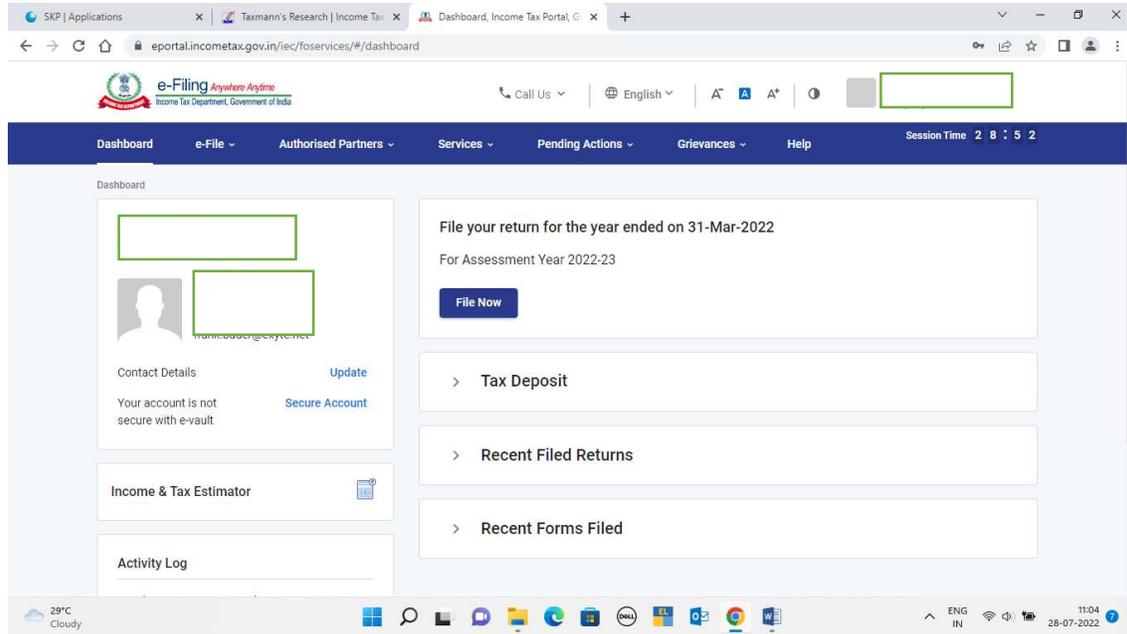
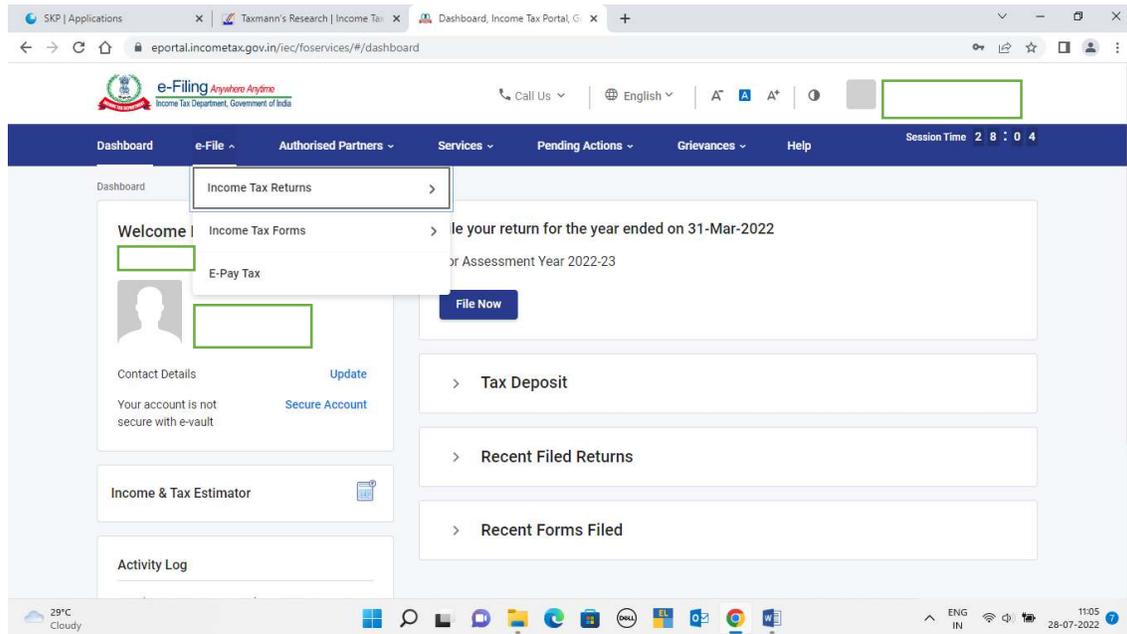


