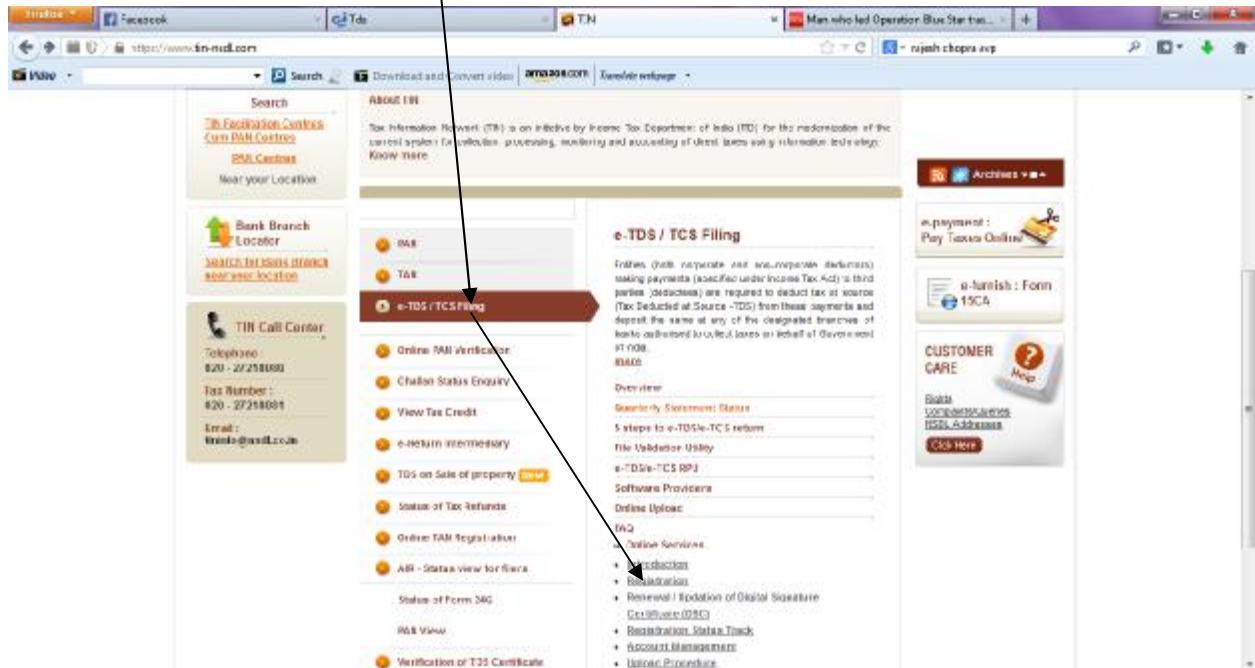


Steps for Registration for TIN-NSDL – For Free TDS/TCS Return – E-Filing

1. Step One – Go to <https://www.tin-nsdl.com/>
2. Click here e-TDS/TCS Filing -----> Click on Registration



3. On the next page open, click here



4. Provide the required details on this page. No payment is required as filing of returns is free of cost.

The screenshot shows a web browser window with the URL <https://onlineservices.nsdl.com/TIN/InputPageForOrgDetails.do?sessionId=2CC4304A063FC05319C70A5B40FA25AC&term=sl>. The page is titled "Tax Information Network of Income Tax Department" and "NSDL Tax Information Network of Income Tax Department". It contains a form for "Organisation Details" with fields for Organisation Name, PAN of Organisation, Category of Organisation, Name of Authorized Person, Registration or alternate name, Address 1, Address 2, Address 3, City, PIN Code, State/Union Territory, STD Code, Registration Number, PAN Number, Email ID, and Mobile Number. Below this is a section for "Digital Signature Certificate (DSC) Details" with fields for DSC/CDSC Serial Number, Name of DSC Certificate holder, and Email ID. The page also includes a "Payment Details" section at the bottom.

