



# **User Manual – ITDREIN Registration & Upload of Forms**

**Version 2.0**

## ITDREIN Registration and Upload of Forms

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### Document Revision List

Document Name: Registration, Upload & View Form 61, Form 61B & Form 15CC

#### Version Number:

Version	Date	Version Details
V 1.0	24-Mar-2016	Initial Release
V 2.0	26-May-2016	Upload and view of Nil Statement

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# ITDREIN Registration and Upload of Forms

## Introduction

Users who have already registered in e-Filing portal can use this functionality to generate ITDREIN (Income Tax Department Reporting Entity Identification Number) and upload certain forms in e-Filing portal using the generated ITDREIN.

ITDREIN is the Unique ID issued by ITD which will be communicated by ITD after the registration of the reporting entity with ITD. The ITDREIN is a 16-character identification number in the format XXXXXXXXXXX.YZNNN where

XXXXXXXXXX → PAN or TAN of the reporting entity

Y → Code of Form Code

Z → Code of Reporting Entity Category for the Form Code

NNN → Code of sequence number.

## ITDREIN Services

The below table provides the services available for ITDREIN Users.

S.N	Services
1	Upload and View Form 61
2	Upload and View Form 61B
3	Upload and View Form 15CC

## Steps to Generate ITDREIN

**Step 1 – Login** to e-Filing portal using **User ID**, e-Filing **Password** and **DOB/DOI**.

**Step 2 – Go to My Account → Manage ITDREIN.**

**Step 3 – To generate new ITDREIN** click on the button "Generate New ITDREIN".

[Manage ITDREIN](#)

S.No.	ITDREIN	Form Name	Reporting Entity Category	CreatedDate
No ITDREINs found				

Generate New ITDREIN

**Step 4 – A Pop up** with Form Type and Reporting Entity Category is displayed. Select the Form Type and Reporting Entity Category from the dropdown.

Form Type\*

Reporting Entity Category\*

Generate ITDREIN Cancel

**Step 5 – Based on the Form Type and Reporting Entity Category** selected, the ITDREIN will be generated and the user will be able to upload and view the corresponding Form.

## ITDREIN Registration and Upload of Forms

**Step 6** – Click **Generate ITDREIN** button

**Step 7** – Success Message is displayed as shown below. User receives a confirmation e-mail on successful **generation of ITDREIN** to the **registered Email ID**. An SMS is also sent to the **registered Mobile number**.



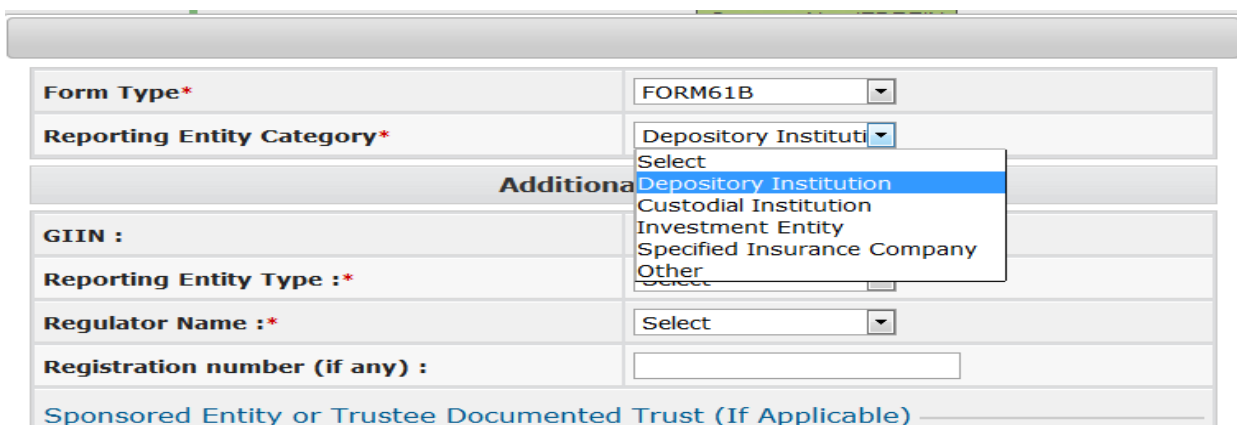
**Step 8** – On Successful Generation of ITDREIN, the screen is displayed as shown.

