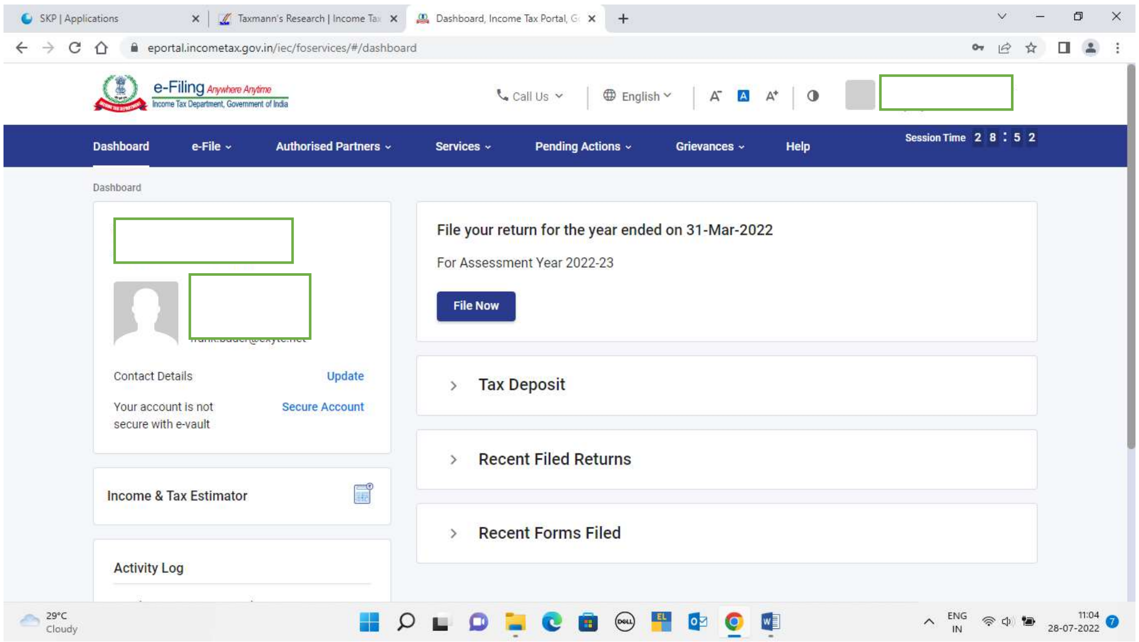
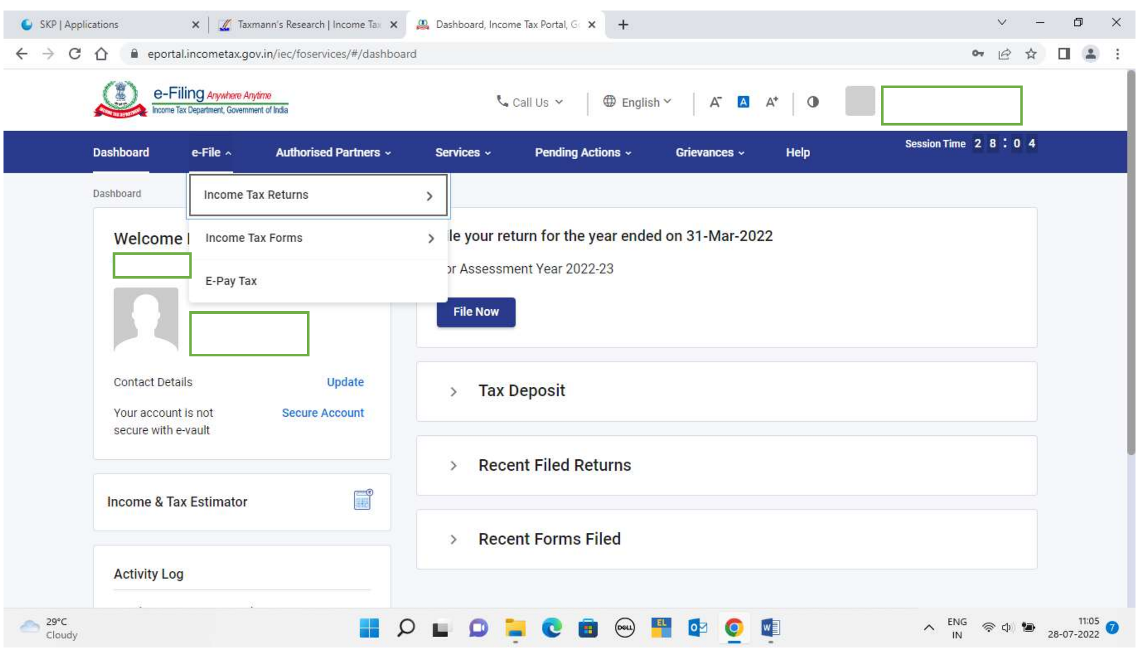
Steps to file application for Form 10F online on Income Tax Portal

