

1. Overview

Form 10BD is required to be furnished to the Income-tax authority by a Trust or an institution or an NGO which is approved under section 80G of the Income-tax Act, 1961.Rule 18AB of the Income-tax Rules, 1962 prescribes for furnishing a statement of donation in Form No. 10BD by a person receiving a donation for which the donor will get a deduction under section 80G of the Act.

The Users (Reporting entity) has the option of either directly filing Form 10BD and generate system generated Form 10BE certificates for the donors (24hrs from filing Form 10BD) or generate Pre-Acknowledgement Numbers (Pre-ARN's) for manual issue of Form 10BE certificates to the donors.

Reporting entity (Trust or an institution or an NGO) can generate Pre-ARN's for Form 10BE upto 1000 no. without filing form 10BD. Pre-acknowledgement no. will be a unique number to be quoted on Manual donation certificates issued to the donors at the time of receipt of donation. The details of all such Manual certificates with Pre-ARN's issued shall be entered while filing Form 10BD mandatorily.

The Reporting entity can generate next set of 1000 Pre-ARN's for Manual issue of donation certificates after consuming all the previously generated Pre-ARN's by filing Form 10BD.

After filing of Statement of Donations in Form 10BD, reporting entity has to download and issue Certificate of Donations in Form 10BE which contains details of the Institution like PAN and Name, Approval numbers u/s 80G & 35(1) along with details of the donations and donor.

2. Prerequisites for Availing this Service

- Taxpayer is registered at e-filing portal.
- Taxpayer has valid Username (PAN) and Password of E-filing 2.0 portal
- Status of PAN of the Taxpayer is "Active" as per PAN database
- If the taxpayer would like to validate through DSC, he should have a valid DSC. It should be registered at e-filing portal & not expired

3. About the Facility

3.1. Purpose

Section 80G(5)(viii) and 35(1A)(i) prescribe statement of particulars to be furnished by a reporting person in respect of each financial year, beginning with financial year 2021-22. Filing of Statement of donations (in Form 10BD) is mandatory in nature.

3.2. Who can use it?

Form 10BD is required to be furnished to the Income-tax authority by a Trust or an Institution or an NGO which is approved under section 80G of the Income-tax Act.

4. Form at a Glance

Form 10 BD has following 3 parts-



- 1. Generate Pre-Acknowledgement Numbers
- 2. View Previous Pre-Acknowledgement Numbers generated
- File Statement of particulars to be filled by reporting person u/s 80G(5)/35(1A) (i)[Form 10BD]

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Income Tax Department, Government of India	1.4 : 3.4 RK Ram Kulkarni ~ Individual
Dashboard e-File - Authorised Partners - Services - Pending Action -	s Grievances ~ Help
Dashboard / <u>a-File / Income-tax Forms</u> / Form No. 108D	
Statement of particulars to be filed by reporting person u, 80G(5)/35(1A)(i)[Form No. 10BD]	/s
Statement of particulars to be filed by reporting person under clause (viii) of sub-section (5) of section clause (i) to sub-section (1A) of section 35 of the Income-tax Act, 1961. This Form is in compliance to the section of the section and the section and the section of the section of the section of the section and the section a	on 80G and with 18AB
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View previous Pre ARN's generated	View Seams /
File Statement of particulars to be filed by reporting person u/s	
80G(5)/35(1A)(i) [Form 10BD]	Provide Details >
statement of particulars of donors and donation received	
Note:	
 The pre-acknowledgement no. will be a unique number to be quoted on manual (hand written) do certificates issued to the donors at the time of receipt of donation. The details of such hand writt shall be entered while filing form 10BD. 	nation en certificates
2) Donee can issue hand written 10BEs to the donors instantly at the time of receipt of donation wit requirement of login to e-filing portal. On each manual receipt the Pre ARN shall be quoted by the	hout the donee.
 After consuming the Pre ARNs donee can again generate more pre ARNs and issue manual receir countinue the same for up to 1000 Pre ARNs. 	pt. You can
 After 1000 unconsumed entries donee would have to file form 10BD. 	
Cancel	
india.gov.in Support: Internet Explorer 11, Google Chrome 76.0, Firefox 68.0, f	1 and updated on: 10/08/2019 Safari 12.1, Opera 62
Coovright © Income Tax Department: Ministry of Finance. Government of India, All Rights Reserved	Website Policies Accessibility Statement Site Ma

Note: First two panels are disabled for filings for FY 2021-22.

Note: If the user wants to directly file Form 10BD and generate system generated Form 10BE certificates, then please select directly "File Statement of particulars to be filed by reporting person u/s 80G(5)/35(1A)(i) [Form 10BD]" and continue filing.

4.1 Generate Pre-Acknowledgement Numbers

(The generation of Pre-Acknowledgement Numbers for Manual issue of Form 10BE is available from filings for F.Y 2022-23. If you are filing Form 10BD for F.Y 2021-22 you will not see the First two panels 'Generate or View Previous Pre-Acknowledgement Number')

Step 1: Log in to the e-Filing portal using your user ID and password.



Step 2: On your Dashboard, click e-File > Income Tax Forms > Form 10BD.

