

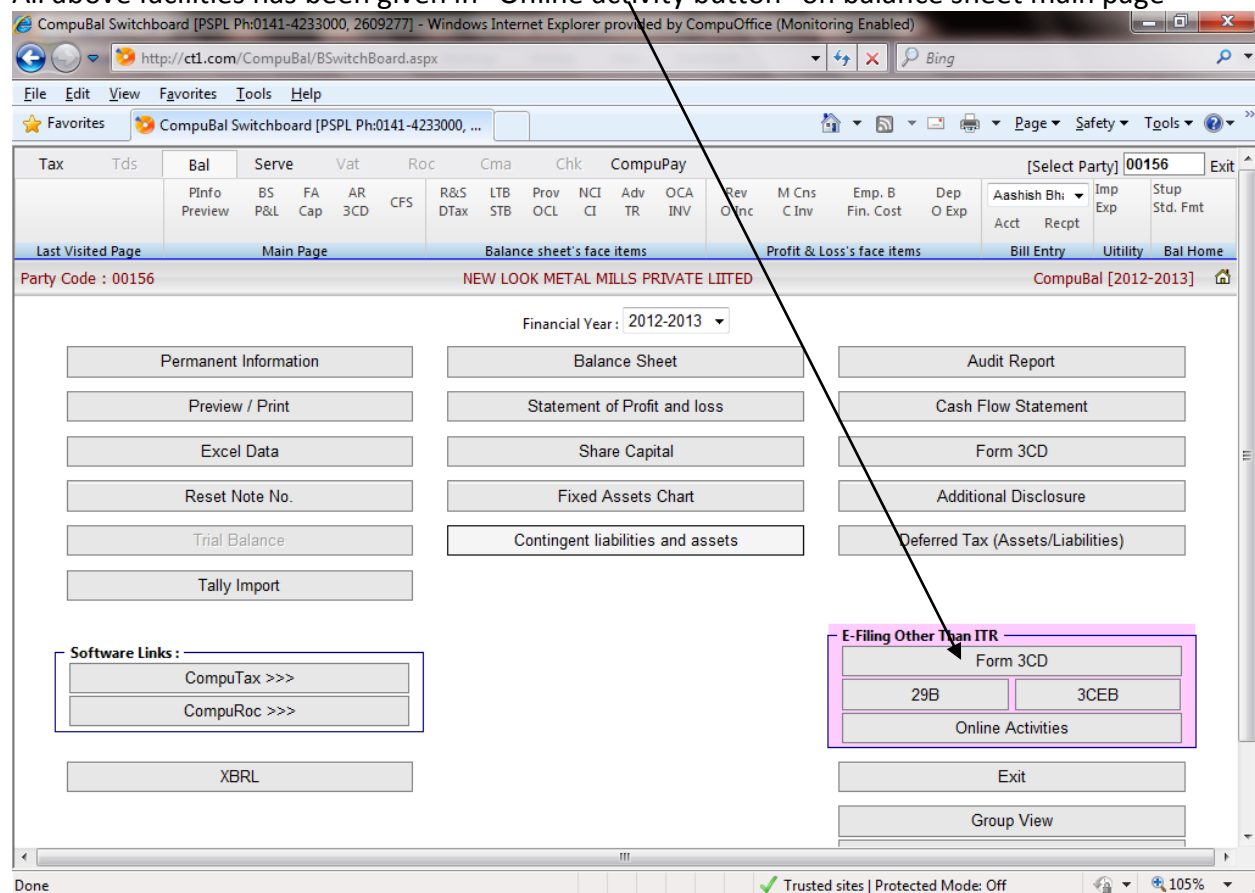
How to upload Tax Audit Report (3CD)

From Assessment year 2013-14, it is made compulsory to file Tax Audit report online. In return form there is input for furnishing date of the audit report. Hence it is compulsory to file the Tax Audit report first and then only return can be upload.