Steps to file application for Form 10F online on Income Tax Portal

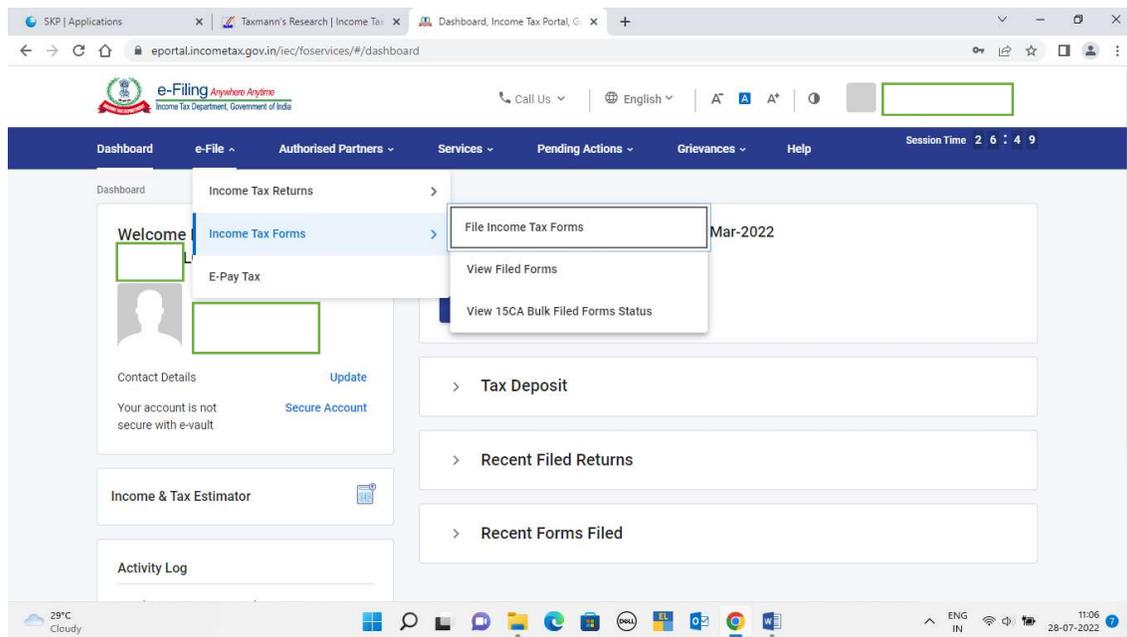
Step 1: Login on e-filing website



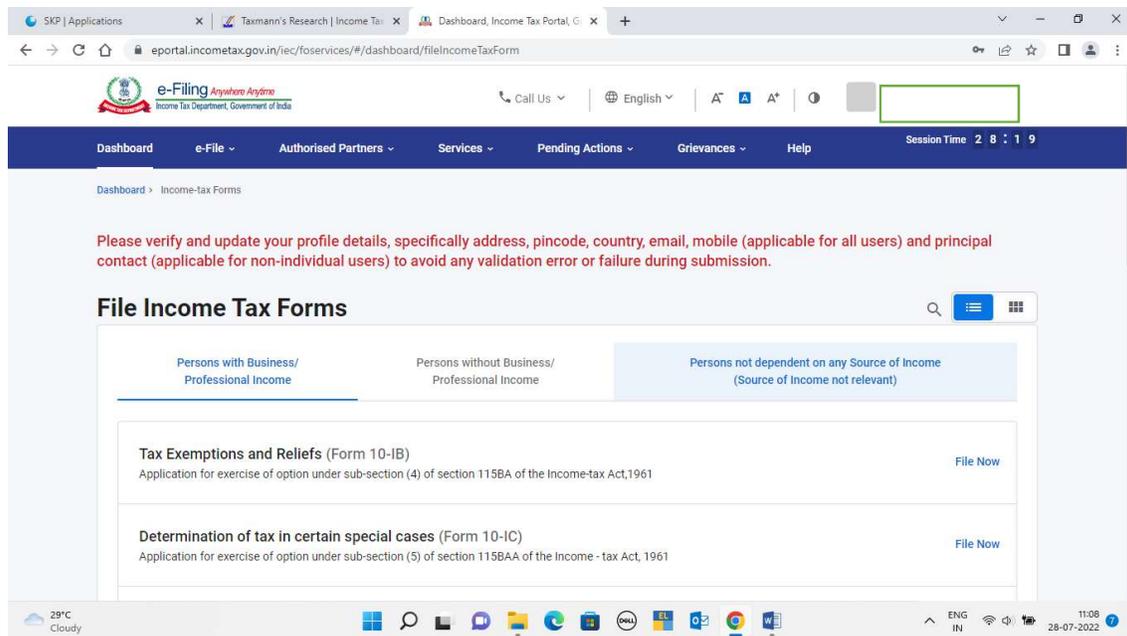
Step 2: From dashboard, select E-file tab and then select Income Tax Forms.