[Manage ITDREIN](#)

S.No.	ITDREIN	Form Name	Reporting Entity Category	CreatedDate
1	PERAA8001A.AB224	Form 61	Banking company	10/03/2016

[Generate New ITDREIN](#)

**Note** – If the Form Type is FORM61B, than the below drop downs shall appear in Reporting entity category.

A screenshot of a form with several fields. The "Form Type\*" field is set to "FORM61B". The "Reporting Entity Category\*" field has a dropdown menu open, showing options: "Depository Institution", "Custodial Institution", "Investment Entity", "Specified Insurance Company", and "Other". The "GIIN:" field is empty. The "Reporting Entity Type :\*" field is empty. The "Regulator Name :\*" field has a dropdown menu set to "Select". The "Registration number (if any) :" field is empty. At the bottom, there is a link: "Sponsored Entity or Trustee Documented Trust (If Applicable)".

Also, fill additional details like GIIN, Reporting Entity Type, Regulator Name, Registration Number and the details of Sponsored Entity or Trustee Documented Trust if applicable and Click on Generate ITDREIN.

The drop down list for Reporting entity type is available in Annexure 1.

## ITDREIN Registration and Upload of Forms

GIIN :	XXXXXX.XXXXX.XX.XXX
Reporting Entity Type :*	Public Sector Bank
Regulator Name :*	RBI
Registration number (if any) :	Select
Sponsored Entity or Trustee Documented	RBI
Name of Sponsored Entity or Trustee Documented :	SEBI
PAN :	IRDA
GIIN :	NHB
Flat/Door/Building :	Others
Road/Street :	
Area/Locality :	
Town/City/District :	
Pincode :	
State :	Select
Country :	Select

On click of Generate ITDREIN, below table shall be displayed.

### Manage ITDREIN

S.No.	ITDREIN	Form Name	Reporting Entity Category	CreatedDate
1	PERPA3250Y.BD308	Form 61B	Depository Institution	24/05/2016

## Steps to Add Authorised Person

**Step 1 – Login** to e-Filing portal using **User ID**, **e-Filing Password** and **DOB**.

**Step 2 – Go to My Account → Manage ITDREIN.**

**Step 3 – To add Authorised Person for the generated ITDREIN, click on the link provided in the **ITDREIN** Column.**

### Manage ITDREIN

S.No.	ITDREIN	Form Name	Reporting Entity Category	CreatedDate
1	PERPA3250Y.BD308	Form 61B	Depository Institution	24/05/2016

**Step 4 – Click on the button **Add Authorised Person**.**

### Manage ITDREIN

S.No.	Authorised Person Type	PAN	Name	Designation	Access Type	Created date	Date of De-Activation	Status
No Authorised person found for the ITDREIN								

## ITDREIN Registration and Upload of Forms

**Step 5** – A Pop up with Authorised Person details appears as shown below.

<b>Authorised Person Type *</b>	Select
<b>PAN *</b>	Select
<b>Person Name*</b>	Designated Director Principal Officer
<b>Designation *</b>	
<b>Access Type *</b>	Upload and View
<b>Date of Birth (DD/MM/YYYY)*</b>	
<b>Mobile No. *</b>	+91
<b>Email ID *</b>	
<b>Flat/Door/Building *</b>	
<b>Road/Street</b>	
<b>Area/Locality *</b>	
<b>Town/City/District *</b>	
<b>Pincode *</b>	
<b>State *</b>	Select
<b>Country *</b>	Select
<input type="button" value="Add Authorised Person"/> <input type="button" value="Cancel"/>	

**Notes:**

1. If the Form Type is FORM61B, user needs to select "Authorised Person Type" from the drop down. This field is not available for "Form 61" and "Form15CC".
2. The details of Authorised Person cannot be edited further.