Steps for filing Tax Audit Report

1. [Registration of Chartered Accountant](#) on Income tax website as CA (A separate login is required to be created on the www.incometaxindiaefiling.gov.in as CA)
2. [Generation of XML file](#) : XML of 3CD
3. [Add name of CA](#) in assessee account on income tax website (Add CA)
4. [Upload XML](#) file by CA login (XML file of Tax audit report will be first submitted by CA). If client do not Add the name of the CA in their account CA cannot upload the Tax audit report of that assessee.
5. [Authentication of the XML file](#) by Assessee (After uploading the xml file it will be approved by the assessee, then the process of filing will be complete)
6. Some FAQ

All above facilities has been given in “Online activity button” on balance sheet main page



Generation of XML file

1. Form 3CD has to be prepared from CompuBal. There is no separate/special requirement to prepare 3CD for XML purpose. 3CD prepared for reporting to client will be used for generation of XML of 3CD. The inputs are design/changed taking care of requirements of e-form 3CD.
2. In some points, where it considered necessary, additional input/ annexure is provided and marked in color. This input will not go in the xml file. However you can print in the report of form 3CD. These are only optional fields. If an auditor wants to fill them for their reporting purpose, then only he is required to fill these optional fields.
3. Where a point is not applicable for a status, the input of that point is read only.

Step 1. Open CompuBal and select applicable form:

CompuBal Switchboard [PSPL Ph:0141-4233000, 2609277] - Windows Internet Explorer provided by CompuOffice (Monitoring Enabled)

http://ct1.com/CompuBal/BSwitchBoard.aspx

File Edit View Favorites Tools Help

CompuBal Switchboard [PSPL Ph:0141-4233000, ...]

Tax Tds Bal Serve Vat Roc Cma Chk CompuPay [Select Party] 00156 Exit

Pinfo Preview BS P&L FA Cap AR 3CD CFS R&S DTax LTb STb Prov OCL NCI CI Adv TR OCA INV Rev O Inc M Cns C Inv Emp. B Fin. Cost Dep O Exp Aashish Bhi Imp Exp Stup Std. Fmt Acct Recpt Bill Entry Utility Bal Home

Last Visited Page Main Page Balance sheet's face items Profit & Loss's face items

Party Code : 00156 NEW LOOK METAL MILLS PRIVATE LIITED CompuBal [2012-2013]

Financial Year : 2012-2013

Permanent Information Balance Sheet Audit Report

Preview / Print Statement of Profit and loss Cash Flow Statement

Excel Data Share Capital Form 3CD

Reset Note No. Fixed Assets Chart Additional Disclosure

Trial Balance Contingent liabilities and assets Deferred Tax (Assets/Liabilities)

Tally Import

Software Links :

CompuTax >>>

CompuRoc >>>

XBRL

E-Filing Other Than ITR

Form 3CD

29B 3CEB

Online Activities

Exit

Group View

Done Trusted sites | Protected Mode: Off 105%

Preparation of 3CA/3CB

1. **Software will** auto fill e.g. I/We, Me/us on the basis of “constitution of CA” firm selected in Auditor information.
2. Certain captions like audited period, profit & Loss a/c are auto generated and shown in color.
3. Auditor information is picked from Auditor's Master.

Form 3CB [PSPL Ph:0141-4233000, 2609277] [PSPL Ph:0141-4233000, 2609277] - Windows Internet Explorer provided by CompuOffice (M)

http://cti.com/CompuBal/Form3CD/efiling/3CB.aspx

File Edit View Favorites Tools Help

Form 3CB [PSPL Ph:0141-4233000, 2609277] [PSP...

Party Code : 00136 NEW LOOK METAL MILLS PRIVATE LIMITED CompuBal [2012-2013]

FORM NO. 3CD

3CB	1-6	7-8	9-10	11	12-12A	13	14-15	16-17b	17c-17f	17g-17h(B)
17i-17m	17A-20	21-21B(a)	21B(b)-22(a)	22(b)-23	24-24c	25a-26	27a-b(ii)	27b(iii)-27b(iv)	28	29-31
32	Annexure 1 PartA	Annexure 1 PartB	Preview Exit							

☐ 3CA ☒ 3CB

[See rule 6G (1)(a)]

Audit report under section 44AB of the Income-tax Act, 1961, in the case of a person referred to in clause (b) of sub-rule (1) of rule 6G

1. I have examined the balance sheet as at 31st March 2013, and the Profit and loss account for the year ended on that date, attached herewith, of

Name : M/S NEW LOOK METAL MILLS PRIVATE LIMITED

Address : 752 Kundewalan Street ,Ajmeri Gate, Delhi Delhi

PAN : AACCN0916F

2. I certify that the Balance Sheet and the Profit and loss account are in agreement with the books of account maintained at the head office at 752 KUNDEWALAN STREET AJMERI GATE DELHI DELHI India 110006 and** branches.

