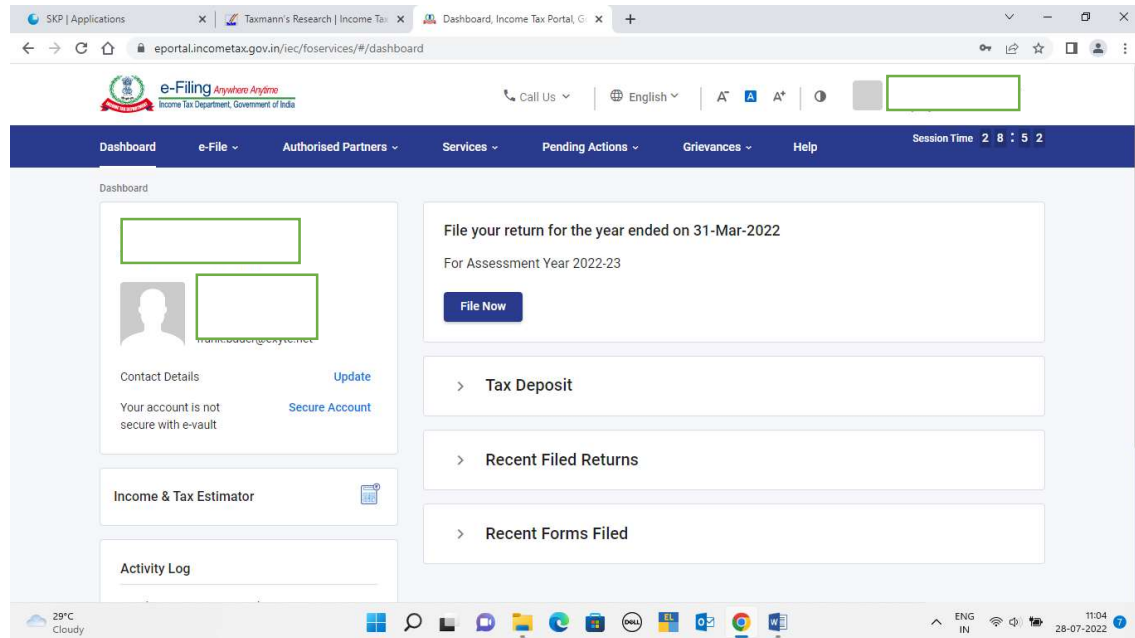
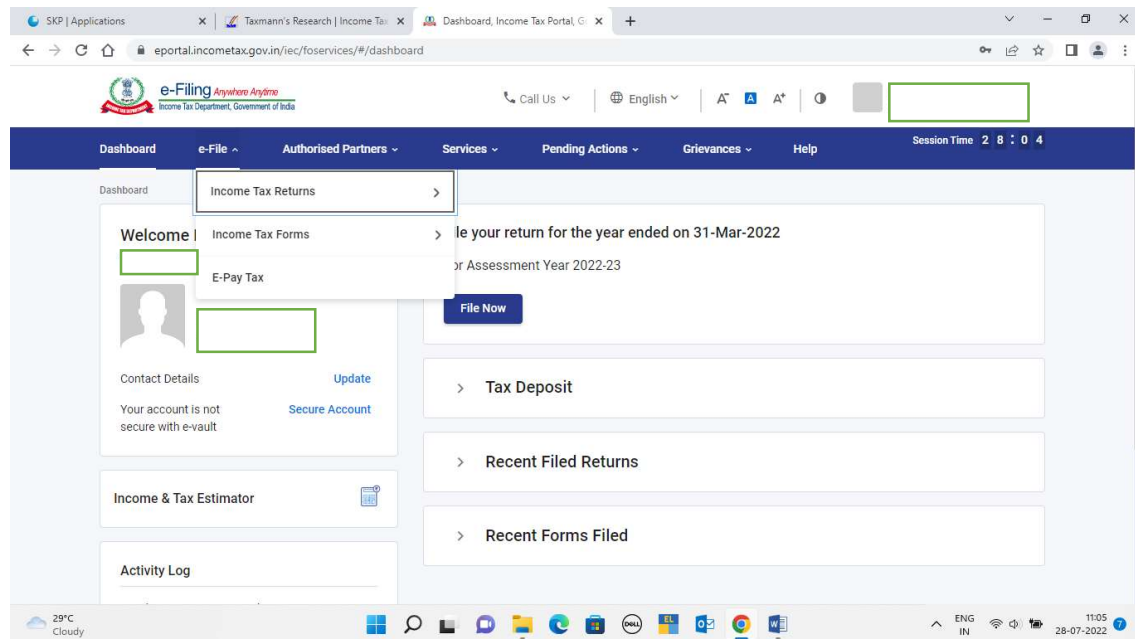