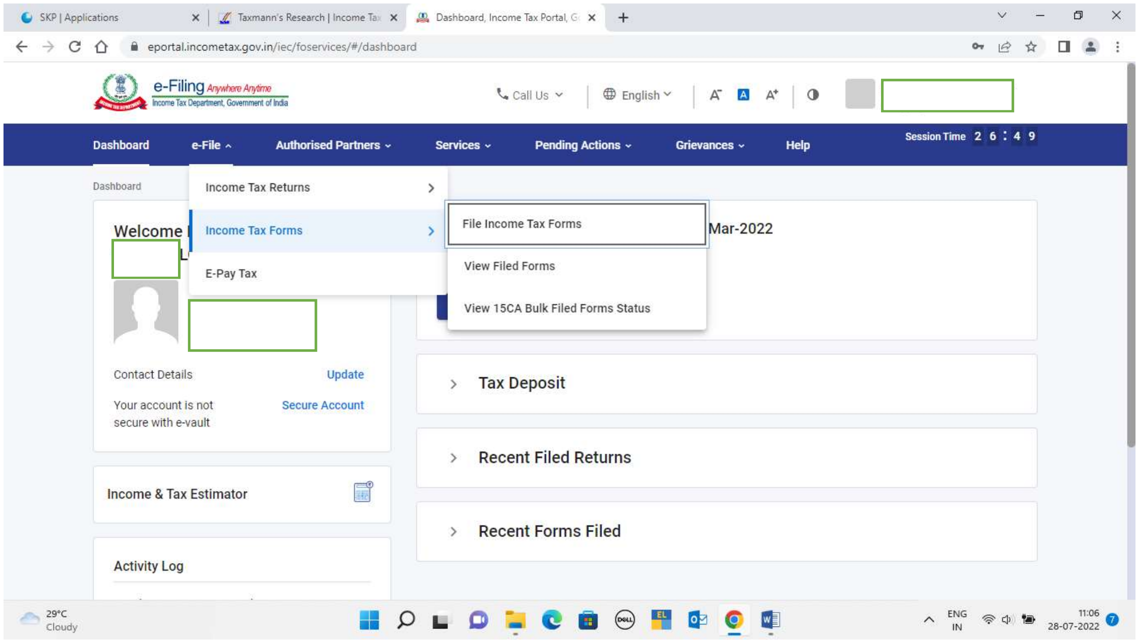
Step 1: Login on e-filing website



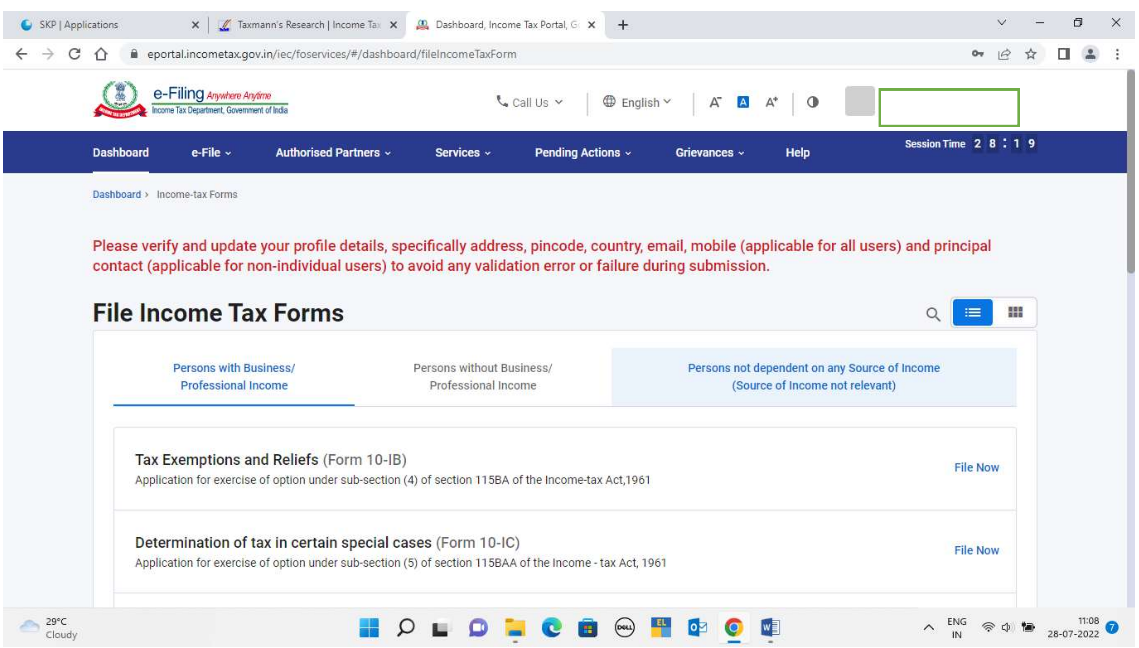
Step 2: From dashboard, select E-file tab and then select Income Tax Forms.



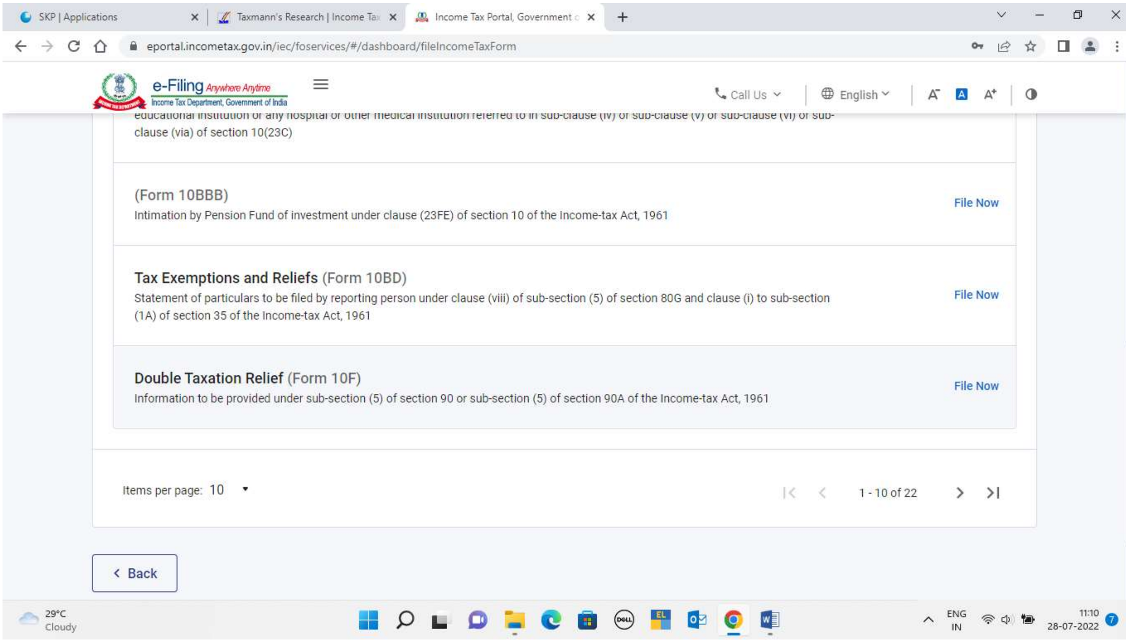
Step 3: Select the option ”File Income Tax Forms”



