Form 3CB/3CD Checklist

Note:

- Ch stands for Characters

Form 3CB

1.

- Select I if the firm of auditor is proprietorship and We for partnership from drop down option.
- Select the year under audit from drop down option.
- Select Profit & Loss account in case of business and profession and Income & Expenditure account for trust etc. from drop down option.

Name of Assessee (75 Ch) ____

Address (100 Ch)

____

____

____

PAN (10 Ch) ____

2.

Location of Head Office: (150 Ch)____

No. of Branches (3 Ch) ____

3. (a)

Write observation/discrepancy/comments/inconsistency like vouchers are not maintained for expenses in 2000 characters only.

3. (c)

(ii) Select Profit or Loss.

- Write Name of Auditor____

- Address of Auditor____

  ____
- Date ____________
- Place ____________

Form 3CD

3CD Part A(1-6)

- Following 1,2,3, 5 & 6 will automatically appear from form 3CB
- 1. Name 2. Address 3. PAN 5. P.Y. ended on 6. Asst. Year
- 4. Select status from drop down option.

3CD Part B(7-32)

7. Applicable only to Partnership and AOP:

- It will automatically disable if you have selected status as individual in Point no. 4 of 3CD Part A(1-6)
- **(a)** In case partnership or AOP write details as under:

Name of Partner (75 Ch)	Profit Sharing Ratio (3 Ch)
1.________________________________	________________
2.________________________________	________________
3.________________________________	________________
4.________________________________	________________
5.________________________________	________________

- **(b)** In case of change in Profit sharing ratio, Select yes from the option and write details as under:

Name of Partner (75 Ch)	Profit Sharing Ratio (3 Ch)
1.________________________________	________________
2.________________________________	________________

3.________________________________ ________________

4.________________________________ ________________

5.________________________________ ________________

8. Nature of Business or profession:

(a) Select sector and Sub sector from drop down option, code will automatically displayed. If there are more than 1 businesses then enter details in respect of every business.

Sector________________ Sub sector_____________

Sector________________ Sub sector_____________

(b) If there is change in nature of business then select yes from option and then fill the details of newly added or discontinued business. (Business added or discontinued during the previous year with respect to preceeding year.)

Business_______________ Sector________________ Sub sector_____________

Business_______________ Sector________________ Sub sector_____________

9.

(a) If Section 44AA is applicable (Applicable to professionals with some conditions) then select yes from the option and write the list of books of accounts so prescribed:

List: ____

(b) Write the list of books of account maintained (In case of books of account are maintained by computerized system then list the accounts generated by system, E.g. Write Cashbook then add, write Bank book then add….100 Ch)

If section 44AA is applicable then you can also tick on same as 9(a) above then system will automatically copy list from above.

List: ____

(c) Write the list of books examined by auditor. You can also tick on same as 9(b) above then system will automatically copy list from above.

List: ____

10.

This is applicable only if P&L account include profit of any presumptive section like 44AD/AE/AF, 44B/BB/BBA/BBB. If applicable then select yes from the option and then write as under:

	Section (100 Ch)	Amount (14 Ch)
1.	______________	___________________
2.	______________	___________________
3.	______________	___________________

11.

(a) Method of accounting (Select from drop down option)

Cash / Mercantile (Tick mark whichever is applicable)

(b) Change in method of accounting (Select Yes or No from the option)

(c) If answer to the above (b) is Yes then quantify the effect of the same on Profit or Loss:

Profit increased by ______________ Profit decreased by ______________

Loss increased by ______________ Loss decreased by ______________

(d) Deviation from accounting standard. Select form option Yes or No. If yes then quantify the effect of the same on profit or loss:

Profit increased by ______________ Profit decreased by ______________

Loss increased by ______________ Loss decreased by ______________

12.

(a) Write the method of valuation of closing stock in P.Y. (100 Ch)

{E.g. FIFO, LIFO, Weighted Average etc.}

Method : ______________________

(b) Deviation from method employed in P.Y. (Select Yes or No from the option)

If yes then quantify the effect of the same on profit or loss:

Profit increased by ______________ Profit decreased by ______________

Loss increased by ______________ Loss decreased by ______________

12A.

Particulars of capital assets converted into stock-in-trade in following formats:

(a)Description of capital assets (100 Ch)	**(b) Date of acquisition**	**(c) Cost of acquisition** (14 Ch)	**(d) Amount at which the asset is converted into stock-in trade** (14 Ch)

13. Amount not credited to P & L Account:

(a) The Item falling under charging section of B&P i.e. section 28

Description Amount

1.____________________________ ____________

2.____________________________ ____________

3.____________________________ ____________

(b) The proforma credits, drawbacks, refund of duty of customs or excise or service tax or refund of sales tax or VAT, where such credits, drawbacks or refunds are admitted as due by the authorities concerned;

Description Amount

1.____________________________ ____________

2.____________________________ ____________

3.____________________________ ____________

(c) Escalation claim received during the year;

Description Amount

1.____________________________ ____________

2.____________________________ ____________

3.____________________________ ____________

(d) Any other items of income;

Description	Amount
1.____________________________	____________
2.____________________________	____________
3.____________________________	____________

(e) Capital receipts if any;

Description	Amount
1.____________________________	____________
2.____________________________	____________
3.____________________________	____________

<u>14</u>.

