

## FORM NO. 3CD

[See rule 6G(2)]

### Statement of particulars required to be furnished under section 44AB of the Income-tax Act, 1961

#### PART A

1. Name of the assessee :
2. Address :
3. Permanent Account Number :
4. Status :
5. Previous year ended : 31<sup>st</sup> March \_\_\_\_\_
6. Assessment year :

#### PART B

7. (a) If firm or Association of Persons, indicate names of partners/members and their profit sharing ratios.  
(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.
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).  
(b) If there is any change in the nature of business or profession, the particulars of such change.
9. (a) Whether books of account are prescribed under section 44AA, if yes, list of books so prescribed.  
(b) Books of account maintained.  
(In case books of account are maintained in a computer system, mention the books of account generated by such computer system.)  
(c) List of books of account examined.
10. Whether the profit and loss account includes any profits and gains assessable on presumptive basis, if yes, indicate the amount and the relevant sections (44AD, 44AE, 44AF, 44B, 44BB, 44BBA, 44BBB or any other relevant section).
11. (a) Method of accounting employed in the previous year.  
(b) Whether there has been any change in the method of accounting employed *vis-a-vis* the method employed in the immediately preceding previous year.  
(c) If answer to (b) above is in the affirmative, give details of such change, and the effect thereof on the profit or loss.  
(d) Details of deviation, if any, in the method of accounting employed in the previous year from accounting standards prescribed under section 145 and the effect thereof on the profit or loss.

12. (a) Method of valuation of closing stock employed in the previous year.
- (b) Details of deviation, if any, from the method of valuation prescribed under section 145A, and the effect thereof on the profit or loss.
- 12A. Give the following particulars of the capital asset converted into stock-in-trade: -
- (a) Description of capital asset;
- (b) Date of acquisition;
- (c) Cost of acquisition;
- (d) Amount at which the asset is converted into stock-in-trade;
13. Amounts not credited to the profit and loss account, being,—
- (a) the items falling within the scope of section 28;
- (b) the proforma credits, drawbacks, refund of duty of customs or excise or service tax, or refund of sales tax or value added tax, where such credits, drawbacks or refunds are admitted as due by the authorities concerned;
- (c) escalation claims accepted during the previous year;
- (d) any other item of income;
- (e) capital receipt, if any.
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 :—
- (a) Description of asset/block of assets.
- (b) Rate of depreciation.
- (c) Actual cost or written down value, as the case may be.
- (d) Additions/deductions during the year with dates; in the case of any addition of an asset, date put to use; including adjustments on account of—
- (i) Modified Value Added Tax credit claimed and allowed under the Central Excise Rules, 1944, in respect of assets acquired on or after 1st March, 1994, (ii) change in rate of exchange of currency, and (iii) subsidy or grant or reimbursement, by whatever name called.
- (e) Depreciation allowable.
- (f) Written down value at the end of the year.
15. Amounts admissible under sections-
- (a) 33AB
- (b) 33ABA
- (c) 33AC (wherever applicable)
- (d) 35
- (e) 35ABB
- (f) 35AC
- (g) 35CCA
- (h) 35CCB
- (i) 35D
- (j) 35DD

- (k) 35DDA
  - (l) 35E
  - (a) debited to the profit and loss account (showing the amount debited and deduction allowable under each section separately);
  - (b) not debited to the profit and loss account.
- 16.(a)** Any sum paid to an employee as bonus or commission for services rendered, where such sum was otherwise payable to him as profits or dividend. [Section 36(1)(ii)].
- (b) Any sum received from employees towards contributions to any provident fund or superannuation fund or any other fund mentioned in section 2(24)(x); and due date for payment and the actual date of payment to the concerned authorities under section 36(1)(va).
- 17.** Amounts debited to the profit and loss account, being :—
- (a) expenditure of capital nature;
  - (b) expenditure of personal nature;
  - (c) expenditure on advertisement in any souvenir, brochure, tract, pamphlet or the like, published by a political party;
  - (d) expenditure incurred at clubs,—
    - (i) as entrance fees and subscriptions;
    - (ii) as cost for club services and facilities used;
  - (e) (i) expenditure by way of penalty or fine for violation of any law for the time being in force;
    - (ii) any other penalty or fine;
    - (iii) expenditure incurred for any purpose which is an offence or which is prohibited by law;
  - (f) amounts inadmissible under section 40(a);
  - (g) interest, salary, bonus, commission or remuneration inadmissible under section 40(b)/40(ba) and computation thereof;
  - (h) (A) whether a certificate has been obtained from the assessee regarding payments relating to any expenditure covered under section 40A(3) that the payments were made by account payee cheques drawn on a bank or account payee bank draft, as the case may be, [Yes/No]  
(B) amount inadmissible under section 40A(3), read with rule 6DD [with break-up of inadmissible amounts]
  - (i) provision for payment of gratuity not allowable under section 40A(7);
  - (j) any sum paid by the assessee as an employer not allowable under section 40A(9);
  - (k) particulars of any liability of a contingent nature.
  - (l) amount of deduction inadmissible in terms of section 14A in respect of the expenditure incurred in relation to income which does not form part of the total income;
  - (m) amount inadmissible under the proviso to section 36(1)(iii)
- 18.** Particulars of payments made to persons specified under section

40A(2)(b).

