

Annual Information Returns

Dos and Don'ts

1. Preparation of Annual Information Return (Original AIR)

- (a) Prepare the return as per the file format notified by ITD. It can be prepared using any in-house/third-party software. You can also use the Return Preparation Software (AI-RPU) developed by NSDL which is freely downloadable from NSDL web-site www.tin-nsdl.com
- (b) At the time of preparing AIR, followings precautions need to be taken :
- i. AIR must be filed by the principal office of the person responsible for filing AIR. Only one return must be filed for the whole organization.
 - ii. Quote your correct Tax Deduction and Collection Account Number (TAN), Name, and Address. It must be noted that mentioning of TAN in the return is mandatory for all filers (Govt and Non-Government).
 - a.) If you are a non-government entity, provide TAN of the principal office of the person responsible for filing AIR;
 - b.) If you are a Government entity, the TAN of the respective Government entity must be quoted in the AIR.
 - iii. Quote Permanent Account Number (PAN) of the filer correctly. It is mandatory for non-government filers.
 - iv. Provide correct details with respect to the transactions being reported as per the specified form.
 - v. The PAN of the transacting party should be provided wherever applicable.
 - vi. The district code with respect to each transacting party should be correct and as provided in the file format.
 - vii. In case of AIR being prepared by Banking Company, Credit Card Company or Authorised Officer of Reserve Bank of India:
 1. Various transactions pertaining to one saving account, one credit card or one person occurred during the relevant financial year should be reported as a single transaction with total value.
 2. The transaction date in such cases (i.e. cases where more than one transaction are reported as a single transaction) should be the last date of the financial year e.g. 31-03-2005 for F.Y. 2004-05.
 3. The mode of transaction in such cases (i.e. cases where more than one transaction are reported as a single transaction) the mode by

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which the last transaction is recorded should be mentioned in the return.

4. In such cases, where the address of the transacting party changes during the financial year, the latest address should be mentioned in the return.
- viii. In case of AIR being prepared by registrar of immovable properties:
 1. The details of both buyer and seller should be given as two separate transactions (with same transaction value) under respective transaction codes (006 for purchase and 007 for sale).
 2. The value of transaction being provided should be the value considered for assessment of stamp duty.
 3. If there are more than one buyer and/or seller involved in the transaction (i.e. joint party transaction), details of each buyer/seller should be given in the return.
- ix. Care should be taken while reporting joint party transactions i.e. where more than one party is jointly involved in a particular transaction.

The manner of presentation with respect to joint party transactions is illustrated in table 1 below:

| Transaction Detail Record No. (Sr. No.) | Joint transaction party count | Date of transaction | Name of the transacting party | Nature of transaction | Amount of transaction |
|---|-------------------------------|---------------------|-------------------------------|-----------------------|-----------------------|
| 1 | 3 | 31-03-2005 | X | Cash Deposit (001) | 1500000 |
| 1 | 0 | | Y | | |
| 1 | 0 | | Z | | |

Table 1

Notes:

1. There are 3 parties jointly involved in a cash transaction of Rs. 1500000.
2. The same transaction detail record no. is given for all the three joint transacting parties.
3. The joint transaction party count is 3 which is written against the first joint holder.
4. The date of transaction should be left blank in case of joint party (second and third party).

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5. The transaction code and the mode of transaction should be left blank for the second and third joint transacting party.
6. The amount of party should be left blank in case of joint party (second and third party).
 - x. Obtain correct Permanent Account Numbers (PAN) for the transacting parties; care should be taken to ensure the correct PAN is reported in the AIR. If PAN of a party is not available, then this field should be left blank. If PAN is provided but not structurally valid, then mention 'INVALIDPAN'.
 - xi. If the PAN is not provided by the transacting party or where the PAN provided is not structurally valid, you are required to mention:
 - a) whether the transacting party is Government or Non-Government entity;
 - b) whether Form 60 or 61 is provided or not.

2. Preparation of Supplementary Annual Information Return

- (a) Only one AIR should be furnished for a given financial year, no provision for filing 'Revised AIR'.
- (b) In case of genuine or bonafide mistakes or where you wish to furnish additional information in respect of transactions reported in the Original AIR, you are required to file 'Supplementary Annual Information Return'.
- (c) Supplementary AIR must be furnished in accordance with the file format specified by the ITD.
- (d) Supplementary AIR to be furnished in the same form and in the same manner as Original AIR.
- (e) Care must be taken to ensure that the word 'Supplementary Annual Information Return' is mentioned on Form 61A (Part A) to be furnished with the electronic return.
- (f) Supplementary AIR can be prepared using any in-house/third-party software. You can use the software developed by NSDL that is freely downloadable from NSDL web-site www.tin-nsdl.com
- (g) Special care must be taken while reporting transactions in the Supplementary AIR. Transactions requiring update, must be correctly reported in accordance with the file format specified by ITD.