Particulars of allowable depreciation as per The Income Tax Act, 1961 in respect of each block of assets:

Description of the assets/Block (100 Ch)	**Rate (%)** (100 Ch)	**Actual cost or WDV** (14 Ch)	**Addition/Deductions** (100 Ch)					**Adjustment on account of** (14 Ch)			**Allowable Depreciation** (14 Ch)	**WDV at the year end** (14 Ch)
			A= Addition D= Deduction	**Date of addition/ deduction**	**Particulars**	**Amt.**	**Date of put to use in case of addition & NA in case of Deduction**	**(i) MVAT credit claimed and allowed under Excise**	**(ii) Change in rate of exchange**	**(iii) Subsidy or grant or reimbursement**		

15.

Amounts admissible under sections 33AB, 33ABA, 33AC, 35, 35ABB, 35AC, 35CCA, 35CCB, 35D, 35DD, 35DDA, 35E

(a) Debited to P & L account

Section (from drag down option)	Total (14 Ch)	Allowable (14 Ch)

(b) Not debited to P & L account

Section (from drag down option)	Amount (14 Ch)

16.

(a) Any sum paid to employee as bonus or commission for services rendered, where such sum was otherwise payable to him as profits or dividend. [Section 36(1) (ii)]

Description (100 Ch)	Amount (14 Ch)

(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).

Name of fund (100 Ch)	**Amount** (14 Ch)	**Due Date for payment**	**Actual Date for payment**

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

Particulars (from drop down option)	Section (from drop down option)	Amount	Computation

(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 (Tick as applicable)

(B) amount inadmissible under section 40A(3) read with rule 6DD [with break up of inadmissible amount]

Particular (100 Ch)	Amount (14 Ch)

(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.

Nature of liability (100 Ch)	Amount (14 Ch)

(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

Particular (100 Ch)	Amount (14 Ch)

(m) amount inadmissible under the proviso to section 36(1)(iii)_________________

17A

Amount of interest inadmissible under section 23 of Micro, Small and Medium enterprises Development Act, 2006_______________________

18 Particulars of any payment made to persons specified under section 40A (2) (b)

Name of Related Party (100 Ch)	Relation (125 Ch)	Date	Payment (Amount) (14 Ch)

<u>19</u>

Amounts deemed to be profits and gains under section 35AB or 33ABA or 33AC.

Section (from drop down option)	Description (100 Ch)	Amount

<u>20</u>

Any amount of profit chargeable to tax under section 41 and computation thereof.

Name of Party (75 Ch)	Amount of Income (14 Ch)	Section (100 Ch)	Description (100 Ch)	Computation if any (250 Ch)

<u>21</u>

(i) In respect of any sum referred to in clause (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;

Nature of liability (100 Ch)	Amount (14 Ch)

(b) not paid during the previous year;

Nature of liability (100 Ch)	Amount (14 Ch)

(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 P.Y. under section 139(1);

Nature of liability (100 Ch)	Amount (14 Ch)

(b) not paid on or before the aforesaid date.

Nature of liability (100 Ch)	Amount (14 Ch)

*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.

Yes / No (Tick as applicable)

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.

Amount of Modified Value Added Tax credits availed of or utilized during the previous year and its treatment in the profit and loss account. Select Yes or No from the option. If yes is selected then fill the following details:

Amount (14 Ch)	Treatment in P&L Account (100 Ch)

Treatment of outstanding Modified Value Added Tax credits in the accounts.

Select Yes or No from the option. If yes is selected then fill the following details:

Amount (14 Ch)	Treatment of o/s MVAT credits in Accounts (100 Ch)

(b) Particulars of income or expenditure of prior period credited or debited to the profit and loss account.

Type (Income or Exps) from drop down option	Particulars (100 Ch)	Amount (100 Ch)	Year to which it relates (yyyy-yy)

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]. Select Yes or No from the option, If Yes then fill the following details:

Particulars(100 Ch)	Amount(100 Ch)

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:-

Name of lender or Depositor	Address	PAN	Amount of loan or deposit taken or accepted	Whether Squared up during P.Y. (Yes/No)	Maximum outstanding amount during P.Y.	Whether taken or accepted otherwise than by A/c payee cheque or Draft (Yes/No)

** (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:-

Name of the Payee	Address	PAN	Amount of Repayment	Maximum outstanding amount during P.Y.	Whether repayment was made otherwise than by A/c payee cheque or Draft (Yes/No)

(c) Whether a certificate has been obtained from the taking or accepting loan or deposit, or repayment of the same through an account payee cheque or an account payee bank draft:

Yes/ No/ NA (Select whichever is applicable)

25

(a) Details of brought forward loss or depreciation allowance, in the following manner, to the extent available:

Serial No.	Asst. year	Nature of loss/ Depreciation Allowances (100 Ch)	Amount as returned	Amount as assessed		Remarks (100 Ch)
				Amount (14 Ch)	Order No & Date (50 Ch)	
1						
2						
3						
4						

(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

Yes/ No/ NA (Select whichever is applicable)

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

Select Yes or No from the option, If Yes then fill the following details:

Section (from drop down option)	Amount (14Ch)

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:

Select Yes or No from the option.