Steps to file application for Form 10F online on Income Tax Portal

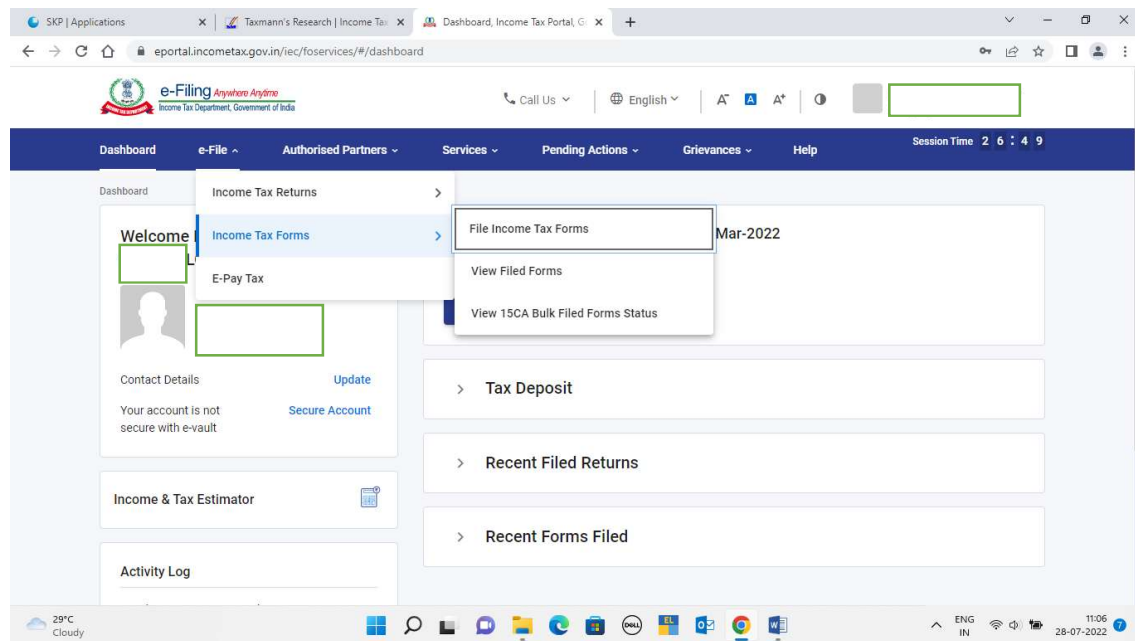
Step 1: Login on e-filing website



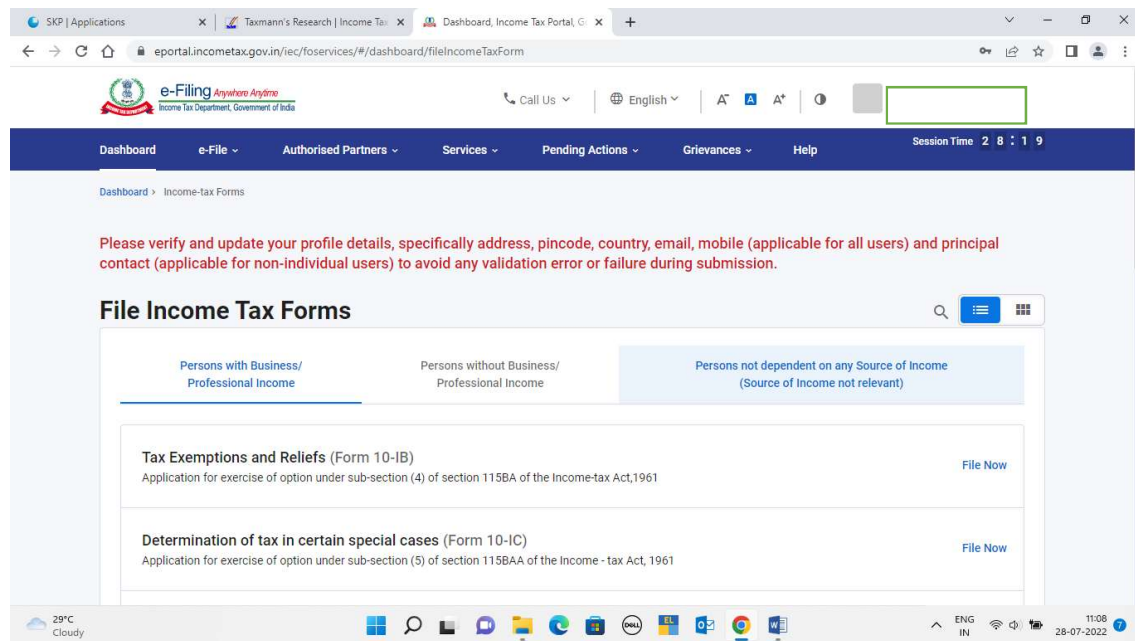