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shboard	Income T	ax Returns	>			
Welcom	e I Income T	ax Forms	> File Inco	ome Tax Forms	Mar-2022	
TRUST). .		FC View Fil	ed Forms		
1	AALCS3231 9927083681 sanjayiglas@	K Dgmail.com	View 15	CA Bulk Filed Forms Status		
Contact Det Your accour secure with	ails It is not e-vault	Update Secure Account	> Tax	Deposit		
			> Rec	ent Filed Returns		
icome & Ta	ax Estimator		Dan	dina Astisus 🗖		

Step 3: Select Form 10BD from the tiles.



Form 10AB	Form 10B	Form 10BB
Application for registration or approval	Audit report under section 12A(1)(b) of the Income-tax Act, 1961, in Read More	Audit report under section 10(23C) of the Income tax Act, 1961, in th Read More
File Now	File Now	File Nov
Form 10BBB	Tax Exemptions and Reliefs Form 10BD	Tax Exemptions and Reliefs Form 10IG
Intimation by Pension Fund of investment under clause (23FE) of secti Read More	Statement of particulars to be filed by reporting person under claus Read More	Statement of Exempt income under clause (4D) of section 10 of the Inc Read More
File Now	File Now	File Nov

Step 4: Select the Financial year from the drop down menu and click Continue.

	* Indicates ma	andatory fields
PAN AALCS3231K	Submission Mode Online	Relevant Section and Rule Section 80G - Deduction in respect of donations to certain funds, charitable
Filing Type Driginal		institutions, etc Section 35 - Expenditure on scientific research
Note : Revision of form will be enal	bled shortly	Rule 18AB - Furnishing of Statement of particulars and certificate under clause (viii) and clause (ix) of sub-section (5) of section

Step 5: Click Let's get started.



Step 6: Click on Generate Pre-Acknowledgement Numbers to Generate Pre-ARN. (If the user wants to directly file Form 10BD and generate system generated Form 10BE certificates, then please select "File Statement of particulars to be filed by reporting person u/s 80G(5)/35(1A)(i) [Form 10BD]" directly and continue filing).



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Dashboard e-File - Authorised Partners - Services - Pending Action - a Grievances	∽ Help
Dashbaard / e-File / Income-tax Forms / Form No. 108D	
Statement of particulars to be filed by reporting person u/s 80G(5)/35(1A)(i)[Form No. 10BD]	
Statement of particulars to be filed by reporting person under clause (viii) of sub-section (5) of section 80G and clause (i) to sub-section (1A) of section 35 of the Income-tax Act, 1961. This Form is in compliance with 18AB	
Please select from the below option	
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Generate new Pre ARNs	Tombe Details
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80G(5)/35(1A)(i) [Form 10BD]	Provide Details 💙
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Note:	
 The pre-acknowledgement no. will be a unique number to be quoted on manual (hand written) donation certificates issued to the donors at the time of receipt of donation. The details of such hand written certificates shall be entered while filing form 108D. 	
2) Donee can issue hand written 10BEs to the donors instantly at the time of receipt of donation without the requirement of login to e-filing portal. On each manual receipt the Pre ARN shall be quoted by the donee.	
 After consuming the Pre ARNs donee can again generate more pre ARNs and issue manual receipt. You can countinue the same for up to 1000 Pre ARNs. 	
 After 1000 unconsumed entries donee would have to file form 10BD. 	
Cancel	
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Step 7: Enter the count of Pre-ARN to be generated.



	led by reporting person u/s 80G(5)/35(1A)(i) [Form No.	10BD]	
Generate Pre-Acknowl	edgement Numbers		
enerate new Pre ARN's			* Indicates mandatory fields
			58
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Date			
05-Apr-2022			
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Note: You can generate Upto 1000 Pre-ARNs before filing of Form 10BD.

You can also see Unconsumed Pre-ARN for the financial year as on date.

statement of particulars to	be med by reporting person uts aud(3)/35(1A)(I) (For	10601	
Generate Pre-Ackn	owledgement Numbers		
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Step 7(a): If you are entering the count more than 1000 it will show error.

Error: The entered number of Pre ARNs are more than the limit allowed. You can generate Pre ARN upto [1000-unconsumed Pre ARNs. as on date]. Consume the unconsumed Pre ARNs first, if no unconsumed Pre ARNs are available then file form 10BD.



tatement of particulars	to be filed by reporting person u/s 80G(5)/35(1A)(i) [Form N	p. 10BD]	
enerate Pre-Ack	nowledgement Numbers		
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Step 8: Click Generate Pre ARNs.

itatement of particulars to be filed by reporting	person u/s 80G(5)/35(1A)(i) [Form No. 10BD]	
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enerate new Pre ARN's		* Indicates mandatory field
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Date		
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Step 9: Click Continue.



1			
	Confirmation	×	
	Please confirm to generate Pre ARNs. It's sug unconsumed ARN's first.	gested to use the	
		Cancel	

Step 10: Now you will see a success message - Pre ARNs have been successfully generated. Please click on the Export to excel button to get the list of ARN's.

Click Export to excel to get the list of ARNs generated.

Senerate Pre-Acknowledgement Numbers Pan Financial Year AAAAA1234Q 2022-23 Date 05-Apr-2022 1. Count of Pre Acknowledgement Nos. to be generated * 500 2. Unconsumed Pre ARN for the Financial year as on date 400 Note: Upto 1000 Pre ARNs can be generated before filing form 10BD. Consume the unconsumed A Generate Pre ARNs C Export to excel Image: Success : Pre ARNs have been successfully generated. Please click on "Export to excel" button to get the list of ARN's.	* Indicates mandatory field
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Note:

• Donee can issue Manual 10BE's to the donors instantly at the time of receipt of donation without the requirement of login to e-filing portal. On each manual receipt the Pre ARN shall be quoted by the Donee.



