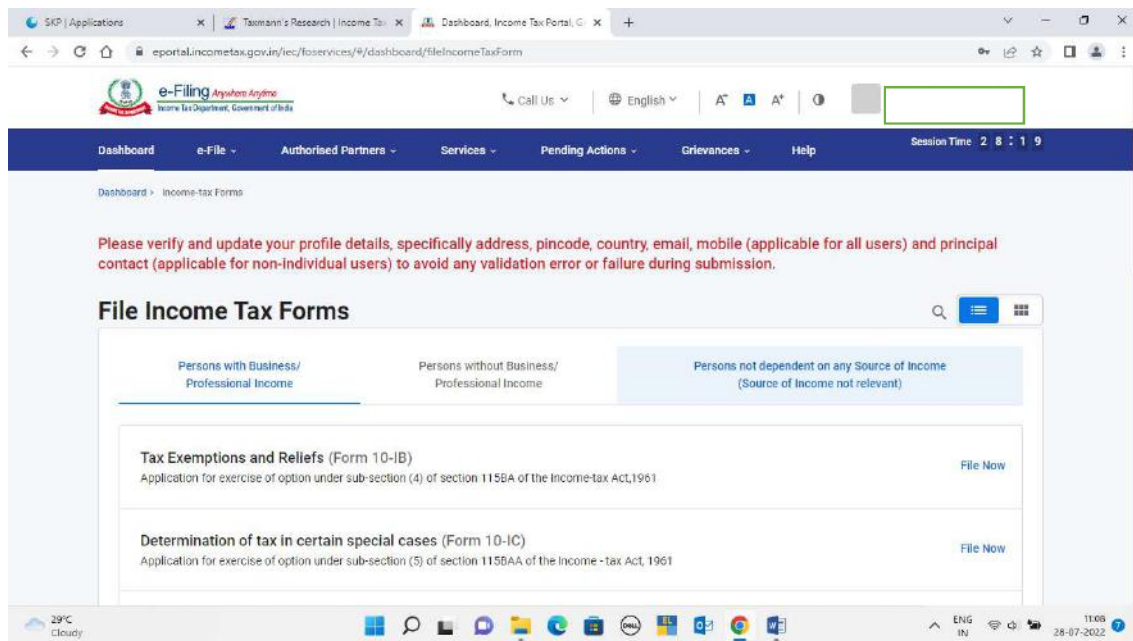
Step 2: From dashboard, select E-file tab and then select Income Tax Forms.



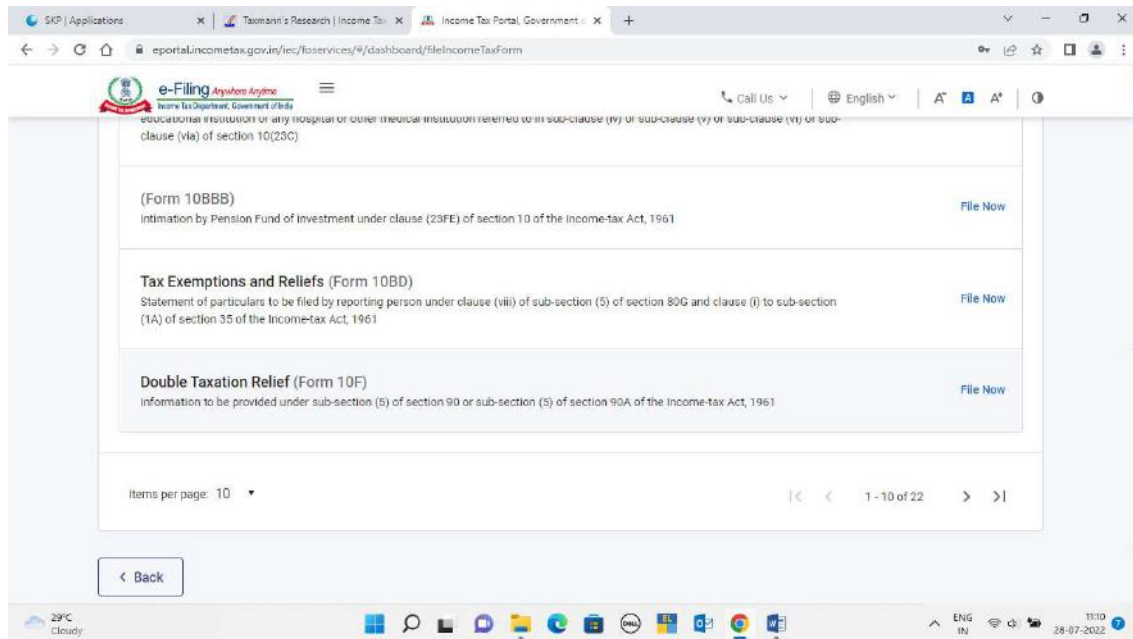
Step 3: Select the option "File Income Tax Forms"