5. Kindly note the registration number generated.
6. After submitting the application, kindly fill the attached file and this needs to be submitted to NSDL:

Annexed

7. Once the form is submitted, you will receive an email from Onlineupload@nsdl.co.in

Annexed

8. Follow the steps mentioned therein and you are ready for free online – TDS/TCS return filing.

<<Point – 6 TAN Registration Letter>>

Date:

Online Upload Team
National Securities Depository Limited
Times Tower, 1st Floor
Kamala Mills Compound
Senapati Bapat Marg
Lower Parel
Mumbai - 400013

**To whomsoever it may concern
(Online upload of e-TDS/AIR)**

The below mentioned digital signature certificate (DSC) holder is authorised to use DSC for the purpose of signing of online registration for online upload of electronic returns, upload of electronic returns and other related activities pertaining to that organisation.. The details of DSC is as below:-

1. **Name of DSC holder** - Mr. /~~Mrs.~~/Ms. Anup Atkare
2. **Name of Entity** – <<name of the entity>>
3. **Designation of DSC holder** – <<position of the person responsible for deduction>>
4. **√Class of (DSC)** - ☐ 2 ☒ 3 **(Please tick appropriate class)**
5. **DSC serial number** – <<dsc serial number>>
6. **DSC issued by *** – <<name of the issuer agency>>
(e.g. - e-Mudhra Sub CA for Class 2 Individual 2011)
7. **TAN of Entity** – <<TAN of the entity>>

This authorisation is effective from the date of issuance of this letter and will continue to be in force till written intimation about its revocation is acknowledged as having received and agreeable by NSDL.

<<insert name>>

Director

*** To write 'DSC issued by' field, follow the steps below:-**

Go to Internet explorer - Tools - Internet Options - Contents - Certificates - Personal Tab – View and write the name of Certifying Authority/ Sub Certifying Authority from 'Issued by' field.

Subject: FW: Intimation of user ID creation for online upload

Point 7

From: Onlineupload [<mailto:Onlineupload@nsdl.co.in>]
Sent: Tuesday, July 23, 2013 2:50 PM
To: 'CA.NIKHILKAUSHIK@GMAIL.COM'
Subject: Intimation of user ID creation for online upload

Dear Sir,

This has reference to your registration for online upload of returns vide Acknowledgement no [REDACTED]

Name of the organization: [REDACTED] Private Limited

TAN: [REDACTED]

We would like to inform you that, your registration has successfully been authorized and further you have been allotted [REDACTED] as Organization ID and [REDACTED] as Admin ID.

We are also pleased to inform you that from December 01,2011 online upload of TDS/TCS returns is free of cost.

Before uploading return online, you are requested to follow below steps:

- 1) Log-in at www.tin-nsdl.com with the help of Admin ID. (Go to **Login – e-TDS/TCS online filing**)
- 2) Create user ID (select menu **User Administration – Create New User**)
- 3) Do Mapping between user ID & TAN (select menu **User Administration – TAN User Id mapping**)
- 4) Select Menu **Payment – Pay through Cheque/Demand Draft**. Here, please select the required **metering model** and click on **Submit***
- 5) Select Menu **Payment- Allocate amount**. Here, allocate Rs.0 as new amount (applicable only for e-TDS/TCS return) else put desired amount.
- 6) Login through new User ID and upload the returns by selecting option **Upload**

*Please note that in case you are using online upload facility to upload e-TDS/TCS return, then please do not enter any payment details after selecting the metering model.

In case you are using online upload facility to upload AIR, please enter payment details after selecting the metering model.

If you need further clarifications, kindly contact us at 020-27218080 or email us at tininfo@nsdl.co.in

Regards,

Online Upload Team

022-24994163.

Caution: Income Tax Department does not send e-mails regarding refunds and does not seek any taxpayer information like user name, password, details of ATM, bank accounts, credit cards, etc. Taxpayers are advised not to part with such information on the basis of emails.

***** This message is for the named addressees' use only. It may contain NSDL confidential, proprietary or legally privileged information. If you receive this message in error, please immediately delete it. You must not, directly or indirectly, use, disclose, distribute, print, or copy any part of this message if you are not the intended recipient. Unless otherwise stated, any commercial information given in this message does not constitute an offer to deal on any terms quoted. Any reference to the terms of executed transactions should be treated as preliminary only and subject to our formal written confirmation.

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2013.0.3426 / Virus Database: 3222/6787 - Release Date: 10/28/13