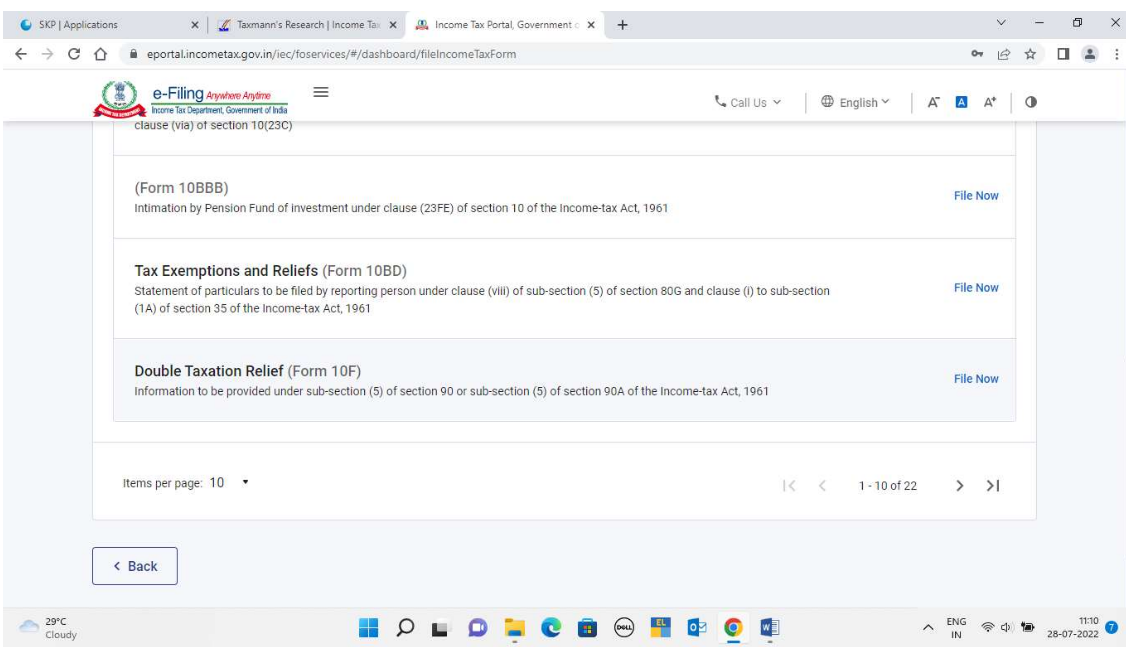
Step 4: Once the page for this option is displayed, kindly select 3rd tab i.e. “Person not dependent on any source of Income (Source of Income not relevant)”



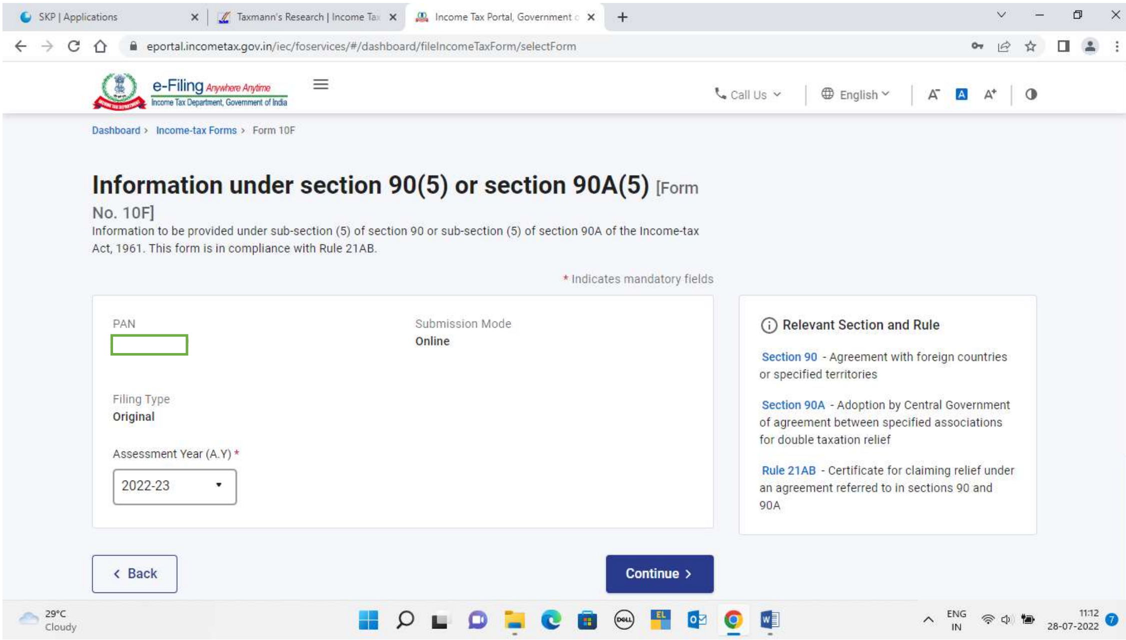
On this page in the last column, the option to e-file Form 10F [Double Taxation Relief (Form 10F)] is displayed.



