

## Instructions to e-File “Statement of Form 15G/15H”

### Filing process

- 1) Generate signature for the zip file using DSC Management Utility(available under Downloads)
- 2) Login through TAN, Go to e-File -> Upload Form 15G/15H.
- 3) Upload the “Zip” file along with the signature file.

### Filing Type

The facility to submit “Consolidated Statement” and “Correction Statement” of Form 15G/15H is now available in e-Filing portal. There are two filing types:

1. Original
2. Correction

Correction can be done in three different ways

- Addition of New Records.
- Deletion of the Earlier Records filed in the Original Statement.
- Updating the Earlier Records filed in the Original Statement.

This facilitates the assessee to rectify the records submitted with Original Statement.

For Correction Statement, the “Record Type” should be selected as Addition, Deletion or Update for each UIN as applicable.

For Updating and Deleting, please provide all the Income details against a particular UIN.

### Filing Status

To view the status of uploaded file, go to My Account →View Form 15G/15H.

Post upload, the status of the statement will be “Uploaded”. The uploaded file shall be processed and validated. Upon validation the status will be either “Accepted” or “Rejected” which will reflect within 24 hours from the time of upload.

Accepted statements shall be sent to CPC-TDS for further processing. In case of “Rejected”, the rejection reason will be available and the corrected statement can be uploaded by the assessee.

### List of validations

Below is the list of validations carried out at the upload level of Original Statement:

- Schema validations – uploaded xml should comply with the published schema
- Other Business Validations
  - ✓ Only one Original will be accepted for combination of TAN, Financial Year, Form and quarter.
  - ✓ TAN, Filing Type, Quarter and Financial Year entered in XML should match with the TAN, Quarter, Financial Year and Record Type in upload screen.
  - ✓ UIN should be unique for the TAN and Financial Year.
  - ✓ Financial Year and TAN in the UIN should match with the TAN and Financial Year for which the statement is being uploaded.
  - ✓ Only one XML should be present in the ZIP Format.

Below is the list of validations carried out on the uploaded original statement:

- A particular UIN which was uploaded earlier cannot be uploaded again. The same can either be Updated or Deleted.
- The UIN which was Uploaded and Deleted cannot be Uploaded further.