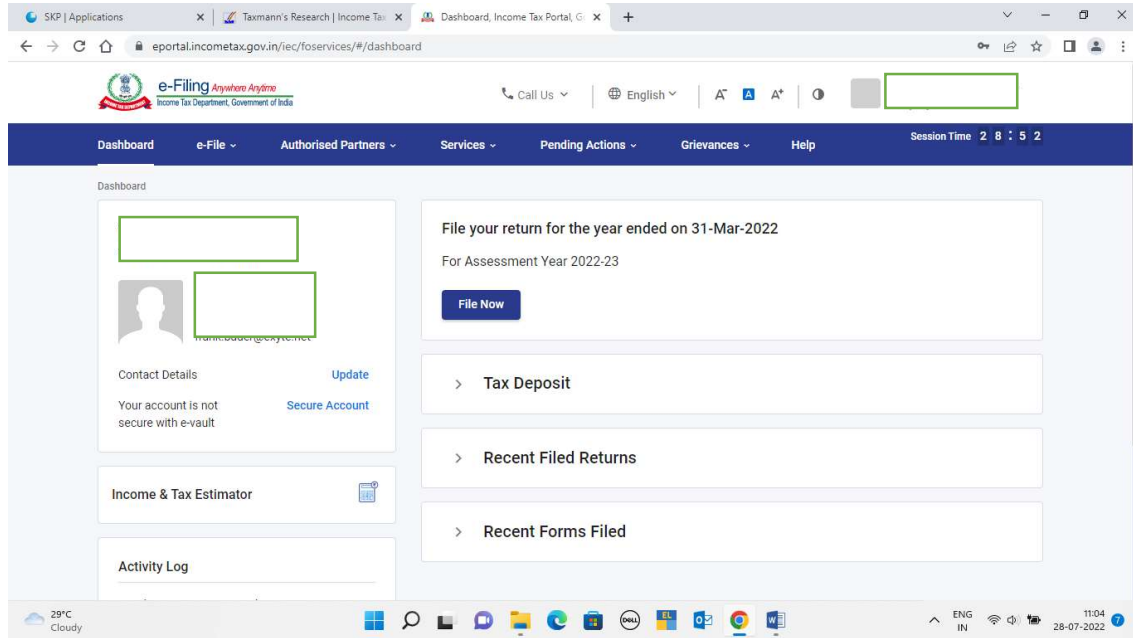
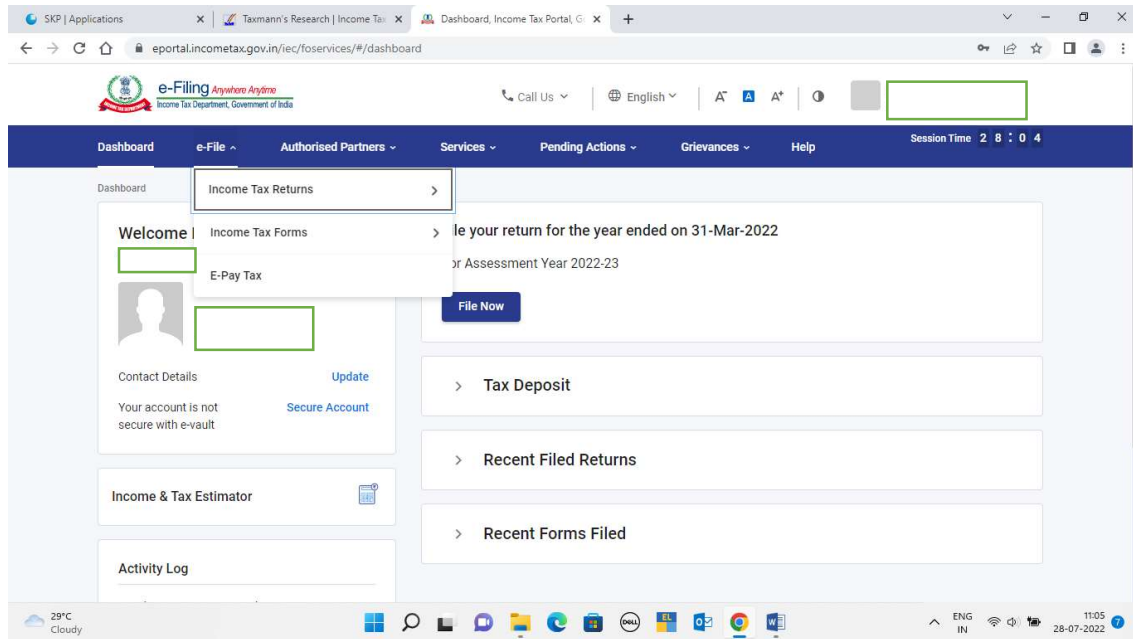