**Step 6** – Enter all the details and Click on **Add Authorised Person** button. Success Message is displayed as shown below

**Authorised Person Added Successfully**

Manage ITDREIN

S.No.	Authorised Person Type	PAN	Name	Designation	Access Type	Created date	Date of De-Activation	Status	
1	Designated Director	XXXPX3305X	SWAMY AAA RAM	DR	Upload and View	18/03/2016	-	Pending Activation	<a href="#">Resend Activation Link</a>

## ITDREIN Registration and Upload of Forms

**Step 7** – User receives a confirmation e-mail on successful **Addition of Authorised Person** to the **registered Email ID**. An SMS is also sent to the **registered Mobile number**

**Step 8** – Authorised Person receives a confirmation e-mail with an **activation link to the Authorised Person’s Email ID**. An SMS along with OTP (One time Password) is sent to the **Authorised Person’s Mobile Number**.

In order to activate the account, the user should click on the **Activation link, enter the Mobile PIN, Password and Confirm Password** and click on **Activate Button**. On success, the user account is activated and the database is updated.

### Activation

ITDREIN	XXXAX8001X.BD225
Authorised Person PAN	XXXPX2300X
Authorised Person Name	AAA BBB CCC
Mobile Pin *	<input type="text"/>
Password *	<input type="password"/> <span style="color: red; font-size: small;">Zero Length</span>
Confirm Password *	<input type="password"/>
<input type="button" value="Activate"/>	

**Step 9:** After the Authorised person is activated, Authorised person can view the details as below.

### Manage ITDREIN

Authorised Person Details		Additional Details						
S.No.	Authorised Person Type	PAN	Name	Designation	Access Type	Created date	Date of De-Activation	Status
1	Designated Director	AQZPK2300C	RAM	Director	Upload and View	24/05/2016	-	Active <span style="color: red; font-size: small;">De-activate</span>

**Note** – If the Form Type is FORM61B, the **Additional details** tab will also be displayed along with Authorised Person Details. User can also edit the Additional Details.

Authorised Person Details		Additional Details	
GIIN	<input type="text"/>	<input type="button" value="Edit"/>	
Reporting Entity Type *	<input type="text" value="Full Fledged Money Chang"/>		
Regulator Name *	<input type="text" value="SEBI"/>		
Registration number (if any)	<input type="text"/>		
Name of Sponsored Entity or Trustee Documented	<input type="text"/>		
PAN	<input type="text"/>		
GIIN	<input type="text"/>		
Flat/Door/Building	<input type="text"/>		
Road/Street	<input type="text"/>		
Area/Locality	<input type="text"/>		
Town/City/District	<input type="text"/>		
Pincode	<input type="text"/>		
State	<input type="text"/>		
State	<input type="text" value="Select"/>		
Country	<input type="text"/>		
Country	<input type="text" value="Select"/>		
<input type="button" value="Back"/>			



## ITDREIN Registration and Upload of Forms

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### Steps to Upload Forms

**Step 1 – Login** to e-Filing portal using **ITDREIN, Authorised Person PAN and Password.**

**Step 2 –** Based on the Form Type and Reporting Entity Category selected during registration, the ITDREIN user will be able to upload and view the corresponding Form.

**Step 3 –** Go to **e-File → Upload Form ZZZ** where **ZZZ refers to the Form Name for which ITDREIN is generated.**

**Step 4 –** Enter the following details and click on **Validate.**

#### Submit Form61B

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Step 1: Enter Statement Details

Step 2: Upload File

Step 3: Upload Successful

Statement Details

Reporting Entity PAN *	<input type="text" value="PERPA3250Y"/>
Reporting Entity Category *	<input type="text" value="Depository Institution"/>
Form Name *	<input type="text" value="FORM61B"/>
Calendar Year *	<input type="text" value="Select"/>
Type of Filing *	<input type="text" value="Select"/>

In Type of filing 3 drop downs shall be provided – a) Original Form 61B b) Correction Form 61B & c) Nil Statement

**Step 5 –** On successful validation upload the corresponding ZIP file, generate the Signature file using DSC Management Utility and Click on Upload.