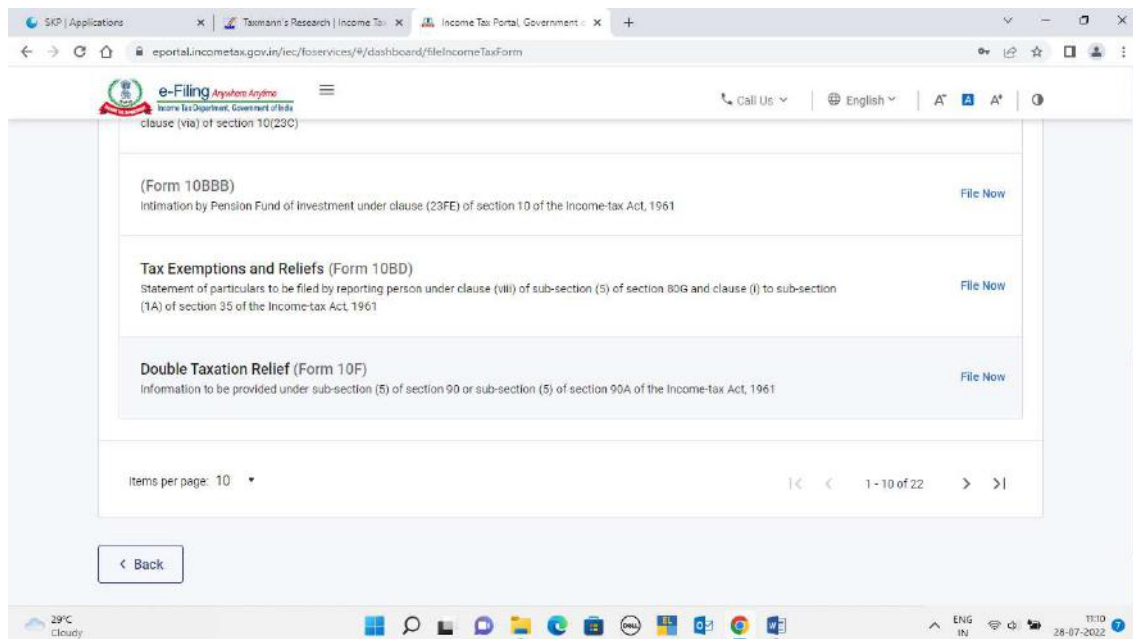
Step 4: Once the page for this option is displayed, kindly select 3rd tab i.e. "Person not dependent on any source of Income (Source of Income not relevant)"



On this page in the last column, the option to e-file Form 10F [Double Taxation Relief (Form 10F)] is displayed.



