



**Reporting Financial Institution User
Manual**

Reporting Financial Institution User Manual

Register as Reporting Financial Institution

A user other than Individual and HUF who has already registered in e-Filing portal can register as a Reporting Financial Institution to e-File Form No. 61B.

Functionalities

The below table provides the functionalities of a user registered as Reporting Financial Institution

S.No	Process	Available For Users
1	Submit Form 61B/Nil Statement	Designated Director
2	View Form 61B	Reporting Financial Institution
3	De-register	Reporting Financial Institution

Steps involved in Register as Reporting Financial Institution

Step 1 – Login to e-Filing portal using **User ID** (PAN of the Reporting Financial Institution), e-Filing **Password** and **DOI**.

Step 2 – My Account → Reporting Financial Institution

Step 3 – Enter the details of Reporting Entity Details

- Reporting Entity PAN – Auto Populated
- Reporting Entity Name – Auto Populated
- Date of Incorporation – Auto Populated
- GIIN – User enterable (Non-Mandatory)
- Reporting Entity Category - User enterable (Mandatory)
- Reporting Entity Type - User enterable (Mandatory)
- Regulator Name - User enterable (Mandatory)
- Registration number (if any) - User enterable (Non-Mandatory)

Step 4 – Enter the details of Sponsored Entity or Trustee Documented Trust (If Applicable)

- Name of Sponsored Entity or Trustee Documented
- PAN
- GIIN
- Flat/Door/Building
- Road/Street
- Area/Locality
- Town/City/District
- Pincode
- State
- Country

Step 5 – Enter the details of Details of Designated Director

- Designated Director PAN - User enterable (Mandatory)
- Designation - User enterable (Mandatory)
- Designated Director Surname - User enterable (Mandatory)
- Designated Director Middle Name - User enterable (Non-Mandatory)
- Designated Director First Name - User enterable (Non-Mandatory)
- Designated Director Date of Birth - User enterable (Mandatory)
- Designated Director Mobile Number - User enterable (Mandatory)
- Designated Director Email ID - User enterable (Mandatory)

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Step 6 – Enter the details of **Details of Principal Officer**

- Principal Officer PAN - User enterable (Mandatory)
- Principal Officer Designation - User enterable (Mandatory)
- Principal Officer Surname - User enterable (Mandatory)
- Principal Officer Middle Name - User enterable (Non-Mandatory)
- Principal Officer First Name - User enterable (Non-Mandatory)
- Principal Officer Date of Birth - User enterable (Mandatory)
- Principal Officer Mobile Number - User enterable (Mandatory)
- Principal Officer Email ID - User enterable (Mandatory)

Step 7 – I certify that *<Name of Designated Director>* having Permanent Account Number *<PAN of Designated Director>*, is the designated director as per Explanation (a) to sub Rule 10 of Rule 115G of the Income-tax Rules, 1962.

Step 8 – Click **Submit** (*Registration Success message displayed*)

Upload of Form No. 61B

Step 1 – Login to e-Filing portal using **User ID** (*PAN of the Designated Director*), *e-Filing Password* and **DOB** → **e-File** → **Submit Form 61B/Nil Statement**

Step 2 – Verify and Select

- Reporting Entity PAN – Select from dropdown (Mandatory)
- Form Name – Auto Populated
- Calendar Year – Select from dropdown (Mandatory)
- Reporting Entity Category - Select from dropdown (Mandatory)
- Type of Filing - Select from dropdown (Mandatory)

Step 3 – If Submit Nil Statement is selected from Type of Filing dropdown, select the appropriate options from the **declaration**.

Step 4 – If Submit Form 61B is selected from Type of Filing dropdown, upload the corresponding Form 61B XML.

Step 5 – Upload a valid **DSC**

Step 6 – Submit

View Form 61B

Step 1 – Login to e-Filing portal using **User ID** (*PAN of the Reporting Financial Institution*), *e-Filing Password* and **DOI**.

Step 2 – My Account → View Form 61B to view the forms submitted by Designated Director.

De-register as Reporting Financial Institution

Step 1 – Login to e-Filing portal using **User ID** (*PAN of the Reporting Financial Institution*), *e-Filing Password* and **DOI**.

Step 2 – My Account → Reporting Financial Institution.

Step 3 – Registered Reporting Entity Category list is displayed along with the checkbox to de-register.

Step 4 – Check the record and click **"De-register"**. Success message is displayed.

Step 5 – To register with Reporting Entity Category click **"Click Here to Register"**. It redirects to **Register as Reporting Financial Institution page**.