19. Amounts deemed to be profits and gains under section 33AB or 33ABA or 33AC.
20. Any amount of profit chargeable to tax under section 41 and computation thereof.
21. \* (i) In respect of any sum referred to in clauses (a), (b), (c), (d), (e) or (f) of section 43B, the liability for which :—
- (A) pre-existed on the first day of the previous year but was not allowed in the assessment of any preceding previous year and was
- (a) paid during the previous year;
- (b) not paid during the previous year.
- (B) was incurred in the previous year and was
- (a) paid on or before the due date for furnishing the return of income of the previous year under section 139(1);
- (b) not paid on or before the aforesaid date.

(ii) [\*\*\*]

\*State whether sales tax, customs duty, excise duty or any other indirect tax, levy, cess, impost, etc., is passed through the profit and loss account.

22. (a) Amount of Modified Value Added Tax credits availed of or utilized during the previous year and its treatment in the profit and loss account and treatment of outstanding Modified Value Added Tax credits in the accounts.
- (b) Particulars of income or expenditure of prior period credited or debited to the profit and loss account.
23. Details of any amount borrowed on hundi or any amount due thereon (including interest on the amount borrowed) repaid, otherwise than through an account payee cheque [Section 69D].
24. (a) \* Particulars of each loan or deposit in an amount exceeding the limit specified in section 269SS taken or accepted during the previous year :—
- (i) name, address and permanent account number (if available with the assessee) of the lender or depositor;
- (ii) amount of loan or deposit taken or accepted;
- (iii) whether the loan or deposit was squared up during the previous year;
- (iv) maximum amount outstanding in the account at any time during the previous year;
- (v) whether the loan or deposit was taken or accepted otherwise than by an account payee cheque or an account payee bank draft.
- \*(These particulars need not be given in the case of a Government company, a banking company or a corporation established by a Central, State or Provincial Act.)
- (b) Particulars of each repayment of loan or deposit in an amount exceeding the limit specified in section 269T made during the previous year :—
- (i) name, address and permanent account number (if

- available with the assessee) of the payee;
- (ii) amount of the repayment;
  - (iii) maximum amount outstanding in the account at any time during the previous year;
  - (iv) whether the repayment was made otherwise than by account payee cheque or account payee bank draft.
- (c) Whether a certificate has been obtained from the assessee regarding taking or accepting loan or deposit, or repayment of the same through an account payee cheque or an account payee bank draft. [Yes/No]

The particulars (i) to (iv) at (b) and the Certificate at (c) above need not be given in the case of a repayment of any loan or deposit taken or accepted from Government, Government company, banking company or a corporation established by a Central, State or Provincial Act.

**25. Details of brought forward loss or depreciation allowance, in the following manner, to the extent available :**

(a)	<i>Serial Number</i>	<i>Assessment Year</i>	<i>Nature of loss/allowance (in rupees)</i>	<i>Amount as returned (in rupees)</i>	<i>Amount as assessed (give reference to relevant order)</i>	<i>Remarks</i>

- (b) whether a change in shareholding of the company has taken place in the previous year due to which the losses incurred prior to the previous year cannot be allowed to be carried forward in terms of section 79

**26. Section-wise details of deductions, if any, admissible under Chapter VIA.**

- 27. (a)** Whether the assessee has complied with the provisions of Chapter XVII-B regarding deduction of tax at source and regarding the payment thereof to the credit of the Central Government. [Yes/No]

- (b) If the provisions of Chapter XVII-B have not been complied with, please give the following details\*, namely:-

- |  | Amount |
|--|--------|
| (i) Tax deductible and not deducted at all                                 |        |
| (ii) shortfall on account of lesser deduction than required to be deducted |        |
| (iii) tax deducted late  |        |
| (iv) tax deducted but not paid to the credit of the Central Government     |        |

\*Please give the details of cases covered in (i) to (iv) above.