3. (a) I report the following observations/comments/discrepancies/inconsistencies; if any

(b) subject to above-,

(A) I have obtain all the information and explanations which, to the best of My knowledge and belief, were necessary for the purposes of the audit.

(B) In My opinion, proper books of account have been kept by the head office and branches of the assessee so far as appears from My knowledge and belief, were necessary for the examination of the books.

(c) In My opinion and to the best of My information and according to the explanations given to Me, the said

Done


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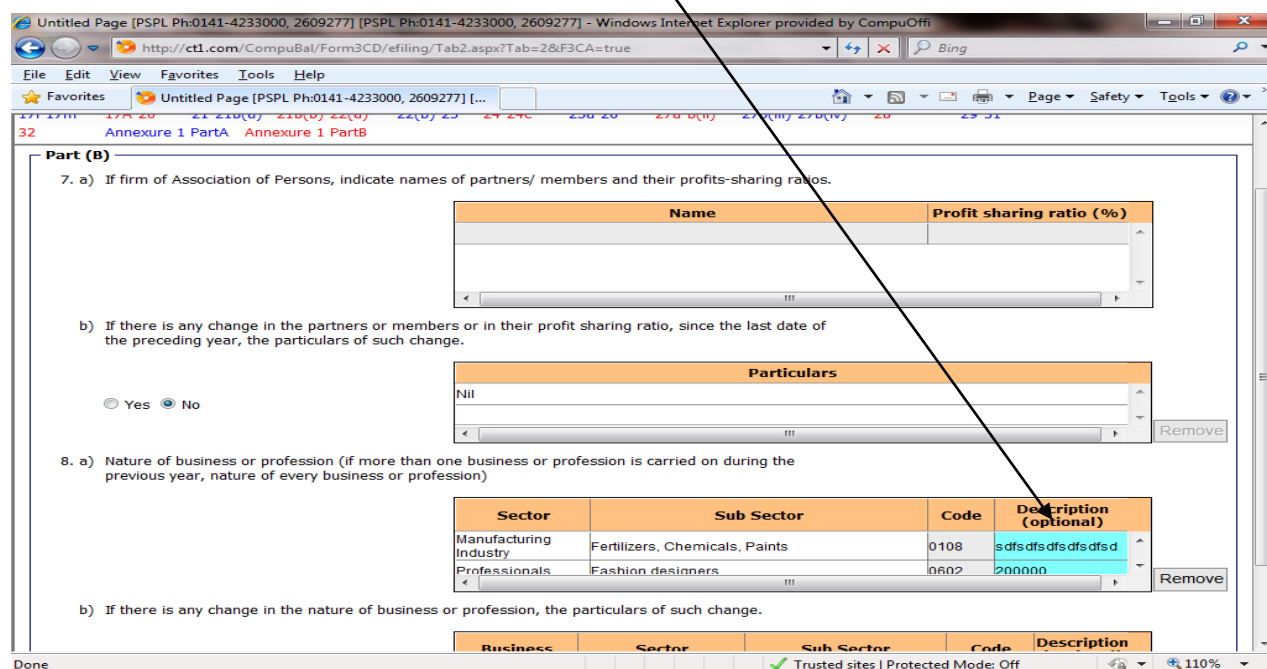
Preparation of 3CD

Input of the form 3CD is divided by point number. At top of the screen links are provided to open that point.

Example:- If we click on point 7-8 following screen will be open

1. Since assessee is Company hence point 7(a) will be read only and in point 7(2) will be by default No.
2. The input box colored with  will not go with the e-form 3CD. These are only for reporting purpose and will print in paper report. These are only optional fields. If an auditor wants to fill them for their reporting purpose, then only he is required to fill.

Now click on next page by using link given on the above of each screen



Part (B)

7. a) If firm of Association of Persons, indicate names of partners/ members and their profits-sharing ratios.

Name	Profit sharing ratio (%)

b) If there is any change in the partners or members or in their profit sharing ratio, since the last date of the preceding year, the particulars of such change.