Step 2: From dashboard, select E-file tab and then select Income Tax Forms.



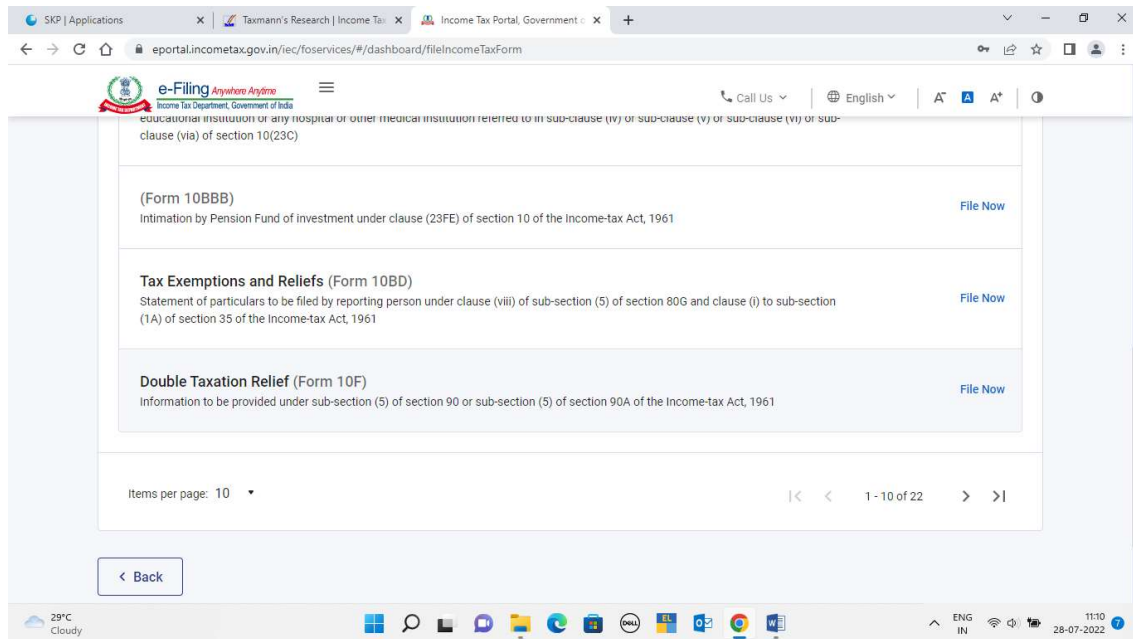
Step 3: Select the option "File Income Tax Forms"