## ITDREIN Registration and Upload of Forms

### Submit Form 61B

Step 1: Enter Statement Details

**Step 2: Upload File**

Step 3: Upload Successful

#### Submit Form 61B

Reporting Entity PAN *	<input type="text" value="PERPA3250Y"/>
Reporting Entity Category *	<input type="text" value="Depository Institution"/>
Calendar Year	<input type="text" value="2015"/>
Form Name	<input type="text" value="FORM61B"/>
Upload Type	<input type="text" value="0"/>
Attach the Form 61B (.zip) File *	<input type="button" value="Browse..."/> No file selected.

[Click here to download the DSC Utility](#)

**Steps to Digitally Sign the Form:**

- ♦ Download the "ITD e-Filing DSC Management Utility".
- ♦ Generate the signature file. Follow the instructions in the Utility.
- ♦ Attach the generated signature file.

**Note:** The generated signature file is valid only for one transaction.

Attach the Signature file *	<input type="button" value="Browse..."/> No file selected.
-----------------------------	--

**Step 6** – On successful upload user records are captured in the e-Filing system and the below success message must be displayed along with the Transaction ID.

### Upload Successful

Step 1: Enter Statement Details

Step 2: Upload File

**Step 3: Upload Successful**

FORM ZZZ has been filed and the Transaction ID is: **1000484938** In case of any queries, please contact 1800 4250 0025.

An e-mail confirming the successful submission of your Form along with the Receipt number has been sent to **demo@gmail.com**

Kindly login after 24 hours to check the status of the uploaded form, (GO TO 'My Account' -> 'View Form ZZZ').

## ITDREIN Registration and Upload of Forms

**Step 7** – Once uploaded the status of the statement shall be "Uploaded". The uploaded file shall be processed and validated. Upon validation the status shall be either "Accepted" or "Rejected" which will reflect within 24 hours from the time of upload. In case if "Rejected", the rejection reason shall be available and the corrected statement can be uploaded.

Reporting Entity PAN	XXXGX8001X	Calendar Year	2014	Form Name	FORM ZZZ
S.No	Transaction No	Filed On	Filing Type	Status	
1	1000491035	23/03/2016	O	Rejected	

**Step 8** – User can view the rejected reason by clicking on the Transaction Number against the rejected record.

**Details Of Acknowledgement Number - 1000491035** ✕

Reporting Entity PAN	Calendar Year	Form Name
XXXGX8001X	2014	FORMZZZ

**Error Details**

Status	Error Description
Rejected	Reporting Entity Category mentioned in XML does not match.

### Steps to Upload Nil Statement

**Step 1** – **Login** to e-Filing portal using **ITDREIN, Authorised Person PAN and Password.**

**Step 2** – Based on the Form Type and Reporting Entity Category selected during registration, the ITDREIN user will be able to upload and view the corresponding Form.

**Step 3** – Go to **e-File → Upload Form 61B**

**Step 4** – Enter the following details and click on **Validate.**

#### Submit Form 61B

Step 1: Enter Statement Details      Step 2: Upload File      Step 3: Upload Successful

**Statement Details**

Reporting Entity PAN *	PERPA3250Y
Reporting Entity Category *	Depository Institution
Form Name *	FORM61B
Calendar Year *	Select <span>▼</span>
Type of Filing *	Submit Nil Statement <span>▼</span>

## ITDREIN Registration and Upload of Forms

**Step 5** – On successful validation generate the Signature file using DSC Management Utility, select radio button for respective accounts and Click on Submit.

### Upload Nil Form 61B

Submit Form 61B Nil

Reporting Entity PAN *	PERPA3250Y
Reporting Entity Category *	Depository Institution
Calendar Year	2015
Form Name	FORM61B
Upload Type	N

[Click here to download the DSC Utility](#)

**Steps to Digitally Sign the Form:**

- Download the "ITD e-Filing DSC Management Utility".
- Generate the signature file. Follow the instructions in the Utility.
- Attach the generated signature file.

**Note:** The generated signature file is valid only for one transaction.

Attach the Signature file \*  No file selected.

