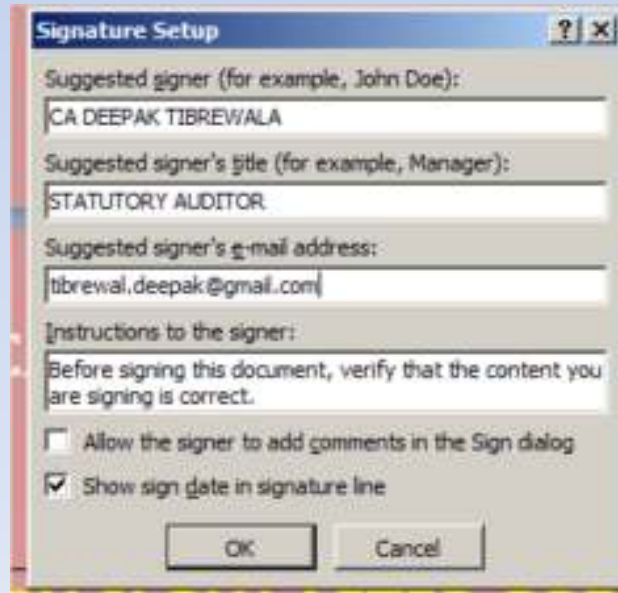


Signed Copy Vs Sd/- Copy Vs Digitally Signed

- **In E -Filing Website It Is Clearly Given That “Where there is a requirement in the form to submit a signed copy of documents by an assessee/CA as an attachment, Upload the Scan Copy of the attachments.**
- **In My View it is safer to upload Physically Signed Copy Of Audit Report + Balance Sheet + Statement of Profit And Loss +Notes To Accounts.**
- **Sd/- Signed Copy is to be Avoided.**
- **You can upload digitally signed Copy of Audit Report + Balance Sheet + Statement of Profit And Loss +Notes To Accounts.**

The Process is as follows :-

- 1. Install The Digital Signature/ Pfx File Of Client & CA.**
- 2. Open the Word/Excel File**
- 3. Place Cursor where u want to digital sign**
- 4. In Microsoft word/Excel Go To Tab “INSERT” and Click On “Signature Line”**
- 5. Click On OK**
- 6. Fill the Data as per screen Shot and Click “OK”**



Signature Setup

Suggested signer (for example, John Doe):
CA DEEPAK TIBREWALA

Suggested signer's title (for example, Manager):
STATUTORY AUDITOR

Suggested signer's e-mail address:
tibrewal,deepak@gmail.com

Instructions to the signer:
Before signing this document, verify that the content you are signing is correct.

☐ Allow the signer to add comments in the Sign dialog

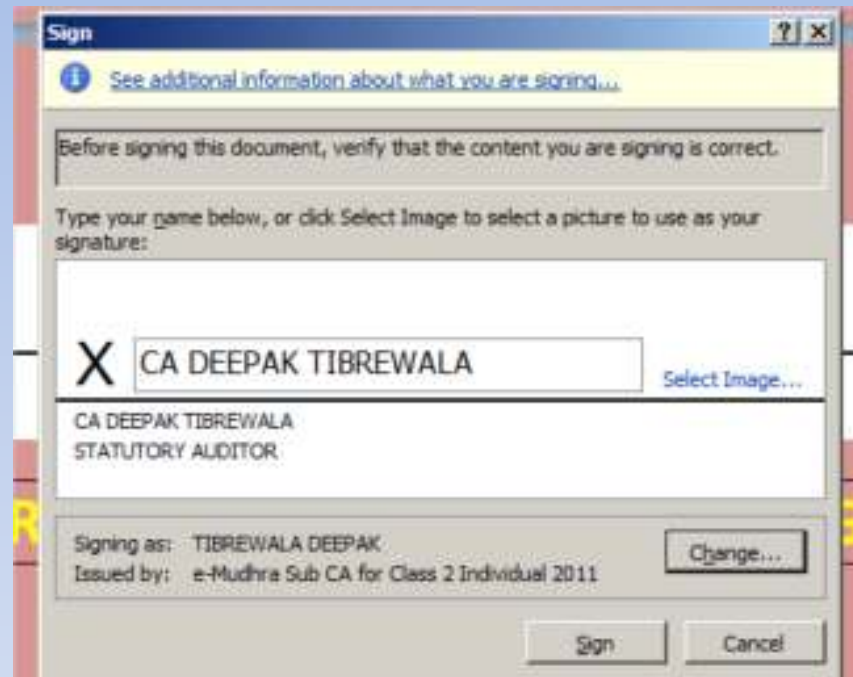
☒ Show sign date in signature line

OK Cancel

7. Repeat the same process 3 to 6 for Putting Digital Sign of Your Client by placing cursor at another place
8. After the Process your file appears as follows:-

X	X	X
CA DEEPAK TIBREWALA STATUTORY AUDITOR	Jitendra Agrawal DIRECTOR	BIMAL SUREKA DIRECTOR

9. Click on each symbol and Fill the Name in X and Select the Digital signature by using Change Option and SIGN



10. Repeat the process Stated In 9 for your client also.

11. Convert the word/Excel File In PDF.