- After utilizing the generated Pre-ARN's Donee can again generate more Pre ARN's and issue manual receipt. You can continue the same for up to 1000 Pre ARN's.
- After utilizing the 1000 Pre-ARN entries (unconsumed) donee would have to file Form 10BD with the details of those 1000 Pre-ARN entries. Once filed the 1000 Pre-ARN's will get consumed.
- The Donee can generate next set of 1000 Pre-ARN's only after consuming the previously generated 1000 Pre-ARN's by filing Form 10BD.

4.2 View Previous Pre-Acknowledgement Numbers generated

Step 1: Click on View previous Pre-Acknowledgement Numbers Generated.

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Dashboard e-File Authorised Partners Services Pending A	14:34 RK Individual
Statement of particulars to be filed by reporting pers 80G(5)/35(1A)(i)[Form No. 10BD] Statement of particulars to be filed by reporting person under clause (viii) of sub-section (5) clause (i) to sub-section (1A) of section 35 of the Income-tax Act, 1961. This Form is in com	ON U/S) of section 80G and npliance with 18AB
Please select from the below option	
Generate Pre-Acknowledgement Numbers Generate new Pre ARNs	Provide Details >
View Previous Pre- Acknowledgement Numbers generated View previous Pre ARNs generated	View Details >
File Statement of particulars to be filed by reporting person u/ 80G(5)/35(1A)(i) [Form 10BD] Statement of particulars of donors and donation received	/S Provide Details >
Note:	
 The pre-acknowledgement no. will be a unique number to be quoted on manual (hand will certificates issued to the donors at the time of receipt of donation. The details of such h shall be entered while filing form 10BD. 	ritten) donation and written certificates
 Donee can issue hand written 10BEs to the donors instantly at the time of receipt of don requirement of login to e-filing portal. On each manual receipt the Pre ARN shall be quot 	lation without the ed by the donee.
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4) After 1000 unconsumed entries donee would have to file form 10BD.	
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Step 2: Here you can View and check the Status (Consumed, Unconsumed, expired & deleted) of all Pre-ARNs generated.



			Search for Pre ARNs gener	rated Q = Filter
Sł No.	Financial year	Pre ARN	Date of generation	Status
D 1	2022-23	ABCD02220000001	05-Apr-2020	Unconsumed
2	2022-23	ABCD02220000002	05-Apr-2020	Consumed
3	2022-23	ABCD02220000003	05-Apr-2020	Expired
Items per page 5 👻			IC C	1 of 1 pages >>>1

Note: The status of Pre ARN will be updated once in every four hours.

Step 2(a): You can View/ check status of particular ARN by applying filter option. Click the filter in the right above corner, select status and date of generation (From-To) and then click Apply.

		Search for Pre ARNs generated Q
SI No.	Financial year	Status © Unconsumed () Consumed () Expired () All
□ 1	2022-23	Date of generation
□ 2	2022-23	Day Month Year Day Month Year
3	2022-23	01 * Feb * 2019 01 * Apr * 2019
ltems per page 5 +		Close Apply
ems per page 5 🔹		

Step 3: Now you can check the status of particular Pre-ARN.



			Search for Pre ARNs gene	erated Q = Filter
SI No.	Financial year	Pre ARN	Date of generation	Status
□ 1	2022-23	ABCD02220000001	05-Apr-2020	Unconsumed
ltems per page 5 🔻			ا< <	1 of 1 pages → →I

4.3 File Statement of particulars to be filled by reporting person u/s 80G(5)/35(1A)(i)[Form 10BD]

Step 1: Click the File statement of particulars to be filed by reporting person.



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Dashboard e-File ~	Authorised Partners - Services - Pending Action - 🔳 Grievance	is v Help
Dashboard / e-File / Income-tax Fo	rma / Form No. 108D	
Statement of part 80G(5)/35(1A)(i)[i	iculars to be filed by reporting person u/s Form No. 10BD]	
Statement of particulars to be clause (i) to sub-section (1A) o	filed by reporting person under clause (viii) of sub-section (5) of section 80G and if section 35 of the Income-tax Act, 1961. This Form is in compliance with 18AB	
Please select from the t	pelow option	
Generate Pre-Ackn	owledgement Numbers	Provide Details >
Generate new Pre ARN's		Balloniaes-cheraes 10
View Previous Pre-	Acknowledgement Numbers generated	View Details
View previous Pre ARN's ge	enerated	
File Statement of p	particulars to be filed by reporting person u/s	
80G(5)/35(1A)(i) [F	Form 10BD]	Provide Details >
Statement of particulars of	f donors and donation received	
Note:		
 The pre-acknowledgement certificates issued to the do shall be entered while filing 	no. will be a unique number to be quoted on manual (hand written) donation onors at the time of receipt of donation. The details of such hand written certificates form 10BD.	
 Donee can issue hand writte requirement of login to e-fili 	en 10BE's to the donors instantly at the time of receipt of donation without the ing portal. On each manual receipt the Pre ARN shall be quoted by the donee.	
 After consuming the Pre AF countinue the same for up t 	RNs donee can again generate more pre ARNs and issue manual receipt. You can to 1000 Pre ARNs.	
4) After 1000 unconsumed en	tries donee would have to file form 108D.	
Cancel		
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Step 2: Read the general instructions and close the pop up.