- 28.** (a) In the case of a trading concern, give quantitative details of principal items of goods traded:
- (i) opening stock;
  - (ii) purchases during the previous year;
  - (iii) sales during the previous year;
  - (iv) closing stock;
  - (v) shortage/excess, if any.
- (b) In the case of a manufacturing concern, give quantitative details of the principal items of raw materials, finished products and by-products :
- A. Raw materials :
- (i) opening stock;
  - (ii) purchases during the previous year;
  - (iii) consumption during the previous year;
  - (iv) sales during the previous year;
  - (v) closing stock;
  - (vi) \* yield of finished products;
  - (vii) \* percentage of yield;
  - (viii) \* shortage/excess, if any.
- B. Finished products/By-products :
- (i) opening stock;
  - (ii) purchases during the previous year;
  - (iii) quantity manufactured during the previous year;
  - (iv) sales during the previous year;
  - (v) closing stock;
  - (vi) shortage/excess, if any.
- \*Information may be given to the extent available.
- 29.** In the case of a domestic company, details of tax on distributed profits under section 115-O in the following form :—
- (a) total amount of distributed profits;
  - (b) total tax paid thereon;
  - (c) dates of payment with amounts.
- 30.** Whether any cost audit was carried out, if yes, enclose a copy of the report of such audit [*See* section 139(9)].
- 31.** Whether any audit was conducted under the Central Excise Act, 1944, if yes, enclose a copy of the report of such audit.
- 32.** Accounting ratios with calculations as follows :—
- (a) Gross profit/Turnover;
  - (b) Net profit/Turnover;
  - (c) Stock-in-trade/Turnover;
  - (d) Material consumed/Finished goods produced.

\* *Signed*

Place \_\_\_\_\_

Name : \_\_\_\_\_

Date \_\_\_\_\_

Address : \_\_\_\_\_

**Notes :**

1. The Annexure to this Form must be filled up failing which the Form will be considered as incomplete.
2. This Form and the Annexure have to be signed by the person competent to sign Form No. 3CA or Form No. 3CB, as the case may be.

**Annexure I****PART A**

1. Name of the assessee :
2. Address :
3. Permanent Account Number :
4. Status :
5. Previous year ended : 31<sup>st</sup> March \_\_\_\_\_
6. Assessment year :

**PART B**

Nature of Business or profession in respect of every business or profession carried on during the previous year	Code*				
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Sl. No.	Parameters	Current year	Preceding year
1.	Paid-up share capital/capital of partner/proprietor		
2.	Share Application Money/Current Account of Partner or Proprietor, if any,		
3.	Reserves and Surplus/Profit and Loss Account		
4.	Secured loans		
5.	Unsecured loans		
6.	Current liabilities and provisions		
7.	Total of Balance Sheet		
8.	Gross turnover/gross receipts		
9.	Gross profit		
10.	Commission received		
11.	Commission paid		
12.	Interest received		
13.	Interest paid		
14.	Depreciation as per books of account		
15.	Net Profit (or loss) before tax as per Profit and Loss Account		
16.	Taxes on income paid/provided for in the books		

Signed \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**Note :**

\*Please enter the relevant code pertaining to the main area of your business activity. The codes are as follows :

Sector	Sub-Sector	Code
(1) Manufacturing Industry	Agro-based industries	0101
	Automobile and Auto parts	0102
	Cement	0103
	Diamond cutting	0104

	Drugs and Pharmaceuticals	0105
	Electronics including Computer Hardware	0106
	Engineering goods	0107
	Fertilizers, Chemicals, Paints	0108
	Flour & Rice Mills	0109
	Food Processing Units	0110
	Marble & Granite	0111
	Paper	0112
	Petroleum and Petrochemicals	0113
	Power and energy	0114
	Printing & Publishing	0115
	Rubber	0116
	Steel	0117
	Sugar	0118
	Tea, Coffee	0119
	Textiles, Handloom, Powerlooms	0120
	Tobacco	0121
	Tyre	0122
	Vanaspati & Edible Oils	0123
	Others	0124
(2)	Trading	
	Chain stores	0201
	Retailers	0202
	Wholesalers	0203
	Others	0204
(3)	Commission Agents	General Commission Agents
		0301
(4)	Builders	
	Builders	0401
	Estate agents	0402
	Property Developers	0403
	Others	0404
(5)	Contractors	
	Civil Contractors	0501
	Excise Contractors	0502
	Forest Contractors	0503
	Mining Contractors	0504
	Others	0505
(6)	Professionals	
	Chartered Accountants, Auditors, etc.	0601
	Fashion designers	0602
	Legal professionals	0603
	Medical professionals	0604
	Nursing Homes	0605
	Specialty hospitals	0606
	Others	0607
(7)	Service Sector	
	Advertisement agencies	0701
	Beauty Parlours	0702
	Consultancy services	0703
	Courier Agencies	0704
	Computer training/educational and coaching institutes	0705
	Forex Dealers	0706
	Hospitality services	0707
	Hotels	0708