Step 5: Click on File Now



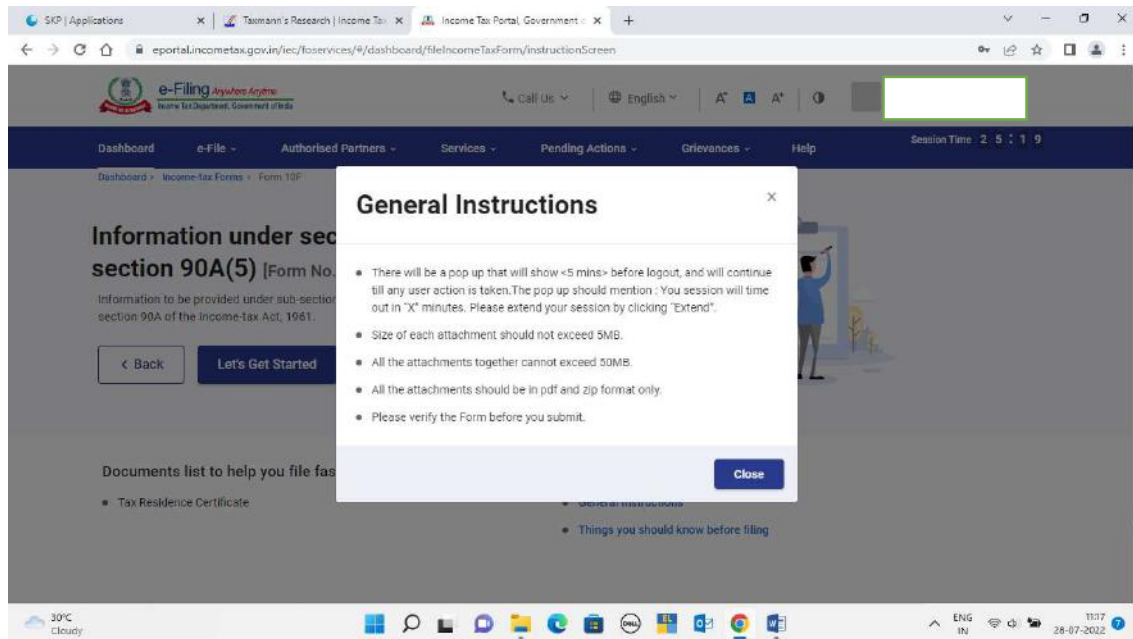
Step 6: From the dropdown, select Assessment Year for which Form 10F is to be obtained and then click on continue

The screenshot shows the e-Filing portal interface for Form 10F. The page title is "Information under section 90(5) or section 90A(5) [Form No. 10F]". Below the title, there is a brief description: "Information to be provided under sub-section (5) of section 90 or sub-section (5) of section 90A of the Income-tax Act, 1961. This form is in compliance with Rule 21AB." The form fields include: PAN (with a green border), Submission Mode (Online), Filing Type (Original), and Assessment Year (A.Y.) (2022-23). A "Continue" button is located at the bottom right of the form area. A sidebar on the right titled "Relevant Section and Rule" provides details about Section 90, Section 90A, and Rule 21AB. The bottom of the page shows a navigation bar with "Back" and "Continue" buttons, and a system tray with weather and time information.

Step 7: Here, its important to note that the Tax Residency Certificate should be handy to assist you file the form efficiently

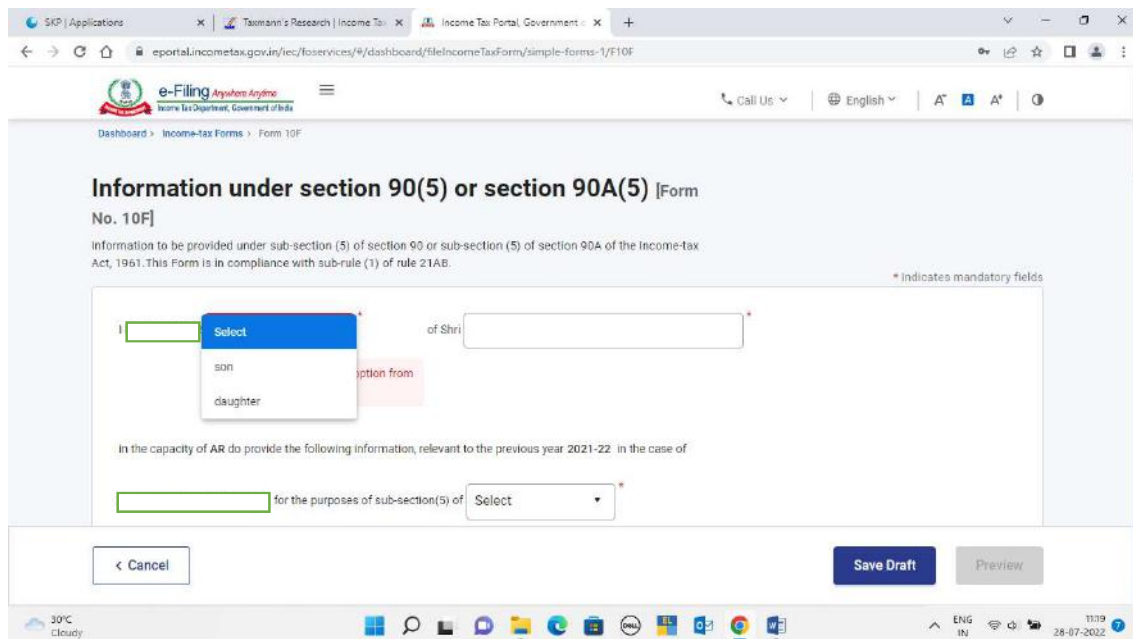
The screenshot shows the e-Filing portal interface for Form 10F. The page title is "Information under section 90(5) or section 90A(5) [Form No. 10F]". Below the title, there is a brief description: "Information to be provided under sub-section (5) of section 90 or sub-section (5) of section 90A of the Income-tax Act, 1961." The page features a "Let's Get Started" button and a "Documents list to help you file faster" section, which includes "Tax Residence Certificate". There is also an "Instructions" section with links for "General Instructions" and "Things you should know before filing". The bottom of the page shows a navigation bar with "Back" and "Let's Get Started" buttons, and a system tray with weather and time information.