General Instructions 1. There will be a pop up that will show <5 mins> before logout, and will continue till any user action is taken. The pop up should mention : Your session will time: in 'X' minutes. Please extend your session by clicking "Continue Session". 2. Please verify the Form before you submit.	× out



Step 3: Read the Things you should know before filing and closing the pop-up.

Things you should know before fili	ing ×
 This Statement of particulars is to be filed by re to sub-section (1A) of section 35 of the Income-ta 	eporting person under clause (viii) of sub-section (5) of section 80G and clause (i) ax Act, 1961.
 Reporting entity can generate pre ARNs for form unique number to be quoted on manual (hand writ The details of such hand written certificates shall 	m 10BE upto 1000 without filing form 10BD. Pre-acknowledgement no. will be a itten) donation certificates issued to the donors at the time of receipt of donation. I be entered while filing form 10BD.
3. E-verification of Form 10BD is mandatory either	ar through DSC or EVC.
Please ensure that the details of Principal Office of the form.	cer or Authorized Signatory has been updated in the My Profile before submission
5. Please ensure that DSC of the Principal Officer	or Authorized Signatory is registered before submission of the form.
	Close

Step 4: The main Form 10BD will open. This has three tabs.

- Tab 1: Basic Information Contains PAN and the reporting period.
- Tab 2: Details of donors and donations Contains Name, Address of donor etc.
- Tab 3: Verification



Step-5: Click the Basic information tab.



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Dashboard e-File - Auti	horised Partners 🗸 Services 🗸 Pending Action 🗸 🔳 Grie	evances v Help
Dashboard / e-File / Income-tax Forms /	Form No. 10BD	
Statement of particul clause (viii) of sub-se sub-section (1A) of s [Form No. 10BD] This Form is in compliance with rule Provide details for each sect	lars to be filed by reporting person under ection (5) of section 80G and clause (i) to ection 35 of the Income-tax Act, 1961 ³⁹ tion	
Basic Information		Provide Confirmation >
Details of the donors a Includes Name, Address of dono	nd donations r etc.	Provide Details 💙
Verification Declaration and Verification		Provide Details >
K Back		Preview >
Back india.gov.in	This site is best viewed in 1366 x 768 resolution. Last reviewed and updated of Support: Internet Explorer 11, Google Chrome 76.0, Firefox 68.0, Safari 12.1, Op-	9n: 10/08/2019 era 62

Step 6: The PAN, reporting period (01-Apr-202X to 31-Mar-202X), name and full address of the reporting person will be prefilled.

No field is required to be filled. Click Confirm.

i) to sub-section (1A) of section	n 35 of the Income-tax Act, 1961 [Form No. 10BD]	
Basic Information Scr	een	
ncludes PAN, reporting period		
Part A		
Details of the reporting pe	son reporting the donations	
1. PAN	2. Reporting Period	
AAAAA1234Q	01-04-2020 to 31-03-2021	
3. Name	4. Address for communication	
Ram Kulkarni	45/1, Block 1,	
	Bettadasanapura, Electronic City, Bennaluru Karnataka, India, 560068	
	osngularujnemeteka, mula, ooooo	
Note: To update contact de	tails, visit <u>'My Profile'</u> .	
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11220		

Step 7: 'Basic Information' will have a green tick mark with the status 'Completed'. Now, click the details of the donors and donations.



e-Filing Anywhere An Incerne Tax Department, Governm	vime ent of India	Gall Us ∽ ⊕ English ∽ A' [2] A* ⊕ Seasion time 14:3:4 RK Ram Kulkarni ∽ Individual
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Basic Information 🔮 Com Includes PAN, reporting period	pleted	Provide Confirmation >
Details of the donors and Includes Name, Address of donor et	donations	Provide Details >
Verification Declaration and Verification		Provide Details >
K Back		Preview >
india.gov.in	This site is best viewed in 1366 x 768 resolution. Last reviewed and updated on : 10/ Support : Internet Explorer 11, Google Chrome 76.0, Firefox 68.0, Safari 12.1, Opera 62	8/2019
Copyright © Income Tax Department, Ministry	af Finance, Government of India. All Rights Reserved	Website Policies Accessibility Statement Site Map

Step 8: Click the Download Template to download the excel file.

(i) to sub-section (1A) of section 3	35 of the Income-tax Act, 1961 [Form No. 108D]	
Details of donors and do	onation screen	
Details of donors and donation		* Indicates mandatory field:
Part B		
Details of donors and donatic	on *	
Download Excel file	① Upload CSV file	
Export Unconsumed Pre ARN	's to Excel	
Note		
 To read the instructions be 	fore filing the CSV, 'click here'	
Please convert the file to .c	sv before uploading.	
		Save

The Excel file has 12 fields or columns out of which four fields or columns have drop-down - ID Code in column C, Section Code in column E, Donation Type in column J and Mode of receipt in column K.

The user needs to fill the data accordingly.