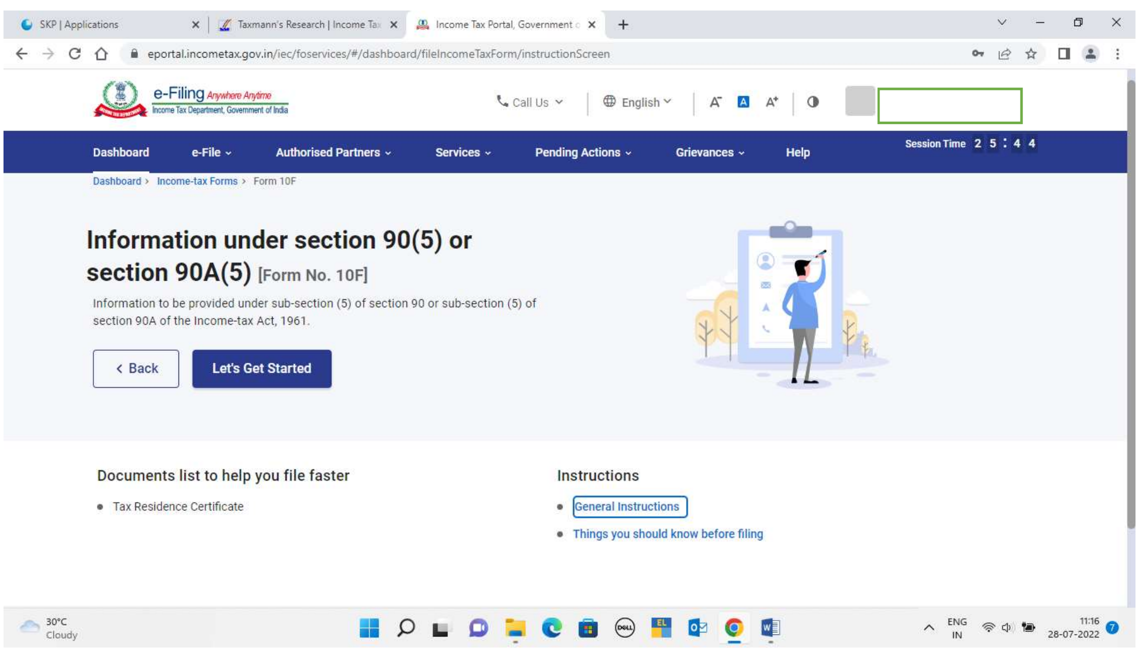
Step 5: Click on File Now



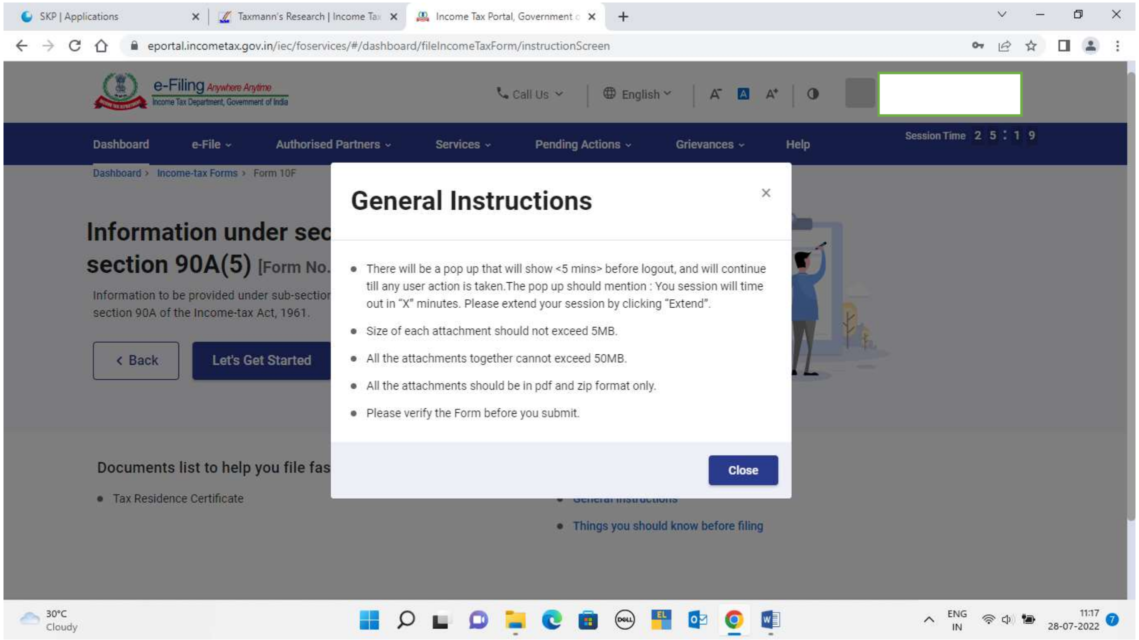
Step 6: From the dropdown, select Assessment Year for which Form 10F is to be obtained and then click on continue