The manner of presentation of the Supplementary AIR is illustrated in table 2 below:

| Transacti on Detail | Joint transactio | Revision Mode | Transaction Detail Record | Date of transacti | Name of transactin | Nature of transacti | Amount of transactio |
|------------------------|---------------------|------------------|------------------------------|----------------------|-----------------------|------------------------|-------------------------|
|------------------------|---------------------|------------------|------------------------------|----------------------|-----------------------|------------------------|-------------------------|

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| Record No. (Sr. No.) | Number of parties | | No. (Sr. No.) to be revised | Transaction Date | Original Party(ies) | Transaction Description | Amount |
|----------------------|-------------------|--------------|-----------------------------|------------------|---------------------|---------------------------|---------|
| 4 | 1 | D (Delete) | 1 | 31-03-2005 | Z | Credit Card payment (002) | 210000 |
| 5 | 2 | D (Delete) | 3 | 31-03-2005 | X | Cash Deposit (001) | 1500000 |
| 5 | 0 | D (Delete) | 3 | | Y | | |
| 6 | 2 | A (Addition) | 3 | 31-03-2005 | P | Cash Deposit (001) | 1600000 |
| 6 | 0 | A (Addition) | 3 | 31-03-2005 | Q | | |
| 7 | 1 | A (Addition) | | 31-03-2005 | M | Cash Deposit (001) | 1200000 |

Table 2

Notes:

1. There were 3 transactions in the original AIR. Therefore in the supplementary return, the Transaction Detail Record No. begins with No. 4.
2. The first transaction of the supplementary return (with transaction detail record number 4) deletes the first transaction (with transaction detail serial number 1) in the original return. Therefore the value in column 4 is 1 for this transaction.
3. Modification of a record in the original return is deletion of the record and addition of a new record. Therefore in this example the second transaction and third transaction in the supplementary return (transaction detail record numbers 5 and 6) modifies the 3rd transaction of the original return by deletion and addition. In this example the transaction being modified is a joint transaction with 2 parties. Therefore joint transaction party count is 2 mentioned against the first holder and 0 against the second holder.

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4. The last transaction in the supplementary return (transaction detail record number 7) is an addition of the transaction which is not provided in the original return.

3. Validation of AIR using File Validation Utility (Original/Supplementary AIR)

- a) After the return is prepared, you should validate the same using NSDL's File Validation Utility (FVU) which is also available at the NSDL web-site www.tin-nsdl.com
- b) In case the return is valid (format level verifications), the FVU will generate two files viz.
 - i. FORM61A.html - 'AIR Statistics Report'
 - ii. FORM61A.fvu - 'upload file'.
- c) FORM61A.html is 'AIR Statistics Report' which is a summary of the AIR successfully validated by the FVU.

Care should be taken to ensure that the details mentioned in the AIR statistics report match with the corresponding values given in Form 61A (Part A) which has to be filed in physical form.

- d) FORM61A.fvu is an 'upload file' generated with the same filename as the 'input file' but with extension .fvu. For example if 'input file' name is FORM61A.txt, the upload file generated will be FORM61A.fvu.

4. Furnishing of Annual Information Return.

- a) Copy the .fvu file on a floppy / Compact disk (CD) and affix a label mentioning the TAN, Financial Year, Form No., Name of the Filer and furnish the same along with Form 61A (Part A) with any TIN-Facilitation Centres (TIN-FCs). The list of TIN-FCs are available on NSDL TIN website www.tin-nsdl.com
- b) You can also file AIR directly to NSDL TIN web-site. Detailed procedure available at www.tin-nsdl.com
- c) In Form 61A (Part A), TAN of the filer should be provided as folio number.
- d) Upload Charges is as given below:
- e) The upload charges does not include charges for preparation of return by TIN-FC (Filers are free to make their own returns).
- f) In case of Supplementary AIR, care must be taken with respect to the following while furnishing the same to the TIN-FC:

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- i) If Original AIR was filed using NSDL's Web based facility, you should file the Supplementary AIR also using the same facility.
- ii) A copy of the copy of the Provisional Receipt received at the time of furnishing the original AIR should be furnished along with the Supplementary AIR.
- iii) Label must be affixed on the Supplementary AIR giving details of Folio No. (TAN), Name of the filer, period in respect of which supplementary AIR is furnished, PAN (not mandatory for Government filers), Provisional Receipt No. (Original AIR).

Upload charges

| Number of records | Upload fees | Upload fees inclusive of service tax (as applicable at present) |
|------------------------|-------------|---|
| Upto 100 records | Rs. 25 | Rs. 28 |
| 101 to 1000 records | Rs. 150 | Rs. 168 |
| More than 1000 records | Rs. 500 | Rs. 562 |

DON'Ts

- i) Do not furnish the return in a format other than ASCII text format. This means excel, word files etc., will not be accepted. In case you are using NSDL RPU which is an excel based utility, after the data has been entered correctly, click the "create file" icon to generate the ASCII text file.
- ii) Do not furnish the return without validating it using FVU.
- iii) Do not make mistake in TAN of the filer quoted in the return.
- iv) Do not file separate return for each branch of the filer.
- v) Do not file separate return for each type of transaction by the same filer.
- vi) Do not forget to collect Provisional Receipt/ Non Acceptance Memo from the TIN-FC.

Detailed guidelines for preparation of AIR (Original/Supplementary) are available in NSDL AIR Filers' Manual, which is freely downloadable from NSDL web-site (www.tin-nsdl.com)
In case you require any further assistance or clarification, you may contact TIN Call Centre at 022-24994650 or email at tininfo@nsdl.co.in