		∓ Form10BD_Donations_Original [Protected View] - Excel										
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Note:

- Please convert the file to .csv before uploading.
- Maximum number of rows that can be added in a CSV file is 25000, to add more records you need to file another Form 10BD.
- Form 10BD is allowed to be filed multiple times for the same financial year.
- The generation of Pre-Acknowledgement Numbers for manual issue of Form 10BE is available from F.Y 2022-23. If you are filing Form 10BD for F.Y 2021-22 you may leave the field 'Pre-Acknowledgement Number' blank in the CSV file uploaded.

Step-9: After filling the data in the downloaded excel template, save the data in the excel template.

Then click File > Save As or Alt+F+A. Select the 'CSV (Comma delimited)' from the drop down in Save as type and then click Save. The filled in excel file will be saved in CSV format. This CSV format needs to be uploaded on the portal.

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13 14 15 16	File name: Book1 Save as type: CSV (Comma delimited) Authors: Sujit Talukder Tags: Add a tag			* *	
17 18 19 20	Hide Folders Tools	Save	Cancel		

Step 10: Click the Upload CSV File button upload the CSV file and click Save.

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Part B	
Details of donors and donation *	
Upload CSV file	
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Export Unconsumed Pre ARN's to Excel	
Note:	
 To read the instructions before filing the CSV, 'click here' 	
Please convert the file to .csv before uploading.	

Step 11: Details of donors and donations will have a green tick mark with the status Completed. Now, Click the Verification tab to verify the Form 10BD.



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Statement of particulars to be filed by reporting person under clause (viii) of sub-section (5) of section 80G and clause (i) to sub-section (1A) of section 35 of the Income-tax Act, 1961 [Form No. 10BD]	
This Form is in compliance with rule 39	
Provide details for each section	
Basic Information @ Completed	Provide Confirmation >
Includes PAN, reporting period	
Details of the donors and donations @ Completed	Provide Details >
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Details of the donors and donations Completed Includes Name, Address of donor etc. Verification Declaration and Verification	Provide Details 义
Details of the donors and donations Completed Includes Name, Address of donor etc. Verification Declaration and Verification	Provide Details >

Step 12: Fill the details: Father's/Mother's name and the capacity of the person verifying the form i.e., Trustee, Member, Director, etc. Fill in the field 'Place' from where the form is being filed.



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I. Ram Kulkarni	, son of	·
Mahadev Gaikwad	, hereby declare that the det	ails given in the form are true and correct to the best
of my knowledge and belief.		
l undertake to communicate forth with a	ny alteration in the particulars submit	tted, made at any time hereafter. I further declare that
I am filing this form in my capacity as	Director	having Permanent Account Number (PAN)
AAAAA1234Q	and that I am competent to	file this form and verify it.
Note: To undate contact details visit 'M	v Profile'	
Plane *	filme.	
interest and a		
IP Address 10.144.28.3	Date 27-Feb-2020	

Note: Any incomplete information will throw an error and the system will not allow to save the form.

Step 13: Basic information, details of donors and donations and verification will have a green tick mark with the status Completed.

Now click Preview.



e-Filing Anywhere Anythms Income Tax Department, Government of India	Call Us ∨ ⊕ English ∨ A
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Statement of particulars to be filed by reporting person under clause (viii) of sub-section (5) of section 80G and clause (i) to sub-section (1A) of section 35 of the Income-tax Act, 1961 [Form No. 10BD] This Form is in compliance with rule 39 Provide details for each section	
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Step 14: Click on Proceed to verify.



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Form N	No. 10BD [See rule 18AB]
Statement of particulars to be filed by reporting person under clause (vi	iii) of sub-section (5) of section 80G and clause (i) to sub-section (1A) of section 35 of the ncome-tax Act, 1961
Part A	
Details of the reporting person reporting the donations	
1. PAN	AAAAA1234Q
2. Reporting Period	01-04-2020 to 31-03-2021
3. Name	Ram Kulkarni
4. Address for communication	45/1, Block 1,
	Bettadasanapura, Electronic City, Bengaluru,Karnataka, India, 560068
Part B	
Details of donors and donation	Comma Delimited.csv
	9
Verification	
 Ram Kulkarni son of Mahadev Gaikwad, hereby declare that the details correct to the best of my knowledge and belief. Lundertake to communic perturbation descent and and any time benefits. I forther dealers that 	s given in the form are true and ate forth with any alteration in the filter the form is execution
as Director having Permanent Account Number (PAN) AAAAA1234Q an form and verify it.	am sing this form in my capacity and that I am competent to file this
Place	Short Description
IP Address	10.144.28.3
Date	27-Feb-2020
< Back	Proceed to e-Verify

Step 15: After e-verification you will see the success message on the screen that the form has been submitted successfully.



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Statement of particular clause (viii) of sub-sec section (1A) of section [Form No. 10BD]	rs to be filed by reporting person unde tion (5) of section 80G and clause (i) 1 35 of the Income-tax Act, 1961	er to sub-	
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Copyright © Income Yes Department, Ministry	y of Fistance, Government of India. All Rights Reserved	Website Polizies Accessibility Statement	Site Map

Note: You can download Form 10BE after 24hrs from the time of filing form 10BD.

4.4 Certificate of Donation (for Donor) in Form 10BE

After filing of Statement of Donations in Form 10BD, download and issue Certificate of Donations in Form 10BE which contains details of the NGO like PAN and Name of the NGO, approval numbers u/s 80G & 35(1) along with details of the donations and donor.