I declare that SWAMY AAA RAM having Permanent Account Number AMMPB3305R, has identified no account as a U.S. reportable account since:

**For pre-existing accounts (As defined in Rule 114H(2)(h)) \***

Due diligence procedure as per Rule 114H is not completed.

Due diligence procedure as per Rule 114H is completed and no U.S. reportable account is identified

**For New accounts (As defined in Rule 114H(2)(d)) \***

Alternate procedures as per clause 8 of Rule 114H is invoked

Due diligence procedure as per Rule 114H is completed and no U.S. reportable account is identified.

**Step 6** – On successful submit user records are captured in the e-Filing system and the below success message must be displayed along with the Transaction ID.

### Submit Form 61B

FORM61B has been filed and the Transaction ID is: 1000523377 In case of any queries, please contact 1800 4250 0025.

An e-mail confirming the successful submission of your Form along with the Receipt number has been sent to demo@gmail.com

## ITDREIN Registration and Upload of Forms

### Steps to View Forms

**Step 1 – Login** to e-Filing portal using **ITDREIN, Authorised Person PAN and Password.**

**Step 2 –** Based on the Form Type and Reporting Entity Category selected during registration, the ITDREIN user will be able to upload and view the corresponding Form.

**Step 3 –** Go to **My Account →View Form ZZZ** where **ZZZ refers to the Form Name for which ITDREIN is generated.**

**Step 4 –** Enter the following details and click on **View Details.**

PAN	<input type="text" value="XXXGX8001X"/>
Financial Year *	<input type="text" value="Select"/>
Form Name *	<input type="text" value="Select"/>
Half Year *	<input type="text" value="Select"/>
<input type="button" value="View Details"/>	

#### View Filed Form ZZZ

PAN	XXXGX8001X	Financial Year	2015	Form Name	FORM ZZZ	Half Year	H1
S.No	Transaction No	Filed On	Upload Type	Status			
1	1000484657	10/03/2016	Original	Accepted			
2	1000484655	10/03/2016	Original	Accepted			

**Step 6 –** Click on the Transaction No. Filer can see the below details by clicking on "Transaction No"

- ✓ PAN
- ✓ Financial Year
- ✓ Form Name
- ✓ Half Year/Quarter
- ✓ Status (Accepted / Rejected)
- ✓ XML (In case of Acceptance)
- ✓ Acknowledgement Number (In case of Acceptance)
- ✓ Receipt
- ✓ Rejection Reason (In case of rejection)

## ITDREIN Registration and Upload of Forms

**Details Of Transaction Number - 1000484657** ✕

PAN	Financial Year	Form Name	Half Year
XXXGX8001X	2015	FORM ZZZ	H1

Statement Details		
Status	Acknowledgement Number	XML
Successfully e-Filed	1000000000000000	XML Receipt

**Step5:** If the Form Type is FORM61B, Nil Statement can be viewed as below.

[View Filed Form 61B](#)

Reporting Entity PAN	<input type="text" value="PERFA8003A"/>
Form Name	<input type="text" value="FORM61B"/>
Calendar Year *	<input type="text" value="2015"/>
Type of Filing *	<input type="text" value="Select"/> <ul style="list-style-type: none"> <li><input type="text" value="Select"/></li> <li><input type="text" value="Original Form 61B"/></li> <li><input type="text" value="Correction Form 61B"/></li> <li style="background-color: #007bff; color: white;"><input type="text" value="Nil Statement"/></li> </ul>

**Step 6:** Enter the following details and click on **Validate**.

[View Filed Form 61B](#)

S.No	Transaction No	Year	Filed On	Filed By	Upload Type	Category	Statement No	Status
1	1000492833	2014	24/03/2016	PERFA8003A.BS107	Nil Statement	Specified Insurance Company	100235661240316	Successfully e-Filed
2	1000492837	2014	24/03/2016	PERFA8003A.BS107	Nil Statement	Specified Insurance Company	100235661240316	Successfully e-Filed

Click on the hyperlink provided on the statement no to view complete details .