Further, before clicking on "Lets get started tab", please read the Instructions as well as things you should know before filing



Now, the form filing process shall start

Step 8: Request you to update the details of Authorised signatory for non-individual entities.



Step 9: From the dropdown select section under which Form 10F is to be obtained i.e. Section 90/Section 90A

The screenshot shows the 'e-Filing Anywhere Anytime' portal. The 'Nature of information' section is active. A dropdown menu is open, showing 'Section 90' and 'Section 90A'. An error message is displayed: 'Error: Please select an option from the drop down menu.' The status is set to 'Company'. The 'Save Draft' and 'Preview' buttons are visible at the bottom right.

Step 10: Further, request you to update the nature of information section. Please note status and PAN is already pre-filled

The screenshot shows the 'e-Filing Anywhere Anytime' portal. The 'Nature of information' section is active. The status is set to 'Company'. The PAN is pre-filled. The country is set to 'Select'. The tax identification number field is empty. The 'Save Draft' and 'Preview' buttons are visible at the bottom right.

Step 11: In Point (iii) from the dropdown select country/territory of incorporation or registration

The screenshot shows the e-Filing portal interface. At the top, there are browser tabs for 'SKP | Applications', 'Taxmann's Research | Income Tax', and 'Income Tax Portal, Government of India'. The URL is 'eportal.incometax.gov.in/iec/fooservices/#/dashboard/fileIncomeTaxForm/simple-forms-1/F10F'. The page header includes the 'e-Filing Anywhere Anytime' logo and the text 'Income Tax Department, Government of India'. A 'Call Us' button and language settings (English) are also visible.

The main form area contains the following fields:

- (ii) Permanent Account Number: AAJCM2214Q
- (iii) Country or specified territory of incorporation or registration *
A dropdown menu is open, showing a list of countries and territories: Afghanistan, Aland Islands, Albania, Algeria, American Samoa, and Andorra.
- (iv) Assessee's tax identification number in the country or specified territory of residence and if there is no such number, then, a unique number on the basis of which the person is identified by the Government of the country or the specified territory of which the assessee claims to be a resident *
This field is currently empty.
- (v) Period for which the residential status as mentioned in the certificate referred to in sub-section (4) of section 90 or sub-section (4) of section 90A is applicable
From * 01-Apr-2021 to * 31-Mar-2022

At the bottom of the form, there are three buttons: '< Cancel', 'Save Draft', and 'Preview'. The system tray at the bottom shows a temperature of 30°C, a cloudy weather icon, and the date and time: 11:27, 28-07-2022.

Step 12: In Point (iv), we have to now enter Tax Identification Number or a unique number from which tax payer is identified by the government of the country in which it is incorporated/registered as tax resident.

The screenshot shows the e-Filing portal interface, similar to the previous one. The URL is the same. The page header and navigation elements are also present.