Step 1: Log in to the e-Filing portal using your user ID and password.

ie Individual/HUF ∽ Company ∽ —	Non-Company - Tax Professionals & Others -	Downloads Help
Quick Links		1. Form 3CF seekir
e- Verify Return	Filing your ITR	
Link Aadhaar	Access the pre-filled forms, easy to use	
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Know TAN Details	Latest Updates	View All

Step 2: On your Dashboard, click e-File > View Filed Forms.



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Contact Details Your account is not secure with e-vault	Update Secure Account	> Tax	Deposit		
		> Rece	ent Filed Returns		

Step-3: Click Download 10BE PDF's.

Dashboard e-File × Authorised Partners × Services × Pending Action × Grievances × e-File / Income Tax Forms / View filed forms / Form 108D Statement of particulars to be filed by reporting person u/s 80G(5)/35(1A)(i) Form 10BD 5 filings till date. You are viewing latest 5 filings, to view more filings use Filter. A.Y. 2022-23 View of the excel 30-May-2021 Image: Arrow of the excel image: Arrow of the ex	e-Filing Anywhere Anytin Income Tax Department, Governmen	ne of India		Call Us > Denglish Session time 14:34	 A[*] A[*] RK Ram Kulkarni Individual
eFile / Income Tax Forms / View filed forms / Form 108D Statement of particulars to be filed by reporting person u/s 80G(5)/35(1A)(i) Form 10BD 5 filings till date. You are viewing latest 5 filings, to view more filings use Filter. A.Y. 2022-23 30-May-2021 Filing Date 07-June-2021 <status 5=""> 03-Jun-2021 <status 4=""> Filing Type: Original Status: Successfully e-Verified Acknowledgement No: 1000402941010317</status></status>	Dashboard e-File ~ Authoris	ed Partners 🛩 Services 🛩	 Pending Action Grievances 		
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O3-Jun-2021	30-May-2021	7-June-2021 Status 5> 13-Jun-2021 Status 4> 13-Jun-2021	Filing Type : Original Status : Successfully e-Verified Acknowledgement No : 1000402941010)317 ب ل Do	J Download Form Download Receipt wnload 10BE PDF's

Note: Form 10BE will be available for download after 24 hrs from the time of filing form 10BD. Step-4: Now PDF (Form 10BE) has been downloaded and can be issued to the donors.



FORM NO. 10BE

See rule 18AB

Certificate of donation under clause (ix) of sub-section (5) of section 80G and under clause (ii) to sub-section (1A) of section 35 of the Income-tax Act, 1961



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Donee	(1) PAN Of The Reporting Person	AAAAA1254Q
	(2) Name Of The Reporting Person	Rem Kulkemi
	(3) Address Of The Reporting Person	45/1, Block 1, Bettadasanapura, Electronic City, Bengaluru,Kamataka, India, 560068
	(4) Unique Registration Number (URN)	URN
	(5) Date Of Issue Of Unique Registration Number	27-Feb-2020
Donor and donations	(6) PAN Of The Reporting Person (a) ID Code (b) Unique Identification Number	Aadhar UIN Number
	(7) Name Of Donor	Full Name
	(8) Address Of Donor	45/1, Block 1, Bettadasanapura, Electronic City, Bengeluru,Kamataka, India, 560068
	(9) Amount Of Donation Received	₹ 20,30,00
	(10) Financial Year In Which Such Donation Was Received	27-Feb-2020
	(11) Type Of Donation	27-Feb-2020
	(12) Section Under Which Donation Is Eligible For Deduction	27-Feb-2020

Verification

I, Ram Kulkami son of Mahadev Galkwad of sciennity declare that to the best of my knowledge and belief, the information given in the certificate is correct and complete and is in accordance with the provisions of the income-tax Act, 1961. I further declare that I am making this certificate in my capacity as Director and I am also competent to issue this certificate. I am holding permanent account number AAAAA1234Q. Yours faithfully, Ram Kulkami

4.5 Filing of Revised Form 10BD

Step 1: Log in to the e-Filing portal using your user ID and password.



Step 2: On your Dashboard, click e-File > Income Tax Forms > Form 10BD.



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hboard	Income T	ax Returns		
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Step 3: Select Form 10BD from the tiles.

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Form 10AB	Form 10B	Form 10BB
Application for registration or approval	Audit report under section 12A(1)(b) of the Income-tax Act, 1961, in Read More	Audit report under section 10(23C) of the Income tax Act, 1961, in th Read More
File Now	File Now	File Nov
iorm 10BBB	Tax Exemptions and Reliefs Form 10BD	Tax Exemptions and Reliefs
ntimation by Pension Fund of investment under clause (23FE) of secti Read More	Statement of particulars to be filed by reporting person under claus Read More	Statement of Exempt income under clause (4D) of section 10 of the Inc Read More
File Now	File Now	File Nov

Step 4: Select the Financial year from the drop down menu and filing type as revised and click Continue.



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PAN DEEFB1996A Filing Type * O Original O Revised Financial Year (F.Y) *	Submission Mode Online	 Relevant Section and Rule Section 80G - Deduction in respect of donations to certain funds, charitable institutions, etc Section 35 - Expenditure on scientific research Rule 18AB - Furnishing of Statement of particulars and certificate under clause (viii) and clause (ix) of sub-section (5) of section 80G or under sub-section (1A) of section 35
		Continue >

Step 5: Click Let's get started.