(b) If the provisions of Chapter XVII-B have not been complied with, please give the following details, namely :-("Please give the details of cases covered in (i) to (iv) below.)

(i) Tax deductible and not deducted at all:

Sr. No.	Name of Party (75 Ch)	PAN(10 Ch)	Section (100 Ch)	Amount (14 Ch)

(ii) Shortfall on account of lesser deduction than required to be deducted:

Sr. No.	Name of Party (75 Ch)	PAN(10 Ch)	Section (100 Ch)	Amount of short deduction (14 Ch)

(iii) Tax deducted date:

Sr. No.	Name of Party (75 Ch)	PAN (10 Ch)	Section (100 Ch)	Due Date of deduction	Actual Date deduction	Amount (14 Ch)

(iv) Tax deducted but not paid to the credit of the Central Government:

Sr. No.	Name of Party (75 Ch)	PAN (10 Ch)	Section (100 Ch)	Date of deduction	Amount Deducted	Reason for Non Payment (100 Ch)

28.

(a) In the case of a trading concern, give quantitative details of principal items of goods traded:

Sr. No.	Item Name (100 Ch)	Unit (From drop down option)	Op. Stock (14 Ch)	Purchase during P.Y. (14 Ch)	Sales during P.Y. (14 Ch)	Cl. Stock (14 Ch)	Shortage/ Excess (14 Ch)

(c) In the case of a manufacturing concern, give quantitative details of the principal items of raw materials, finished products and by-products:

A. Raw Material

Sr. No.	Item Name (100 Ch)	Unit (From drop down option)	Op. Stock (14 Ch)	Purchase during P.Y. (14 Ch)	Consumption during P.Y. (14 Ch)	Sales during P.Y. (14 Ch)	Cl. Stock (14 Ch)	Yield of finished products (14 Ch)	% of yield (5 Ch)	Shortage / Excess (14 Ch)

B. Finished Products:

Sr. No.	Item Name (100 Ch)	Unit (From drop down option)	Op. Stock (14 Ch)	Purchase during P.Y. (14 Ch)	Qty Manufactured during P.Y. (14 Ch)	Sales during P.Y. (14 Ch)	Cl. Stock (14 Ch)	Shortage / Excess (14 Ch)

C. By Products:

Sr. No.	Item Name (100 Ch)	Unit (From drop down option)	Op. Stock (14 Ch)	Purchase during P.Y. (14 Ch)	Qty Manufactured during P.Y. (14 Ch)	Sales during P.Y. (14 Ch)	Cl. Stock (14 Ch)	Shortage / Excess (14 Ch)

29.

In the case of a domestic company, details of tax on distributed profits under section 115-O in the following form:-

Sr. No.	Total amount of distributed profit (14 Ch)	Total tax paid there on (14 Ch)	Date of Payments with amount	
			Dates of payment	Amount(14 Ch)

30.

Whether any cost audit was carried out, if yes, enclose a copy of the report of such audit [See section 139(9)].

Yes/ No/ NA (Select whichever is applicable)

31.

Whether any audit was carried out under the Central Excise Act, 1944, if yes, enclose a copy of the report of such audit

Yes/ No/ NA (Select whichever is applicable)

<u>32.</u> Accounting ratios with calculations as follows (30 Ch each)

(a) Gross profit/Turnover; ________________/____________________=__________________

(b) Net profit/Turnover; __________________/____________________=__________________

(c) Stock-in-trade/Turnover; ______________/___________________=_________________

(d) Material consumed/Finished goods produced ____________/______________=_______

- Write Name of Auditor____
- Address of Auditor ____

  ____

- Date ________________
- Place ________________

Form 3CB Annexure I Part A

- Following 1,2,3,4, 5 & 6 will automatically appear from form 3CB
- 1. Name 2. Address 3. PAN 4. Status 5. P.Y. ended on 6. Asst. Year

Form 3CB Annexure I Part B

- Nature of Business/Profession

Sector______________ Sub sector_____________ Code___________
(Automatically displayed)

Sr. No.	Parameters	Current Year	Preceeding 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 & 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 P & L A/c		
16	Taxes on income paid/provided for in the books		

Place___________________ Date__________________