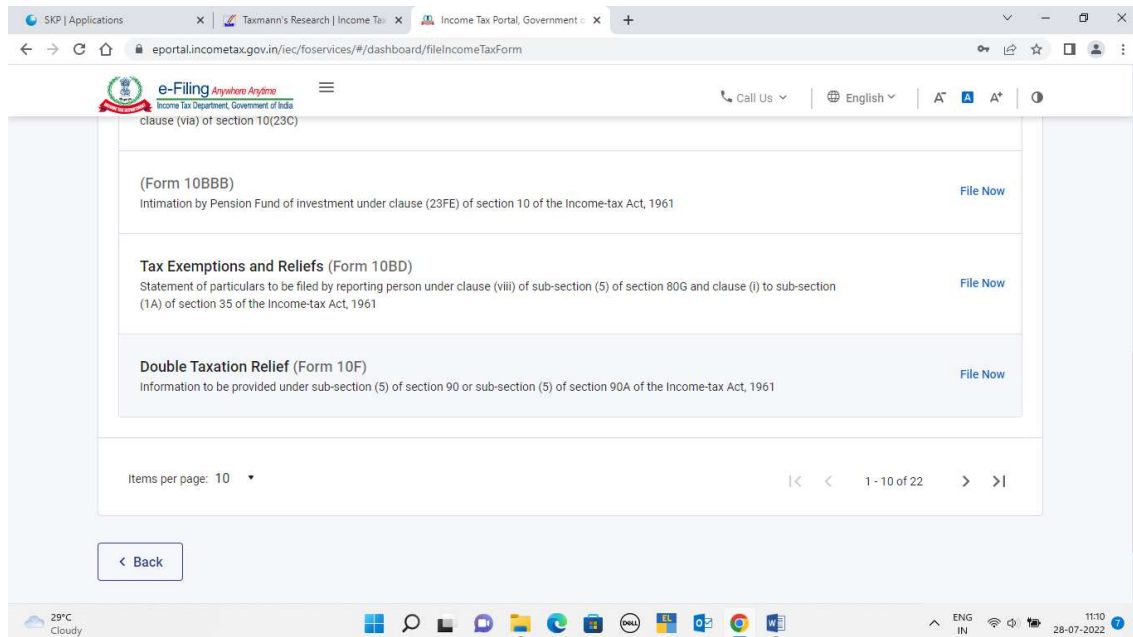
Step 4: Once the page for this option is displayed, kindly select 3rd tab i.e. "Person not dependent on any source of Income (Source of Income not relevant)"



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 'Information under section 90(5) or section 90A(5) [Form No. 10F]' page on the Income Tax Portal. The page includes the following fields and options:

- PAN:** A text input field.
- Submission Mode:** A dropdown menu with 'Online' selected.
- Filing Type:** A dropdown menu with 'Original' selected.
- Assessment Year (A.Y.):** A dropdown menu with '2022-23' selected.
- Continue Button:** A blue button labeled 'Continue'.
- Back Button:** A blue button labeled '< Back'.

A sidebar on the right titled 'Relevant Section and Rule' provides additional information:

- Section 90** - Agreement with foreign countries or specified territories
- Section 90A** - Adoption by Central Government of agreement between specified associations for double taxation relief
- Rule 21AB** - Certificate for claiming relief under an agreement referred to in sections 90 and 90A