Step 6: The main Form 10BD will open having three tabs.

- 1. Tab 1: Basic Information Contains PAN and the reporting period.
- 2. Tab 2: Details of donors and donations Contains Name, Address of donor etc.
- 3. Tab 3: Verification



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Statement of particulars to be filed by reporting person u/s 80G(5)/35(1A)(i) [Form No. 10BD]		
Statement of particulars to be filed by reporting person under clause (viii) of sub-section (5) of section 80G and		
clause (i) to sub-section (TA) of section 33 of the income-tax Act, 1901. This Form is in compliance with full for b.		
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Step 7: The PAN, reporting period (01-Apr-202X to 31-Mar-202X), Name and full address of the reporting person will be prefilled. No field is required to be filled.

Click Confirm.



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Step 8: Basic information tab is confirmed now click the details of donors and donations tab.

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u/s 80G(5)/35(1A)(i) [Form No. 10BD]	1 31						
Statement of particulars to be filed by report	ing person under clause (viii) of	sub-section (5) of section 800	G and					
clause (i) to sub-section (1A) of section 35 o	f the Income-tax Act, 1961. This	Form is in compliance with ru	lie 18AB.					
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Step 9: Click Export 10BE's generated into CSV.



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Details of 10BEs generated in excel file.

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Step 10: Click Download Template to download the excel template.



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You can revise (Change in name of donor, change/add address of donor, amount etc.) or you can delete entries.

Enter the revised details in excel sheet and select the status in column M as Revised or Delete.

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10BEs to be revised from original:



10 BE	Action required
For ARN: DEEFB1996A05221000011	change name from Rohan to Rajiv & add Address.
For ARN: DEEFB1996A05221000012	Delete the entry

Enter the change or delete details in excel file.

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Step 11: After filling the revised data in the downloaded excel template, save the data in the excel template.

Then click File > Save As or Alt+F+A. Select CSV (Comma delimited) from the drop down in 'Save as type' and then click Save. The filled in excel file will be saved in CSV format. This CSV format needs to be uploaded on the portal.



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Step 12: Click the Upload CSV File button upload the CSV file and click Save

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Step 13: 'Details of donors and donations will have a green tick mark with the status 'Completed' Now, Click on the Verification tab to verify the Form 10BD.



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	u/s 80G(5)/35(1A)(i) [Form No. 10BD]								
	U/S 80G(5)/35(1A)(i) [Form No. 10BD] Statement of particulars to be filed by reporting person under claus	e (viii) of sub-section (5) of section 80G	and					
	U/S 80G(5)/35(1A)(i) [Form No. 10BD] Statement of particulars to be filed by reporting person under claus clause (i) to sub-section (1A) of section 35 of the Income-tax Act, 11	e (viii) of sub-section (961. This Form is in co	5) of section 80G impliance with rule	and e 18AB.					
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Step 14: Fill the details., Father's/Mother's name and the capacity of the person verifying the form i.e., Trustee, Member, Director, etc. Fill in the field 'Place' from where the form is being filed.

tatement of particulars to be filed by repo) to sub-section (1A) of section 35 of the	Income-tax Act, 1961 [Form No. 108	ub-section (5) of section 80G and clause BD]
/erification		
eclaration and Verification		
I. Ram Kulkarni	, son of	•
En e ano e		
Mahadev Gaikwad	, nereby declare that the de	Italis given in the form are true and correct to the best
of my knowledge and belief.		
I undertake to communicate forth with	any alteration in the particulars submi	sitted, made at any time hereafter. I further declare that
I am filing this form in my capacity as	Director	having Permanent Account Number (PAN)
AAAAA1234Q	and that I am competent to	to file this form and verify it.
Note: To update contact details, visit]	ty Profile.	
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Step 15: Basic information, Details of donors and donations and verification' will have a green tick mark with the status 'Completed'. Now click Preview.



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Statement of particulars to be filed by reporting person u/s 80G(5)/35(1A)(i) [Form No. 10BD]		
Statement of particulars to be filed by reporting person under clause (viii) of sub-section (5) of section 80G and		
clause (i) to sub-section (1A) of section 35 of the income-tax Act, 1961. This Form is in compliance with rule 1888.		
Provide details for each section		
Basic Information Completed Includes PAN, reporting period	Modify if required >	
Details of the donors and donations Completed Includes Name, Address of donor etc.	Modify if required	
Verification Completed Declaration and Verification	Modify if required	
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Step 16: This is the Preview of the Revised Form 10BD click Proceed to verify.