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

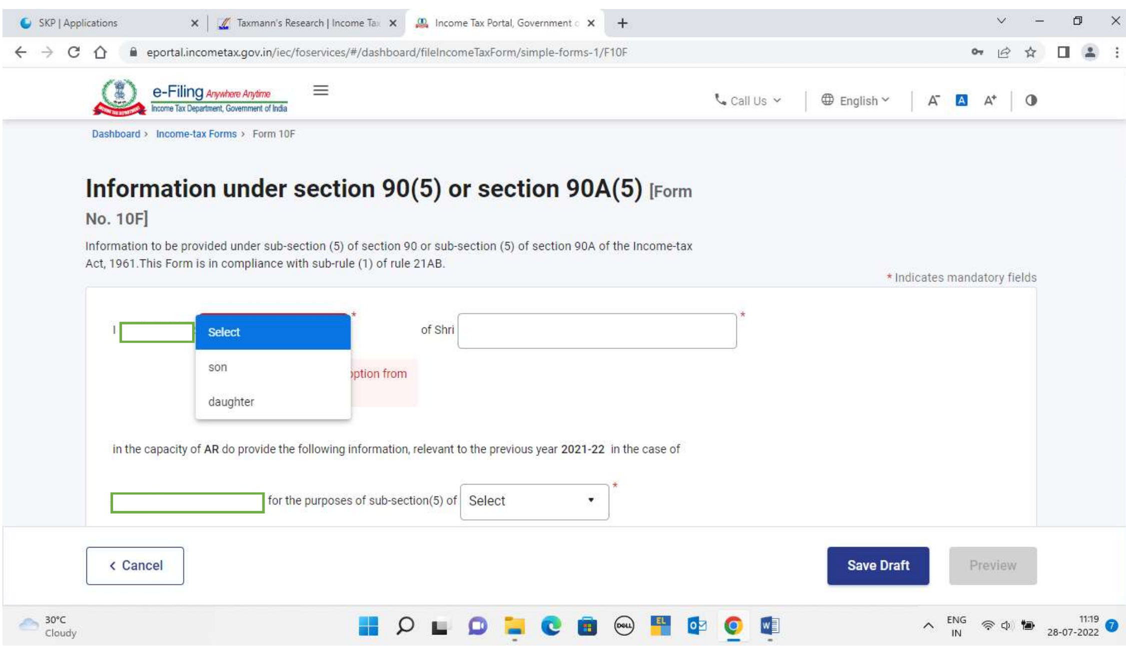


Further, before clicking on “Lets get started tab”, please read the Instructions as well as things you should know before filing

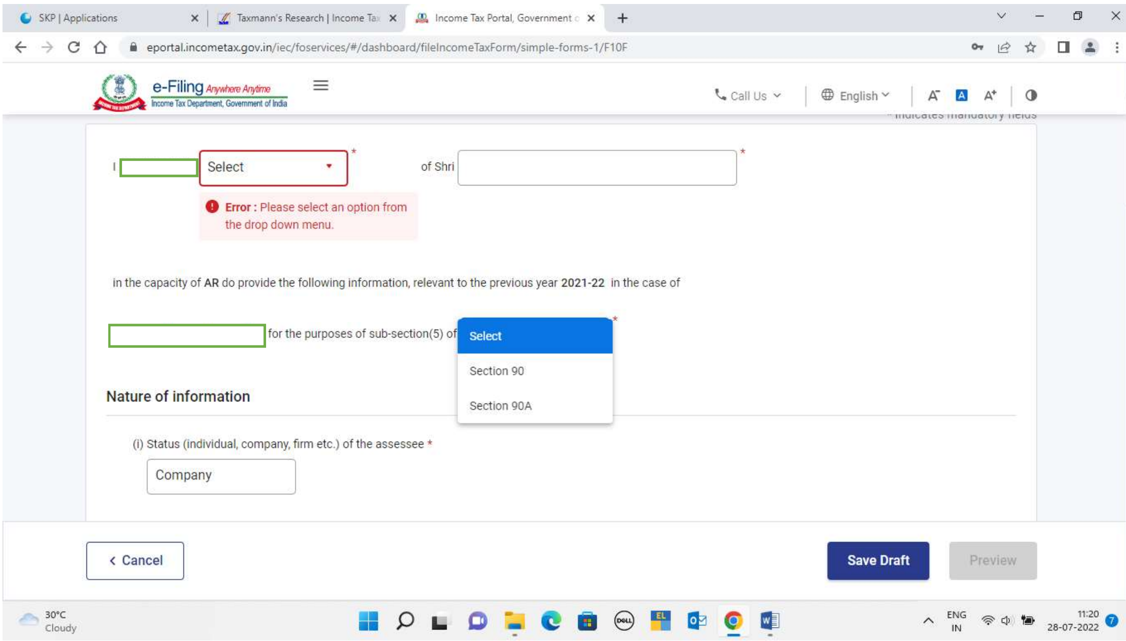


Now, the form filing process shall start

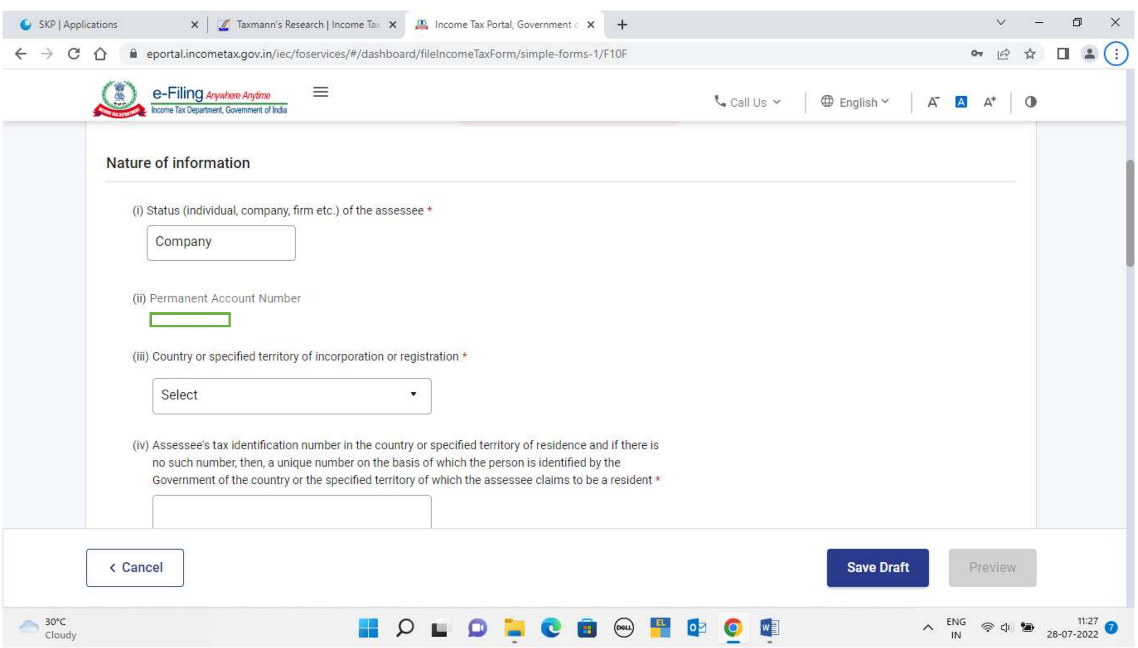
Step 8: Request you to update the details of Authorised signatory for non-individual entities.