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.

The screenshot shows the e-Filing portal dashboard for the Income Tax Department, Government of India. The page lists several forms available for filing:

- (Form 10BBB)**: Intimation by Pension Fund of investment under clause (23FE) of section 10 of the Income-tax Act, 1961. [File Now](#)
- Tax Exemptions and Reliefs (Form 10BD)**: Statement of particulars to be filed by reporting person under clause (viii) of sub-section (5) of section 80G and clause (i) to sub-section (1A) of section 35 of the Income-tax Act, 1961. [File Now](#)
- Double Taxation Relief (Form 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. [File Now](#)

At the bottom of the list, there is a pagination control showing "Items per page: 10" and "1 - 10 of 22". A "Back" button is located below the list.

Step 5: Click on File Now

This screenshot is identical to the one above, showing the e-Filing portal dashboard. The "Double Taxation Relief (Form 10F)" option is highlighted in blue, and the "File Now" link is visible next to it.

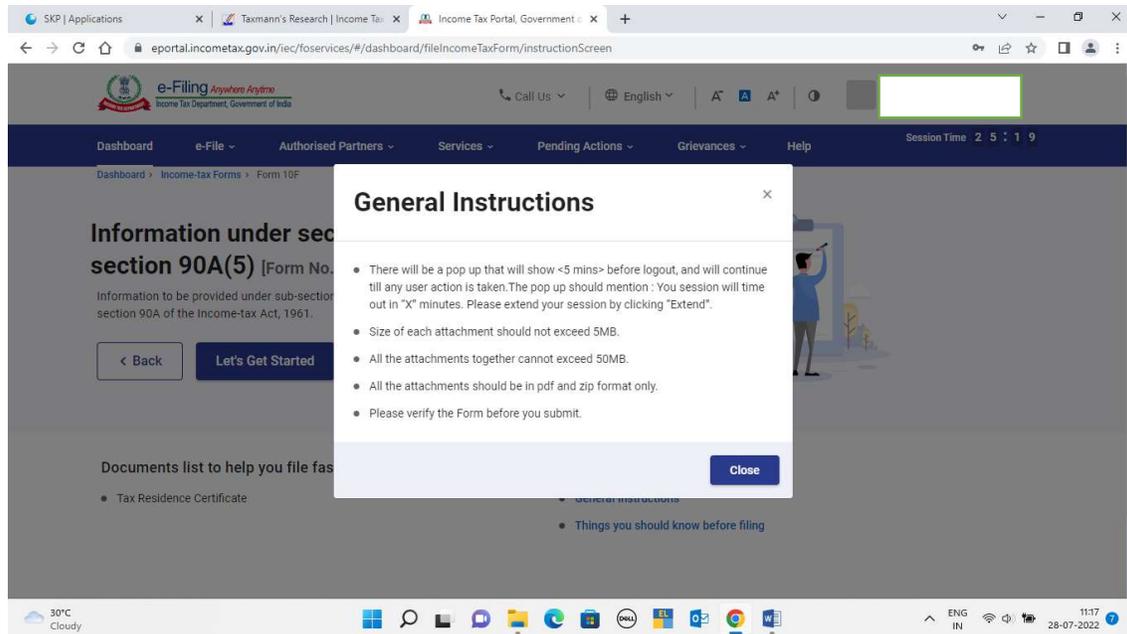
Step 6: From the dropdown, select Assessment Year for which Form 10F is to be obtained and then click on continue