The main form area contains the following fields:

- (iv) Assessee's tax identification number in the country or specified territory of residence and if there is no such number, then, a unique number on the basis of which the person is identified by the Government of the country or the specified territory of which the assessee claims to be a resident *
A text input field is present, currently empty.
- (v) Period for which the residential status as mentioned in the certificate referred to in sub-section (4) of section 90 or sub-section (4) of section 90A is applicable
From * 01-Apr-2021 to * 31-Mar-2022
- (vi) Address of the assessee in the country or territory outside India during the period for which the certificate, mentioned in (v) above, is applicable
Country *
A dropdown menu is open, showing a list of countries and territories: Select.

At the bottom of the form, there are three buttons: '< Cancel', 'Save Draft', and 'Preview'. The system tray at the bottom shows a temperature of 30°C, a cloudy weather icon, and the date and time: 11:30, 28-07-2022.

Step 13: In Point (v), select the period for which TRC is obtained and will be uploaded along the form

Government of the country or the specified territory of which the assessee claims to be a resident *

(v) Period for which the residential status as mentioned in the certificate referred to in sub-section (4) of section 90 or sub-section (4) of section 90A is applicable

From * 01-Apr-2021 to * 31-Mar-2022

(vi) Address of the assessee in the country or territory outside India during the period for which the certificate, mentioned in (v) above, is applicable

Country * Select

Flat / Door / Building * Road / Street / Block / Sector

< Cancel Save Draft Preview

Step 14: In Point (vi), fill your address of the country/territory outside India during the period of TRC

(vi) Address of the assessee in the country or territory outside India during the period for which the certificate, mentioned in (v) above, is applicable

Country * Select

Flat / Door / Building * Road / Street / Block / Sector

ZIP Code *

Post Office * Area / Locality *

< Cancel Save Draft Preview

Post Office *

Area / Locality *

District *

State *

2. I have obtained a certificate referred to in sub-section (4) of section 90 or sub-section (4) of section 90A from the Government of

Name

Permanent Account Number

Address

Country *

< Cancel Save Draft Preview

Step 15: In Point 2, fill the address of Government from whom TRC is obtained

2. I have obtained a certificate referred to in sub-section (4) of section 90 or sub-section (4) of section 90A from the Government of

Name

Permanent Account Number

Address

Country *

Flat / Door / Building *

Road / Street / Block / Sector

PIN Code *

Post Office *

Area / Locality *

< Cancel Save Draft Preview

The screenshot shows the e-Filing portal interface for filing income tax forms. The page is titled "e-Filing Anywhere Anytime" and includes a navigation menu with "Call Us" and "English" options. The main form area contains several input fields for address and location information:

- Flat / Door / Building *
- Road / Street / Block / Sector
- PIN Code *
- Post Office * (dropdown menu)
- Area / Locality * (dropdown menu)
- District * (dropdown menu)
- State * (dropdown menu)

Below these fields is a "Verification" section with a text area. At the bottom of the form, there are three buttons: "< Cancel", "Save Draft", and "Preview". The browser's taskbar at the bottom shows the system date as 28-07-2022 and the time as 11:39.

Step 16: Lastly, the Verification needs to be provided and the TRC needs to be attached before submitting.

Please note the following points for the attachment to be uploaded:

1. Size of each attachment should not exceed 5MB.
2. All the attachments together cannot exceed 50MB.
3. All the attachments should be in pdf and zip format only.

The screenshot shows the e-Filing portal interface for the verification step. The page is titled "e-Filing Anywhere Anytime" and includes a navigation menu with "Call Us" and "English" options. The main form area contains the following fields and sections:

- Verification** section with a text area.
- A checkbox with the text: "I, [redacted] do hereby declare that to the best of my knowledge and belief what is stated above is correct, complete and is truly stated."
- Tax residence certificate *** section with an "Attach File" button.
- Note:** section with a blue box containing the following text:
 - 1. Size of each attachment should not exceed 5MB.
 - 2. All the attachments together cannot exceed 50MB.
 - 3. All the attachments should be in pdf and zip format only.
- IP Address** field with a redacted value.
- Place *** field with a text input box.
- Date** field with the value "28-Jul-2022".

At the bottom of the form, there are three buttons: "< Cancel", "Save Draft", and "Preview". The browser's taskbar at the bottom shows the system date as 28-07-2022 and the time as 11:42.