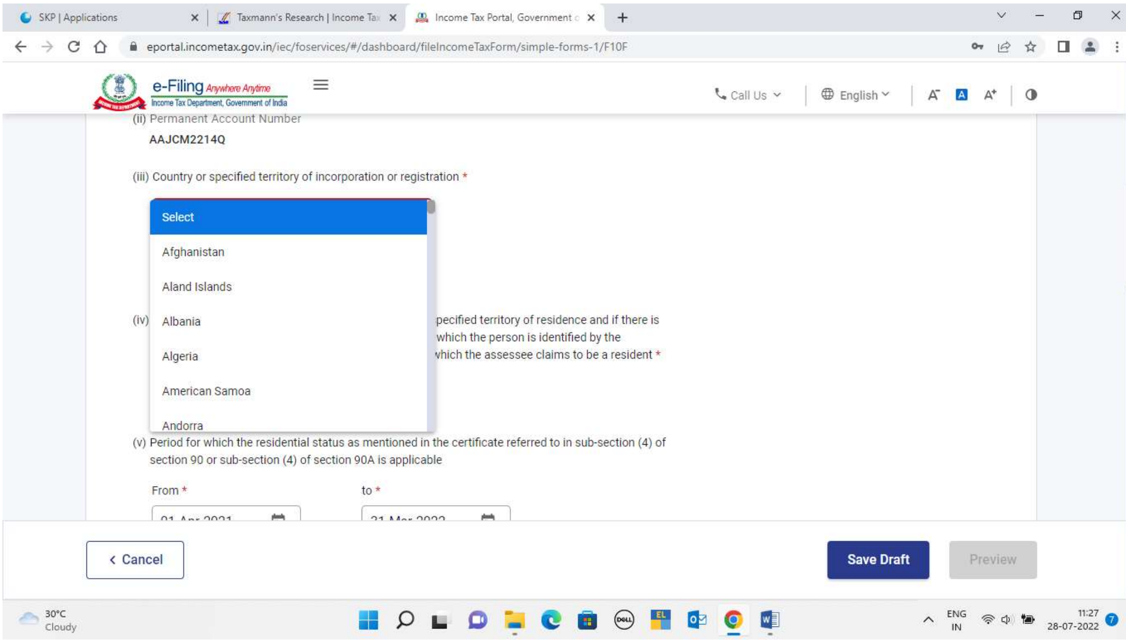
Step 9: From the dropdown select section under which Form 10F is to be obtained i.e. Section 90/Section 90A



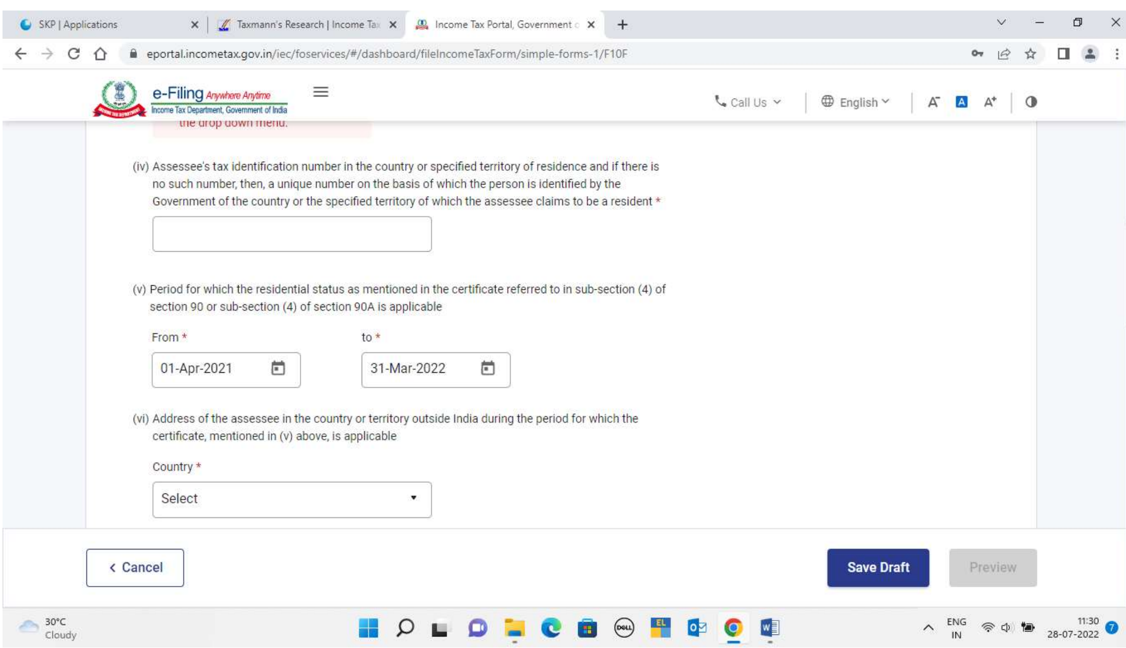
Step 10: Further, request you to update the nature of information section. Please note status and PAN is already pre-filled