The screenshot shows the e-Filing portal interface for Form 10F. The page title is "Information under section 90(5) or section 90A(5) [Form No. 10F]". Below the title, it states: "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 Rule 21AB." There is a note: "* Indicates mandatory fields". The form fields include: PAN (with a green border), Submission Mode (Online), Filing Type (Original), and Assessment Year (A.Y.) (dropdown menu showing 2022-23). A "Continue" button is located at the bottom right of the form area. To the right of the form, there is a "Relevant Section and Rule" box containing information about Section 90, Section 90A, and Rule 21AB. The page also features a navigation bar with "Back" and "Continue" buttons, and a system tray at the bottom showing weather (29°C Cloudy) and system time (11:12 28-07-2022).

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

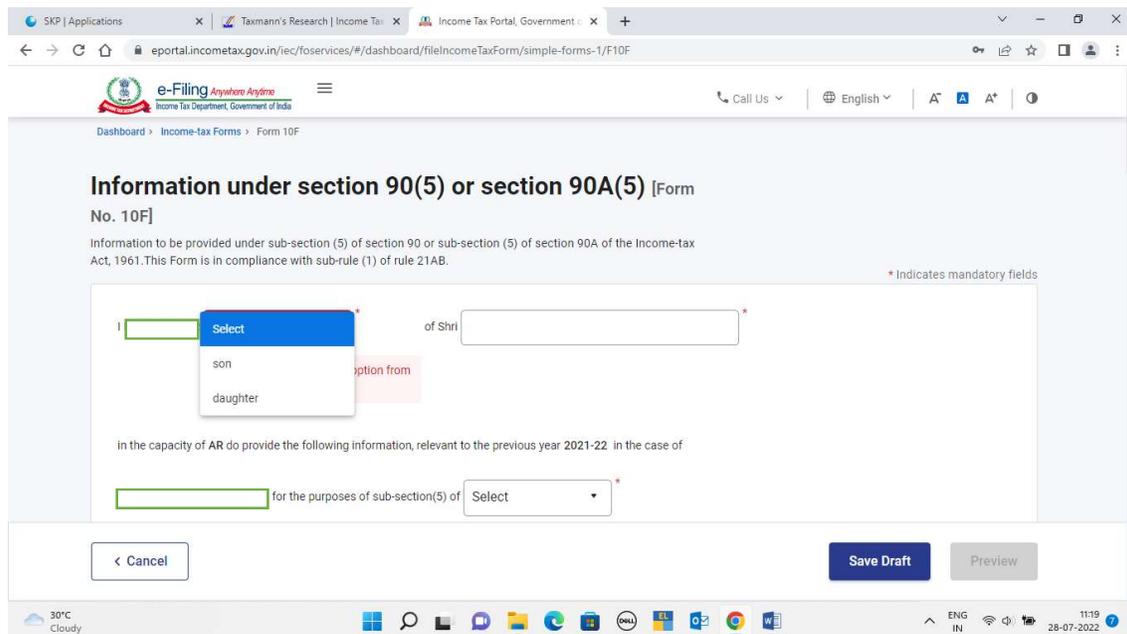
The screenshot shows the e-Filing portal interface for Form 10F, specifically the instruction screen. The page title is "Information under section 90(5) or section 90A(5) [Form No. 10F]". Below the title, it states: "Information to be provided under sub-section (5) of section 90 or sub-section (5) of section 90A of the Income-tax Act, 1961." There is an illustration of a person standing next to a large screen displaying a document. The page includes a "Let's Get Started" button and a "Documents list to help you file faster" section with a bullet point: "Tax Residency Certificate". There is also an "Instructions" section with two bullet points: "General Instructions" and "Things you should know before filing". The page also features a navigation bar with "Back" and "Let's Get Started" buttons, and a system tray at the bottom showing weather (30°C Cloudy) and system time (11:16 28-07-2022).

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.



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 'Nature of information' section of the e-Filing portal. A dropdown menu is open, showing options for Section 90 and Section 90A. An error message is displayed: "Error: Please select an option from the drop down menu." The status is set to "Company".