☐ Yes ☒ No

Particulars
Nil

Remove

8. a) Nature of business or profession (if more than one business or profession is carried on during the previous year, nature of every business or profession)

Sector	Sub Sector	Code	Description (optional)
Manufacturing Industry	Fertilizers, Chemicals, Paints	0108	sdfsdfsdfsdfsdfs
Professionals	Fashion designers	0602	200000

Remove

b) If there is any change in the nature of business or profession, the particulars of such change.

Business	Sector	Sub Sector	Code	Description
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Done

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Whenever you exit from this page by clicking “Exit” button, software will validate the input. If there is any deficiency in the inputs, it will show the deficiency. You can remove the deficiency immediately or later. The general mistake is that if two or more inputs are required in a line and we left some column to fill, then it will not validate the data.

Untitled Page [PSPL Ph:0141-4233000, 2609277] [PSPL Ph:0141-4233000, 2609277] - Windows Internet Explorer provided by CompuOffi

http://cti.com/CompuBal/Form3CD/efiling/Tab2.aspx?Tab=7&F3CA=true

File Edit View Favorites Tools Help

★ Favorites Untitled Page [PSPL Ph:0141-4233000, 2609277] [...]

Party Code : 00156 NEW LOOK METAL MILLS PRIVATE LIITED CompuBal [2012-2013]

FORM NO. 3CD

3CA 1-6 7-8 9-10 11 12-12A 13 14-15 16-17b 17c-17f 17g-17h(B) Exit

17i-17m 17A-20 21-21B(a) 21B(b)-22(a) 22(b)-23 24-24c 25a-26 27a-b(ii) 27b(iii)-27b(iv) 28 29-31

32 Annexure 1 PartA Annexure 1 PartB

Part (B)

14. Particulars of depreciation allowable as per the Income-tax Act, 1961 in respect of each asset or block of assets, as the case may be, in the following form :-

15. Amounts admissible under sections 33AB, 33ABA, 33AC(wherever applicable), 35, 35ABB, 35AC, 35CCA, 35CCB, 35D, 35DD, 35DDA, 35E

a) Debited to the profit and loss account (showing the amount debited and deduction allowable under each section separately);

Section	Amount debited to P&L	Allowable	description(optional)
33AB	5,000		
<div>Remaining Characters : 10</div>			
	5,000	0	

Remove

b) not debited to the profit and loss account.

Section	Total	description(optional)
33AB	3,000	
<div>3,000</div>		

Remove

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Registration of Chartered Accountant

1. CompuBal provide facility to register the CA on website.
2. Every auditor who signs the audit report is required to register himself on e-filing website (incometaxindiaefiling.gov.in). In case of Partnership firm of chartered accountants, if more than one partner signs the Audit reports, each partner signing report is required to register separately on website.
3. An Auditor can upload the Tax audit report only when an assessee add his name in his account in e-filing a/c
4. An Auditor is required to create only one account to file all the audit report for all assessee. The only condition is that, assessee have added his name(CA name) as CA in his (assessee) account.
5. On online activity screen there is a button on top of screen “Registration CA” button. Auditor selected in the permanent information will be displayed here. If they are registered with software their user id is displayed. If they are not registered with software, a link has been provided to register them. There may 2 conditions.
 - a. Auditor name is not registered
 - b. Auditor name is registered otherwise than CompuBal
6. In both cases following screen will open on click of “Registered CA”. If CA is already registered than you are require to fill only first block. But it is recommended to fill full inputs, because other input are required for reporting purpose in 3CD.
7. If you want to register any CA, you can register him by clicking on “Register CA” button. On click of this button, Complete list of CA will appear. Here you can Add/ Modify the CA and registered them.

Note: Fields marked with asterisk (*) are mandatory for Registration on ITD Portal.

Login Details (Mandatory to Upload Form on ITD Portal)

Auditor's Registration Id (on ITD Portal) :	<input type="text"/>	Password :	<input type="text"/>	Date of Birth : *	<input type="text"/>	<input type="button" value="Change Password"/>
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This ID is not PAN. It will receive after registration on your e-mail.