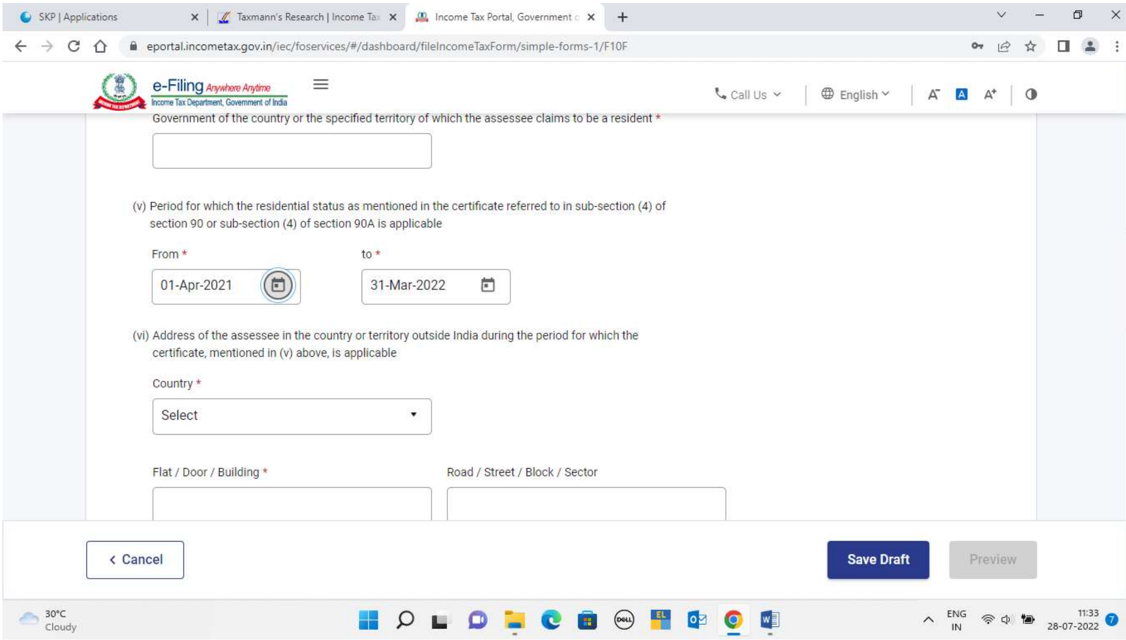
Step 11: In Point (iii) from the dropdown select country/territory of incorporation or registration



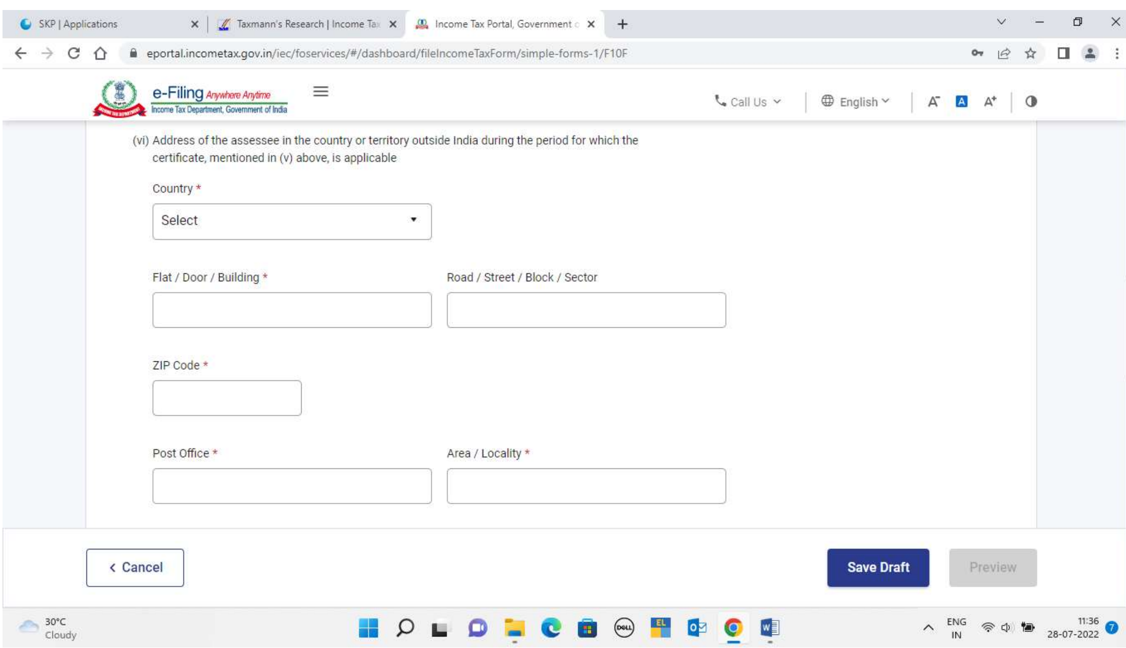
Step 12: In Point (iv), we have to now enter Tax Identification Number or a unique number from which tax payer is identified by the government of the country in which it is incorporated/registered as tax resident.