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Statement of particulars to be filed by reporting person under clause (viii) of sub-section (5) of section 80G i Income-tax Act, 1961	and clause (i) to sub-section (1A) of section 35 of the
Part A	
Details of the reporting person reporting the donations	
1. Permanent Account Number	DEEFB1996A
2. Reporting Period	01-Apr-2021 to 31-Mar-2022
3. Name	Infosys Limited
4. Address for communication	Infosys Limited, Uniworld Towers,Sector 48, Gurgaon, Air Force S.O, GURGAON, Haryana, INDIA, 122005
Part B	
	GURGAON, Haryana, INDIA, 122005
etails of the donors and donations	Form10BD_Donations_Revised (19).csv
/erification	
Dhananjay Sihmar Kumar, son of Vinod, hereby declare that the details given in the form are true and correct o the best of my knowledge and belief.	
undertake to communicate forth with any alteration in the particulars submitted, made at any time hereafter. I urther declare that I am filing this form in my capacity as Partner having Permanent Account Number (PAN) INPJ7508A and that I am competent to file this form and verify it.	
Address	10.144.28.3
lace	Mumbai
ate	13-May-2022

Step 17: click Yes to verify



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Verification				
I, Dhananjay Sihmar Kumar, son of Vinod, hereby declare that the details given in the form are true and correct to the best of my knowledge and belief.				
I undertake to communicate forth with any alteration in the particulars submitted, made at any time hereafter. I further declare that I am filing this form in my capacity at GINPJ7508A and that I am competent to file this form a Confirmation ×				
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Step 18: Select the e-verify method.

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	PAN DEEFB1996A	Form No. 10BD	Financial Year 2021-22		
	How do you want to	e-verify? 9 OTP on mobile number registered with Aa	dhaar		
	O I would like to verify using	J Digital Signature Certificate (DSC)		(i) Note	
	Generate electronic verific	ation code (EVC)		Kindly select appropriate mode of verification as prescribed in rule 12(3) of IT rules.	
	O Through Bank Account			(i) Note	

Step19: After e-verification you will see the success message on the screen that the form has been submitted successfully.



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$u/s \ 80G(5)/35(1A)(i)$ [Form No. 10BD] Statement of particulars to be filed by reporting person under clause (viii) of sub-section (5) of section 80G and				
clause (i) to sub-section (1A) of section 35 of the Income-tax Act, 1961. This Form is in compliance with rule 18AB.				
Submitted Successfully!				
Transaction ID: ITF000000235013 Acknowledgment No: 102112020130522 An email confirming the successful submission of your form has been sent to dhananiav@co.incometax.gov/in and SMS has been sent to Mobile number: 9711440620				
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4.6 View Revised Form 10BD

Step 1: Go to e-file > file income tax form > view filed form > Form 10BD > Download form.

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Step 2: Revised Form PDF.



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PART	A	
Detai	Is of the reporting person reporting the dom	ations
1.	PAN	DEEFB1996A
2.	Reporting Period	01-Apr-2021 to 31-Mar-2022
з.	Name	Infosys Limited
4.	Address for communication	Infosys Limited, Uniworld Towers,Sector 48, Gurgaon, Air Force S.O, GURGAON, Haryana INDIA - 122005
PART	в	
Detail Ver i	Is of the donors and donations	Form10BD_Donations_Revised (19).csv
l, Dha the be	nanjay Sihmar Kumar, son of Vinod, hereb est of my knowledge and belief.	y declare that the details given in the form are true and correct
l unde furthe GINP	ertake to communicate forth with any altera er declare that I am filing this form in my ca J7508A and that I am competent to file this	ation in the particulars submitted, made at any time hereafter. I pacity as Partner having Permanent Account Number (PAN) a form and verify it.
Place		Mumbai
IP Ad	dress	10.144.28.3
Date		13-May-2022
	Acknowledgemen	nt Number - 102121620130522

4.7 View revised form 10BE

Step 1: Go to e-file > file income tax form > view filed form > Click 10BD > click Download 10BE PDFs.

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Note: Revised form 10BE will be available on portal after 24 hours of filling of Form 10BD.

Step 2: Revised PDFs are downloaded in your system click on the pdf file to view.



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Step 3: Open the revised PDF now you can view the revised form.

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Donee	(1) PAN of the the reporting person	DEEFB1996A			
	(2) Name of the reporting person Infosys Limited (3) Address of the reporting person Infosys Limited Univorid Towers Sector 48, Gurgaon, Air Force S, O, GURGAON, Haryana, INDIA-122095				
	(4) Unique Registration Number 2526GSHS				
	(5) Date of issue of Unique Registration Number	05-Jun-2020			
Donor and donations	 (6) Unique Identification Number (a) ID Code (b) Unique Identification Number 	Permanent Account Number WEDPH9045F			
	(7) Name of Donor	Rajiv			
	(8) Address of Donor	Nashik			
	(9) Amount of donation Received	₹ 425,262			
	(10)Financial year in which such donation was received	2021-22			
	(11)Type of donation	Corpus			
	(12)Section under which donation is eligible for deduction	Section 80G			
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				Donee	(1) PAN of the the reporting person	DEEFB1996A						
					(2) Name of the reporting person Infosys Limited							
					(3) Address of the reporting person	Infosys Limited, Uniworld Towers, Sector Force S.O, GURGAON, Haryana, INDIA-122	48,Gurgaon,Air 005					
					(4) Unique Registration Number	53637GSHSJ						
					(5) Date of issue of Unique Registration Number	09-May-1968						
				Donor and donation	s (6) Unique Identification Number							
					(a) ID Code	Aadhaar Number						
					(b) Unique Identification Number	543906385774						
					(7) Name of Donor	Roshan						
					(8) Address of Donor	Mumbai						
					(9) Amount of donation Received	₹ 4,252,662						
					(10)Financial year in which such donation was received	2021-22						
					(11)Type of donation	Specific grant						
					(12)Section under which donation is eligible for deduction	Section 80G						
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