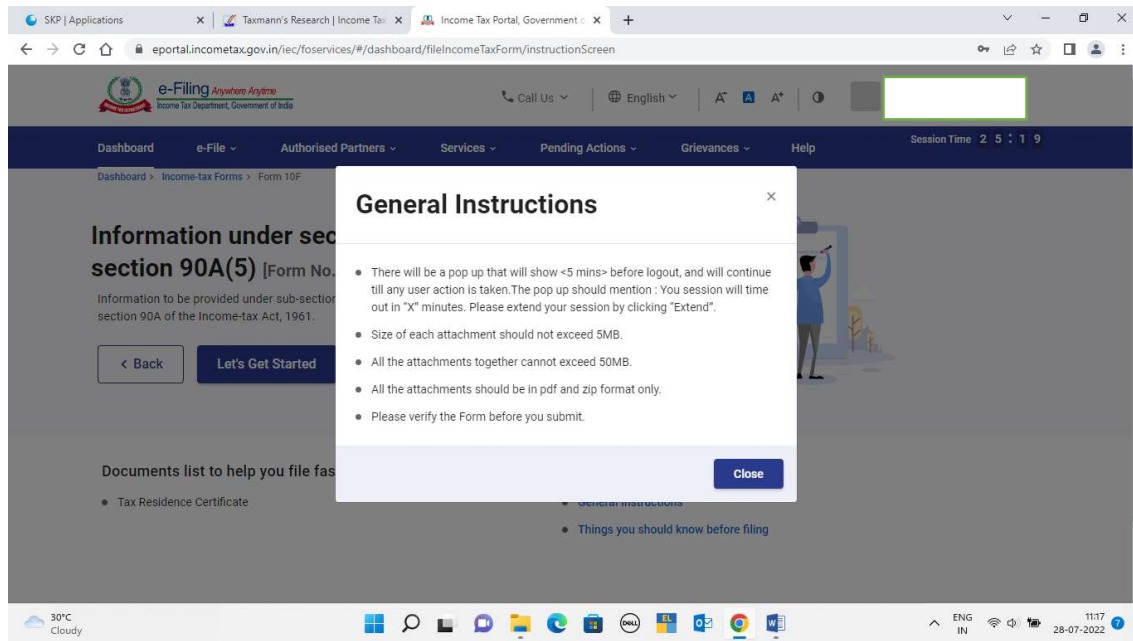
Step 7: Here, its important to note that the Tax Residency Certificate should be handy to assist you file the form efficiently

The screenshot shows the 'Information under section 90(5) or section 90A(5) [Form No. 10F]' page on the Income Tax Portal. The page includes the following elements:

- Let's Get Started Button:** A blue button labeled 'Let's Get Started'.
- Documents list to help you file faster:** A list containing 'Tax Residence Certificate'.
- Instructions:** A list containing 'General Instructions' and 'Things you should know before filing'.
- Back Button:** A blue button labeled '< Back'.

The page also features a navigation bar at the top with links to 'Dashboard', 'e-File', 'Authorised Partners', 'Services', 'Pending Actions', 'Grievances', and 'Help'. A session timer shows '2:54:4'.

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.

Information under section 90(5) or section 90A(5) [Form No. 10F]

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 sub-rule (1) of rule 21AB.

* Indicates mandatory fields

I of Shri

son option from

daughter

In the capacity of AR do provide the following information, relevant to the previous year 2021-22 in the case of

for the purposes of sub-section(5) of

[< Cancel](#) [Save Draft](#) [Preview](#)

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 portal interface. At the top, there's a navigation bar with 'e-Filing Anywhere Anytime' and 'Income Tax Department, Government of India'. Below this, there's a form titled 'Nature of information'. The form has several fields: a dropdown menu for 'Select' (with an error message 'Error: Please select an option from the drop down menu.'), a text field for 'of Shri', a text field for 'for the purposes of sub-section(5) of', and a dropdown menu for 'Select' (with options 'Section 90' and 'Section 90A'). Below these fields, there's a section for '(i) Status (individual, company, firm etc.) of the assessee' with a text field containing 'Company'. At the bottom of the form, there are buttons for '< Cancel', 'Save Draft', and 'Preview'. The browser's address bar shows 'portal.incometax.gov.in/iec/foreservices/#/dashboard/fileIncomeTaxForm/simple-forms-1/F10F'. The system tray at the bottom shows the date '28-07-2022' and time '11:20'.

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 portal interface. At the top, there's a navigation bar with 'e-Filing Anywhere Anytime' and 'Income Tax Department, Government of India'. Below this, there's a form titled 'Nature of information'. The form has several fields: a text field for '(i) Status (individual, company, firm etc.) of the assessee' containing 'Company', a text field for '(ii) Permanent Account Number', a dropdown menu for '(iii) Country or specified territory of incorporation or registration' (with a 'Select' option), and a text field for '(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'. At the bottom of the form, there are buttons for '< Cancel', 'Save Draft', and 'Preview'. The browser's address bar shows 'portal.incometax.gov.in/iec/foreservices/#/dashboard/fileIncomeTaxForm/simple-forms-1/F10F'. The system tray at the bottom shows the date '28-07-2022' and time '11:27'.