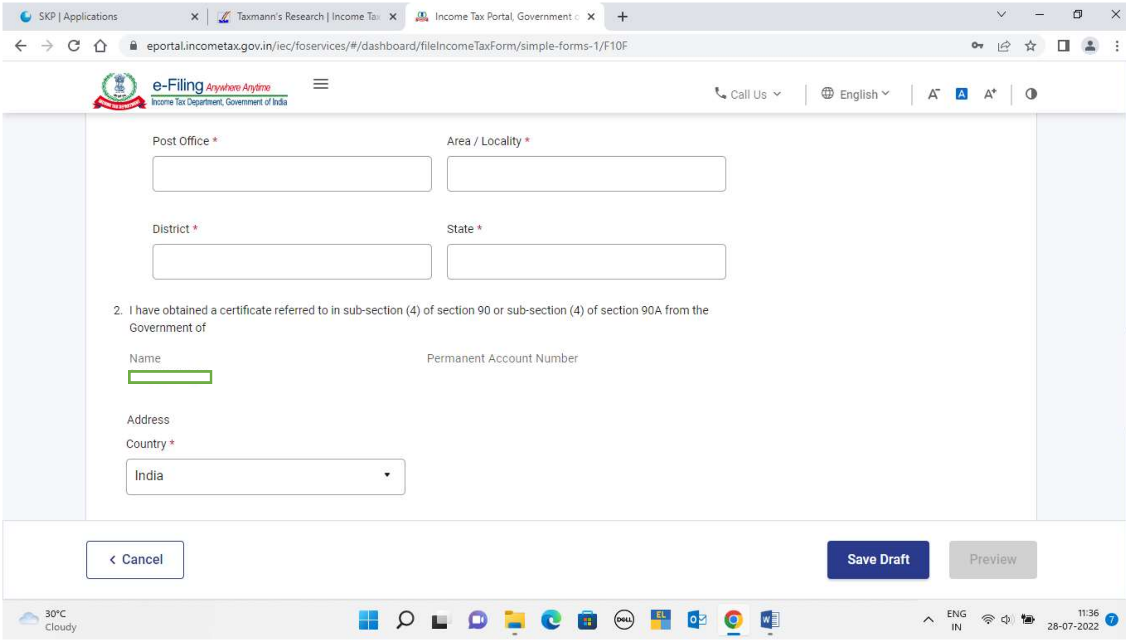


Step 13: In Point (v), select the period for which TRC is obtained and will be uploaded along the form

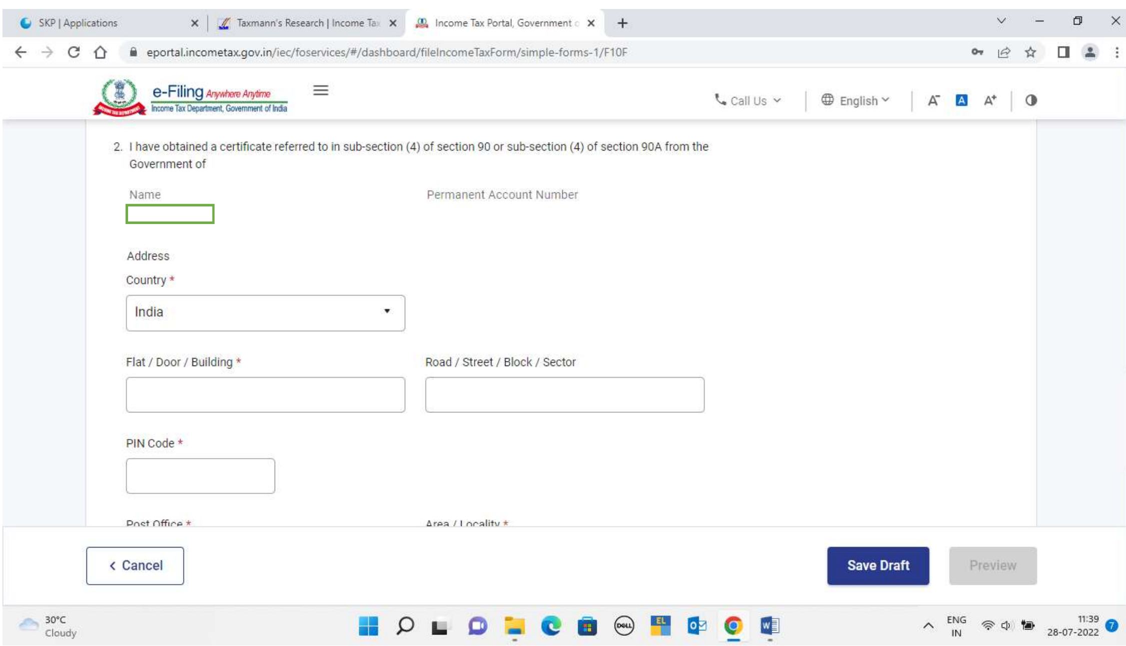


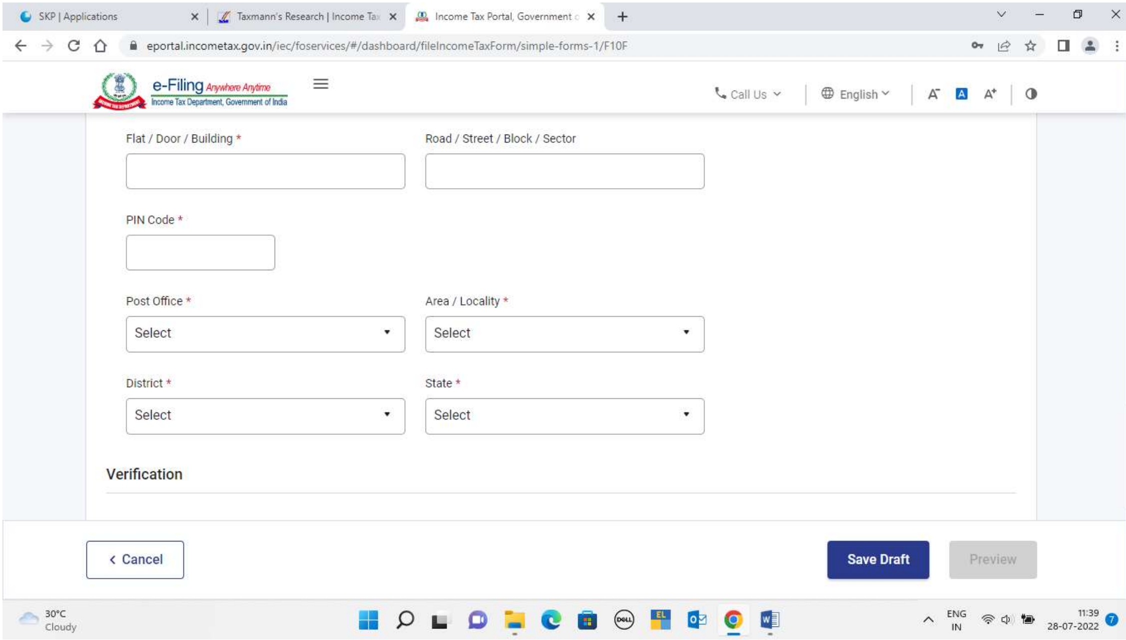
Step 14: In Point (vi), fill your address of the country/territory outside India during the period of TRC





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





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.