	I.T. enabled services, BPO service providers	0709
	Security agencies	0710
	Software development agencies	0711
	Transporters	0712
	Travel agents, tour operators	0713
	Others	0714
(8)	Financial Service Sector	
	Banking Companies	0801
	Chit Funds	0802
	Financial Institutions	0803
	Financial service providers	0804
	Leasing Companies	0805
	Money Lenders	0806
	Non-Banking Financial Companies	0807
	Share Brokers, Sub-brokers, etc.	0808
	Others	0809
(9)	Entertainment Industry	
	Cable T.V. productions	0901
	Film distribution	0902
	Film laboratories	0903
	Motion Picture Producers	0904
	Television Channels	0905
	Others	0906.

## Annexure - II

### VALUE OF FRINGE BENEFITS IN TERMS OF SECTION 115WC READ WITH SECTION 115WB FOR THE ASSESSMENT YEAR

Sl. No.	Section under which chargeable to Fringe Benefit Tax	Nature of expenditure/payment	Amount of expenditure incurred or payment made					Deductions, if any	Total	Percentage expenditure/Payment being fringe benefits	Value of fringe benefits
			(1)	(2)	(3)	(4)	(5)				
			Debited to the Profit and Loss Account	Accounted for in the balance sheet	Reimbursement	Any other head	Total				
1.	115WB(1)(b)	Free or concessional ticket provided by the employer for private journeys of his employees or their family members								100%	
2.	115WB(1)(c)	Any contribution by the employer to any approved Superannuation fund for employees (see Note 1)								100%	
3.	115WB(2)(A)	Entertainment								20%	
4.	115WB(2)(B)	Provision of Hospitality of every kind by the employer to any person (see Note 2)								20% (see Note 3)	
5.	115WB(2)(C)	Conference (other than fee for participation by the employees in any conference (see Note 4)								20%	



17.	115WB(2)(O)	Gifts								50%	
18.	115WB(2)(P)	Scholarships								50%	
19.	115WB(2)(Q)	Tour and Travel (including foreign travel) (see Note 12)								5%	
20.	Total										

**Notes :**

1. For assessment year 2007-08 and subsequent assessment years, the value of fringe benefits in respect of contribution by the employer to an approved superannuation fund shall be the amount of contribution which exceeds one lakh rupees in respect of each employee.
- 2 Expenditure on hospitality does not include the following:-
  - (i) any expenditure on, or payment for, food or beverage provided by the employer to his employees in office or factory;
  - (ii) any expenditure on, or payment through paid vouchers which are not transferable and usable only at eating joints or outlets.
3. In the case of an employer engaged in the business of hotel 5% shall be substituted for 20%. In addition to this, in the case of an employer engaged in the business of carriage of passengers or goods by aircraft or by ship 5% shall be substituted for 20% for assessment year 2007-08 and subsequent assessment years.
4. For the purposes of this clause, any expenditure on conveyance, tour and travel (including foreign travel), on hotel or boarding and lodging in connection with any conference shall be deemed to be expenditure incurred for the purposes of conference.
5. The following expenditure on advertisement shall not be considered as expenditure on sales promotion including publicity -
  - (i) the expenditure (including rental) on advertisement of any form in any print (including journals, catalogues or price lists) or electronic media or transport system,
  - (ii) the expenditure on the holding of, or the participation in any press conference or business convention, fair or exhibition,
  - (iii) the expenditure on sponsorship of any sport event or any other event organized by any Government agency or trade association or body,
  - (iv) the expenditure on the publication in any print or electronic media of any notice required to be published by or under any law or by an order of a court or Tribunal,
  - (v) the expenditure on advertisement by way of signs, art work, painting, banners, awnings, direct mail, electric spectaculars, kiosks, hoardings, bill boards or by way of such other medium of advertisement,

