

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 : 31st 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/members or their profit sharing ratios, the particulars of such change.
8. (a) Nature of 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.
- 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, refunds of duty of customs or excise, or refunds of sales 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 33AB, 33ABA, 33AC, 35, 35ABB, 35AC, 35CCA, 35CCB, 35D, 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) amount inadmissible under section 40A(3) read with rule 6DD and computation thereof;
 - (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.
- 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 clause (a), (c), (d) or (e) 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) 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.

*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.

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

Serial Number	Assessment Year	Nature of loss/allowance (in rupees)	Amount as returned (in rupees)	Amount as assessed (give reference to relevant order)	Remarks
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26. Section-wise details of deductions, if any, admissible under Chapter VIA.

27. (a) Whether the assessee has deducted tax at source and paid the amount so deducted to the credit of the Central Government in accordance with the provisions of Chapter XVII-B.

(b) If the answer to (a) above is in negative, then give the following details :

<i>Serial Number</i>	<i>Particulars of head under which tax is deducted at source</i>	<i>Amount of tax deducted at source (in rupees)</i>	<i>Due date for remittance to Government</i>	<i>Details of payment: Date/ Amount (in rupees)</i>	<i>Remarks</i>

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 _____

Date _____

Name : _____

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

PART A

- 1. Name of the assessee :
- 2. Address :
- 3. Permanent Account Number :
- 4. Status :
- 5. Previous year ended : 31st March _____
- 6. Assessment year :

PART B

Nature of Business	Code*				
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Sl. No.	Parameters	Current year	Preceding year
1.	Paid-up share capital		
2.	Share Application Money		
3.	Reserves and Surplus		
4.	Secured loans		
5.	Unsecured loans		
6.	Current liabilities and provisions		

7.	Total of Balance Sheet		
8.	Gross turnover		
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		
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.