SKP | Applications | Taxmann's Research | Income Tax | Income Tax Portal, Government of India

eportal.incometax.gov.in/iec/fooservices/#/dashboard/fileIncomeTaxForm/simple-forms-1/F10F

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Income Tax Department, Government of India

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Select of Shri

Error: Please select an option from the drop down menu.

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

Nature of information

(i) Status (individual, company, firm etc.) of the assessee *

Company

< Cancel Save Draft Preview

30°C Cloudy | ENG IN | 11:20 28-07-2022

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 'Nature of information' section of the e-Filing portal. The status is set to "Company". The Permanent Account Number (PAN) is pre-filled. The country or specified territory of incorporation or registration is set to "Select". The assessee's tax identification number is also pre-filled.

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Nature of information

(i) Status (individual, company, firm etc.) of the assessee *

Company

(ii) Permanent Account Number

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

Select

(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 *

< Cancel Save Draft Preview

30°C Cloudy | ENG IN | 11:27 28-07-2022

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

The screenshot shows the e-Filing portal interface. At the top, there are browser tabs for 'SKP | Applications', 'Taxmann's Research | Income Tax', and 'Income Tax Portal, Government of India'. The address bar shows the URL: 'eportal.incometax.gov.in/fiec/foservices/#/dashboard/fileIncomeTaxForm/simple-forms-1/F10F'. The page header includes the 'e-Filing Anywhere Anytime' logo and the text 'Income Tax Department, Government of India'. There are navigation options for 'Call Us', 'English', and font size adjustments. The main form area contains the following fields:

- (i) Permanent Account Number: AAJCM2214Q
- (iii) Country or specified territory of incorporation or registration *
A dropdown menu is open, showing a list of countries and territories: Afghanistan, Aland Islands, Albania, Algeria, American Samoa, and 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 *
This field is currently empty.
- (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: 01-Apr-2021
to: 31-Mar-2022

At the bottom of the form, there are three buttons: '< Cancel', 'Save Draft', and 'Preview'. The system tray at the bottom shows the date and time as 11:27 on 28-07-2022.

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.

The screenshot shows the e-Filing portal interface. At the top, there are browser tabs for 'SKP | Applications', 'Taxmann's Research | Income Tax', and 'Income Tax Portal, Government of India'. The address bar shows the URL: 'eportal.incometax.gov.in/fiec/foservices/#/dashboard/fileIncomeTaxForm/simple-forms-1/F10F'. The page header includes the 'e-Filing Anywhere Anytime' logo and the text 'Income Tax Department, Government of India'. There are navigation options for 'Call Us', 'English', and font size adjustments. The main form area contains the following fields:

- (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 *
An empty text input field is provided for this information.
- (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: 01-Apr-2021
to: 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 *
A dropdown menu is open, showing 'Select' as the only option.

At the bottom of the form, there are three buttons: '< Cancel', 'Save Draft', and 'Preview'. The system tray at the bottom shows the date and time as 11:30 on 28-07-2022.

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

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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 * 01-Apr-2021 to * 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

Flat / Door / Building * Road / Street / Block / Sector

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

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(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

Flat / Door / Building * Road / Street / Block / Sector

ZIP Code *

Post Office * Area / Locality *

< Cancel Save Draft Preview

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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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Income Tax Department, Government of India

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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

30°C Cloudy 11:39 28-07-2022

The screenshot shows the e-Filing portal interface for Form 1/F10F. The address fields are as follows:

- Flat / Door / Building * (Text input)
- Road / Street / Block / Sector (Text input)
- PIN Code * (Text input)
- Post Office * (Dropdown menu)
- Area / Locality * (Dropdown menu)
- District * (Dropdown menu)
- State * (Dropdown menu)

Below the address fields is a "Verification" section with a long text input field. At the bottom of the form, there are three buttons: "< Cancel", "Save Draft", and "Preview".

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 e-Filing portal interface for Form 1/F10F, focusing on the verification and attachment section. The fields are as follows:

- I do hereby declare that to the best of my knowledge and belief what is stated above is correct, complete and is truly stated.
- Tax residence certificate * (Text input)
- Attach File (File upload button)
- Note:
 - 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.
- IP Address (Text input)
- Place * (Text input)
- Date (Text input, value: 28-Jul-2022)

At the bottom of the form, there are three buttons: "< Cancel", "Save Draft", and "Preview".