- (vi) the expenditure by way of payment of any advertising agency for the purposes of clauses (i) to (v) above.
  - (vii) the expenditure on distribution of free samples of medicines or of medical equipment, to doctors (not to be considered as expenditure on sales promotion, including publicity for assessment year 2007-08 and subsequent assessment years).
  - (viii) the expenditure by way of payment to any person of repute for promoting the sale of goods or services of the business of the employer (not to be considered as expenditure on sales promotion, including publicity for assessment year 2007-08 and subsequent assessment years).
6. For the purposes of this clause, any expenditure incurred or payment made to fulfil any statutory obligation or mitigate occupational hazards or provide first aid facilities in the hospital or dispensary run by the employer shall not be considered as expenditure for employees' welfare
  7. For assessment year 2007-08 and subsequent assessment years, clause (F) of sub-section (2) of section 115WB refers to expense on 'conveyance'.
  8. In the case of an employer engaged in the business of construction, or in the business of manufacture or production of pharmaceuticals or computer software, 5% shall be substituted for 20%.
  9. In the case of an employer engaged in the business of manufacture or production of pharmaceuticals or computer software, 5% shall be substituted for 20%. Besides, in the case of an employer engaged in the business of carriage of passengers or goods by aircraft or by ship 5% shall be substituted for assessment year 2007-08 and subsequent assessment years.
  10. In the case of an employer engaged in the business of carriage of passengers or goods by motor car, 5% shall be substituted for 20%.
  11. In the case of an employer engaged in the business of carriage of passengers or goods by aircraft, 'Nil' shall be substituted for 20%.
  12. This clause is applicable for assessment year 2007-08 and subsequent assessment years.

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1. Substituted by the IT (Fourteenth Amendment) Rules, 1999, with effect from 4th June, 1999.
  2. Substituted by the IT (Ninth Amendment) Rules, 2006, with effect from 10th August, 2006.
  3. Inserted by the IT (Ninth Amendment) Rules, 2006, with effect from 10th August, 2006.
  4. Substituted for "refunds of duty of customs or excise, or refunds of sales tax" by the IT (Ninth Amendment) Rules, 2006, with effect from 10th August, 2006.
  5. Substituted for "Amounts admissible under sections 33AB, 33ABA, 33AC, 35, 35ABB, 35AC, 35CCA, 35CCB, 35D, 35E" by the IT (Ninth Amendment) Rules, 2006, with effect from 10th August, 2006.
  6. Substituted by the IT (Ninth Amendment) Rules, 2006, with effect from 10<sup>th</sup> August, 2006.
  7. Inserted by the IT (Ninth Amendment) Rules, 2006, with effect from 10th August, 2006.
  8. Substituted for "clause (a), (c), (d) or (e) of section 43B" by the IT (Ninth Amendment) Rules, 2006, with effect from 10th August, 2006.
  9. Prior to omission, sub-item (ii) stood as under :
    - "(ii) In respect of any sum referred to in clause (b) of section 43B, the liability for which –
      - (A) pre-existed on the first day of the previous year but was not allowed in the assessment of any preceding previous year :
        - (a) nature of liability ;
        - (b) due date of payment under second proviso to section 43B ;
        - (c) actual date of payment ;
        - (d) if paid otherwise than in cash, whether the sum has been realised within fifteen days of the aforesaid due date.
      - (B) was incurred in the previous year :
        - (a) nature of liability ;
        - (b) due date of payment under second proviso to section 43B ;
        - (c) actual date of payment ;
        - (d) if paid otherwise than in cash, whether the sum has been realised within fifteen days of the aforesaid due date."
  10. Inserted by the IT (Ninth Amendment) Rules, 2006, with effect from 10th August, 2006.
  11. Inserted by the IT (Ninth Amendment) Rules, 2006, with effect from 10th August, 2006.
  12. Substituted by the IT (Ninth Amendment) Rules, 2006, with effect from 10<sup>th</sup> August, 2006.
  13. Substituted by the IT (Fourteenth Amendment) Rules, 2004, with effect from 1st December, 2004. Prior to substitution, the Note stood as under :

'Note – 'This Form has to be signed by the person competent to sign Form No. 3CA or Form No. 3CB, as the case may be.'

14. Inserted by the IT (Ninth Amendment) Rules, 2006, with effect from 10th August, 2006.
15. Substituted for "NATURE OF BUSINESS" by the IT (Ninth Amendment) Rules, 2006, with effect from 10th August, 2006.
16. Substituted for "Paid-up share capital" by the IT (Ninth Amendment) Rules, 2006, with effect from 10th August, 2006.
17. Substituted for "Share Application Money" by the IT (Ninth Amendment) Rules, 2006, with effect from 10th August, 2006.
18. Substituted for "Reserve and Surplus" by the IT (Ninth Amendment) Rules, 2006, with effect from 10th August, 2006.
19. Substituted for "Gross turnover" by the IT (Ninth Amendment) Rules, 2006, with effect from 10th August, 2006.
20. Substituted for "Net Profit (or loss) before tax" by the IT (Ninth Amendment) Rules, 2006, with effect from 10th August, 2006.