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

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portal.incometax.gov.in/iec/foreservices/#/dashboard/fileIncomeTaxForm/simple-forms-1/F10F

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Income Tax Department, Government of India

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(ii) Permanent Account Number
AAJCM2214Q

(iii) Country or specified territory of incorporation or registration *

Select

- Afghanistan
- Aland Islands
- Albania
- Algeria
- American Samoa
- Andorra

(iv) Specified territory of residence and if there is which the person is identified by the 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 * to *

01-Apr-2021 31-Mar-2022

< Cancel Save Draft Preview

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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.

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portal.incometax.gov.in/iec/foreservices/#/dashboard/fileIncomeTaxForm/simple-forms-1/F10F

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use drop down menu.

(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 *

(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 * to *

01-Apr-2021 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

< Cancel Save Draft Preview

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

The screenshot shows the e-Filing portal interface for the Income Tax Department, Government of India. The user is on the 'simple-forms-1/F10F' page. The form is titled 'Government of the country or the specified territory of which the assessee claims to be a resident *'. Below this, there is a section for Point (v) titled '(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'. The 'From' date is set to '01-Apr-2021' and the 'to' date is set to '31-Mar-2022'. Below this, there is a section for Point (vi) titled '(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'. The 'Country' dropdown menu is set to 'Select'. Below this, there are two input fields: 'Flat / Door / Building *' and 'Road / Street / Block / Sector'. At the bottom of the form, there are three buttons: '< Cancel', 'Save Draft', and 'Preview'. The browser's address bar shows the URL 'eportal.incometax.gov.in/iec/fooservices/#/dashboard/fileIncomeTaxForm/simple-forms-1/F10F'. The browser's taskbar shows the date '28-07-2022' and the time '11:33'.

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

The screenshot shows the e-Filing portal interface for the Income Tax Department, Government of India. The user is on the 'simple-forms-1/F10F' page. The form is titled 'Government of the country or the specified territory of which the assessee claims to be a resident *'. Below this, there is a section for Point (vi) titled '(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'. The 'Country' dropdown menu is set to 'Select'. Below this, there are two input fields: 'Flat / Door / Building *' and 'Road / Street / Block / Sector'. Below these, there are two more input fields: 'ZIP Code *' and 'Post Office *'. At the bottom of the form, there are three buttons: '< Cancel', 'Save Draft', and 'Preview'. The browser's address bar shows the URL 'eportal.incometax.gov.in/iec/fooservices/#/dashboard/fileIncomeTaxForm/simple-forms-1/F10F'. The browser's taskbar shows the date '28-07-2022' and the time '11:36'.

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Income Tax Department, Government of India

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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

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

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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

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The screenshot shows the 'e-Filing Anywhere Anytime' interface on the Income Tax Portal. The form is for 'simple-forms-1/F10F'. The address section includes fields for 'Flat / Door / Building *', 'Road / Street / Block / Sector', 'PIN Code *', 'Post Office *' (with a dropdown menu), 'Area / Locality *' (with a dropdown menu), 'District *' (with a dropdown menu), and 'State *' (with a dropdown menu). Below these fields is a 'Verification' section. At the bottom of the form, there are buttons for '< Cancel', 'Save Draft', and 'Preview'. The browser's taskbar at the bottom shows the 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 'Verification' section of the e-filing form. It includes a checkbox for the user to declare that the information is correct, complete, and truly stated. Below this is a section for 'Tax residence certificate *' with an 'Attach File' button. A note box contains the same three points as in the previous section: 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. At the bottom, there are fields for 'IP Address', 'Place *', and 'Date' (which is pre-filled with '28-Jul-2022'). At the bottom of the form, there are buttons for '< Cancel', 'Save Draft', and 'Preview'. The browser's taskbar at the bottom shows the date as 28-07-2022 and the time as 11:42.