### Steps to De-activate Authorised Person

**Step 1 – Login** to e-Filing portal using **User ID**, e-Filing **Password** and **DOB**.

**Step 2 – Go to My Account →Manage ITDREIN.**

**Step 3 – Click on the ITDREIN** under which the "Authorised Person" to be De-activated.

## ITDREIN Registration and Upload of Forms

### Manage ITDREIN

S.No.	ITDREIN	Form Name	Reporting Entity Category	CreatedDate
1	AAAPA2000A.ZB190	Form 61	Banking company	04/03/2016
2	AAAPA2000A.ZB188	Form 61	Depository	04/03/2016
3	AAAPA2000A.BD155	Form 61B	Depository Institution	25/02/2016
4	AAAPA2000A.BI149	Form 61B	Investment Entity	24/02/2016
5	AAAPA2000A.BS146	Form 61B	Specified Insurance Company	24/02/2016
6	AAAPA2000A.BC133	Form 61B	Custodial Institution	24/02/2016

Generate New ITDREIN

**Step 4** – Click on the **De-activate** link to de-activate the Authorised Person.

### Manage ITDREIN

Authorised Person Details		Additional Details							
S.No.	Authorised Person Type	PAN	Name	Designation	Access Type	Created date	Date of De-Activation	Status	
1	Designated Director	PERPA5001A	USER	Designated Director	Upload and View	10/05/2016	-	Active	De-activate

Back Add Authorised Person

**Step 5** –After clicking on the de-activate link, a Success Message for De-activating will be displayed and the Date of De-activation will be recorded.

### Manage ITDREIN

✔ Authorised Person De-activated Successfully.								
S.No.	Authorised Person Type	PAN	Name	Designation	Access Type	Created date	Date of De-Activation	Status
1	Designated Director	PERPA5001A	USER	Designated Director	Upload and View	10/05/2016	11/05/2016	In-Active

Back Add Authorised Person

**Step6:** To add another Authorised Person for the generated ITDREIN, click on **Add Authorised person** as appearing below the table and follow the process as mentioned in "Steps to add Authorized person" section above

## ITDREIN Registration and Upload of Forms

Manage ITDREIN

Authorised Person Details		Additional Details							
S.No.	Authorised Person Type	PAN	Name	Designation	Access Type	Created date	Date of De-Activation	Status	
1	Designated Director	AQZPK2300C	KARTHIK TCS1	2354	Upload and View	24/05/2016	24/05/2016	In-Active	
2	Designated Director	AMMPB3305R	SWAMY AAA RAM	Director1	Upload and View	24/05/2016	-	Pending Activation	<a href="#">Resend Activation Link</a>

### Annexure 1:

List of Drop down values provided in “Reporting entity Type”

Sl. No	Types of Reporting Entity:
1	Public Sector Bank
2	Private Sector Bank
3	Foreign Bank
4	Regional Rural Bank
5	Local Area Bank
6	Scheduled Urban Cooperative Bank
7	Non Scheduled Urban Cooperative Bank
8	State Cooperative Bank
9	District Cooperative Bank
10	Life Insurance Company
11	Non-Life Insurance Company
12	Housing Finance Company
13	Authorised Dealer Category I
14	Authorised Dealer Category II
15	Authorised Dealer Category III
16	Full Fledged Money Changer (FFMC)
17	Money Transfer Service Principal
18	Money Transfer Service Agent
19	Card System Operator
20	Central Counter Party
21	All India Financial Institution
22	Hire Purchase Company
23	Chit Fund Company
24	NBFC Accepting Deposits
25	NBFC not Accepting Deposits
26	Collective Investment or MF Schemes



## **ITDREIN Registration and Upload of Forms**

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27	Depository
28	Depository Participant
29	Share Broker
30	Derivative Member
31	Share Transfer Agent
32	Registrars and Transfer Agent
33	Merchant Banker
34	Underwriter
35	Banker to an Issue
36	Registrar to Issue
37	Portfolio Manager
38	Investment Advisor
39	Trustees to Trust Deeds
40	Credit Rating Agency
41	Domestic Venture Capital Fund
42	Custodian of Securities
43	Foreign Institutional Investor
44	Foreign Venture Capital Fund
45	Commodity Broker
46	Sub Broker
47	Others

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