Personal Details

Audit Firm Registration No. :	<input type="text"/>	Firm Type :	Chartered Accountant ▼		
Audit Firm Name :	<input type="text"/>				
Signing Person First Name :	<input type="text"/>	Middle Name :	<input type="text"/>	Last Name : *	<input type="text"/>
Signing Person's Designation :	<input type="text"/>	Membership No : *	<input type="text"/>	Enrollment Date : *	<input type="text"/>
Whether CA / CS / ICWA is :	<input type="radio"/> Associate <input checked="" type="radio"/> Fellow			Category :	Individual ▼
Auditor's PAN : *	<input type="text"/>	E-Mail Id : *	<input type="text"/>		

Contact Details

Land Line Number :	+91	<input type="text"/>	Fax Number :	+91	<input type="text"/>
Mobile Number : *	+91	<input type="text"/>	Alternate Mobile Number :	+91	<input type="text"/>
Alternate E-Mail Id :	<input type="text"/>				

Postal Address

Flat/Door/Building	<input type="text"/>	City/Town/District : *	<input type="text"/>
Area/Locality :	<input type="text"/>	Road/Street	<input type="text"/>
State : *	ANDAMAN AND NICOBAR ISLANDS ▼	PinCode : *	<input type="text"/>
Country : *	INDIA		

Only Numeric Values

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Add name of CA

A chartered accountant can file Tax audit report only if assessee added his name in his account on his income tax e-filing web site. This facility has been provided in CompuBal Online activity. You are required to specify Auditors membership number, Form to be filed. Click on “ADD CA” Button. A new window will open.

The screenshot shows a web browser window titled "Online Activities [PSPL Ph:0141-4233000, 2609277] [PSPL Ph:0141-4233000, 2609277] - Windows Internet Explorer provided by Compu". The address bar shows "http://ct1.com/CompuBal/Form3CD/efiling/OnlineActivities.aspx". The browser's Favorites bar shows "Online Activities [PSPL Ph:0141-4233000, 2609277...". The main content area displays "Party Code : 00156", "NEW LOOK METAL MILLS PRIVATE LIMITED", and "CompuBal [2012-2013]". Below this is a section titled "Online Activity" with a "List Of Registered CA" button. A dialog box titled "Add CA" is open, showing the following fields: "Select CA : *" with a dropdown menu showing "AASHISH BHATIA"; "Membership Number : *" with the value "213141"; "Form Name : *" with a dropdown menu showing "3AC", "3AD", "3AE", "3CA-3CD", "3CB-3CD", and "3CE"; "Assessee PAN : *" with the value "AACCN0916F"; "Assessee Password : *" with the value "dhygf"; "Assessee DOB : *" with the value "22/02/2005"; and "Assessment Year : *" with a dropdown menu showing "2013-14". The dialog box has "Proceed" and "Close" buttons at the bottom. The background window also shows buttons for "Register CA", "Add CA", "Generate XML", "Upload", and "Upload & Approve".

Online Activity

List Of Registered CA

Register CA

Add CA

Generate XML

Upload

Upload & Approve

Assessee PAN : *

Assessee Password : *

Assessee DOB : *

Assessment Year *

Proceed

Close

Generate & Upload XML

1. If you want to generate the XML file, select applicable form from combo and then click on Generate xml button.
2. For uploading two options have been provided. I) Upload and ii) Upload and Approve. On upload button audit form will be uploaded only. On click on "upload and approve" button both function(upload and approve) will be completed on single click.
3. After successful uploading, it will be displayed at the bottom of the page. If it is not approved then a link is provided to approve it.

the specified form.

Generate XML Form No : 3CA-3CD

XML file for specified form can be generated, It can be saved at any place and upload directly on website.

Upload

Upload & Approve

Upload & Approve

Form No. CA Name Attachments

3CA-3CD BINOD MITTAL

Balance Sheet * : Browse...

Profit & Loss * : Browse...

Cost Audit : Browse...

Other : Browse...

Tax audit report/ specified form can be upload from here. By pressing button XML will be generated and upload to the department website. If you click on Upload and Approve, it will first upload from CA login and after this it will Approve from assessee login

Uploaded & Approved Forms

Form No.	CA Name	Upload Date	Approved Date	Assessee Transaction Id	Auditor Transaction Id	Ack. no.
FORM3CA	BINOD MITTAL	20-Jun-2013			1111889868	

If from the above process you have only Upload the file, then it can be approved from here.

Exit

Done Trusted sites | Protected Mode: Off 100%

FAQ

1. Point 32 Ratios: Input of the ratios are alphanumeric. The length of the input is 30 characters. You can input ratios anyway like
 - a. 25.25%
 - b. $25616/125985 = 20.33\%$
2. Point 14 Depreciation schedule: At present if you input the depreciation here it will export to computax.