Steps to file application for Form 10F online on Income Tax Portal

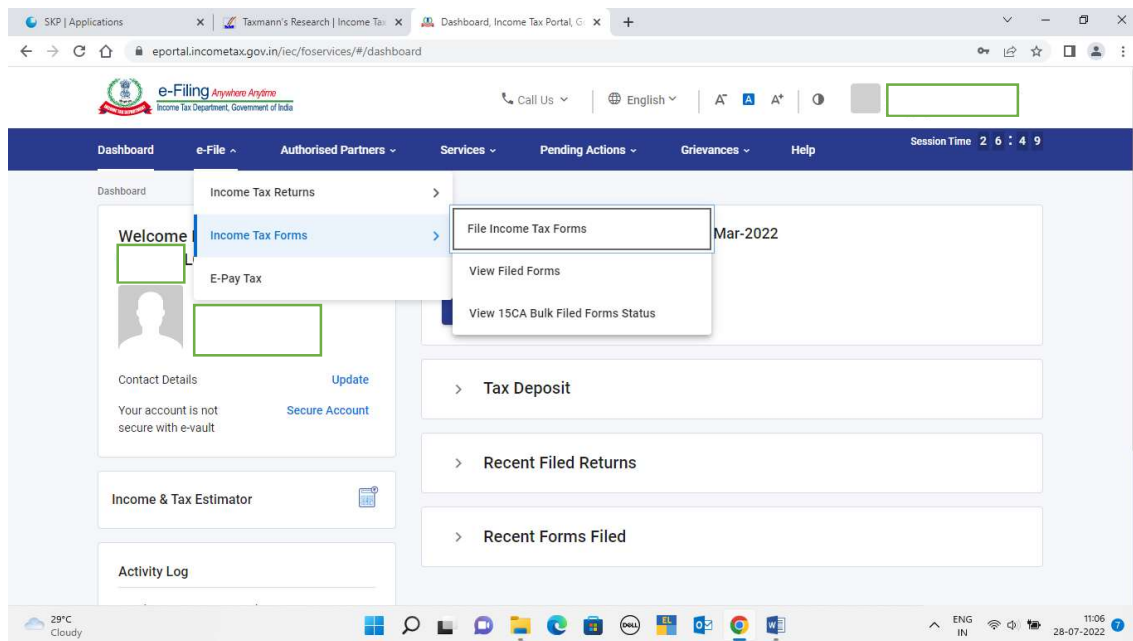
Step 1: Login on e-filing website



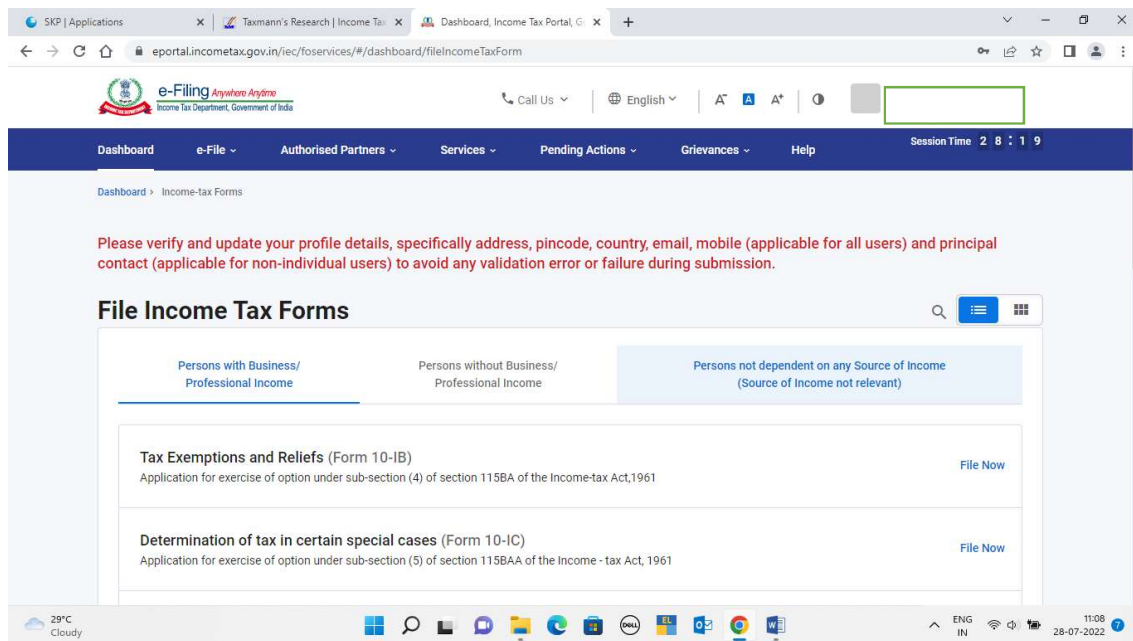
Step 2: From dashboard, select E-file tab and then select Income Tax Forms.



Step 3: Select the option "File Income Tax Forms"



Step 4: Once the page for this option is displayed, kindly select 3rd tab i.e. "Person not dependent on any source of Income (Source of Income not relevant)"



On this page in the last column, the option to e-file Form 10F [Double Taxation Relief (Form 10F)] is displayed.

The screenshot shows the e-Filing portal dashboard for the Income Tax Department, Government of India. The page lists several forms available for filing:

- (Form 10BBB)**: Intimation by Pension Fund of investment under clause (23FE) of section 10 of the Income-tax Act, 1961. [File Now](#)
- Tax Exemptions and Reliefs (Form 10BD)**: Statement of particulars to be filed by reporting person under clause (viii) of sub-section (5) of section 80G and clause (i) to sub-section (1A) of section 35 of the Income-tax Act, 1961. [File Now](#)
- Double Taxation Relief (Form 10F)**: Information to be provided under sub-section (5) of section 90 or sub-section (5) of section 90A of the Income-tax Act, 1961. [File Now](#)

At the bottom of the list, there is a pagination control showing "Items per page: 10" and "1 - 10 of 22". A "Back" button is located below the list.

Step 5: Click on File Now

This screenshot is identical to the one above, showing the e-Filing portal dashboard. The "Double Taxation Relief (Form 10F)" option is highlighted in blue, and the "File Now" link is visible next to it.

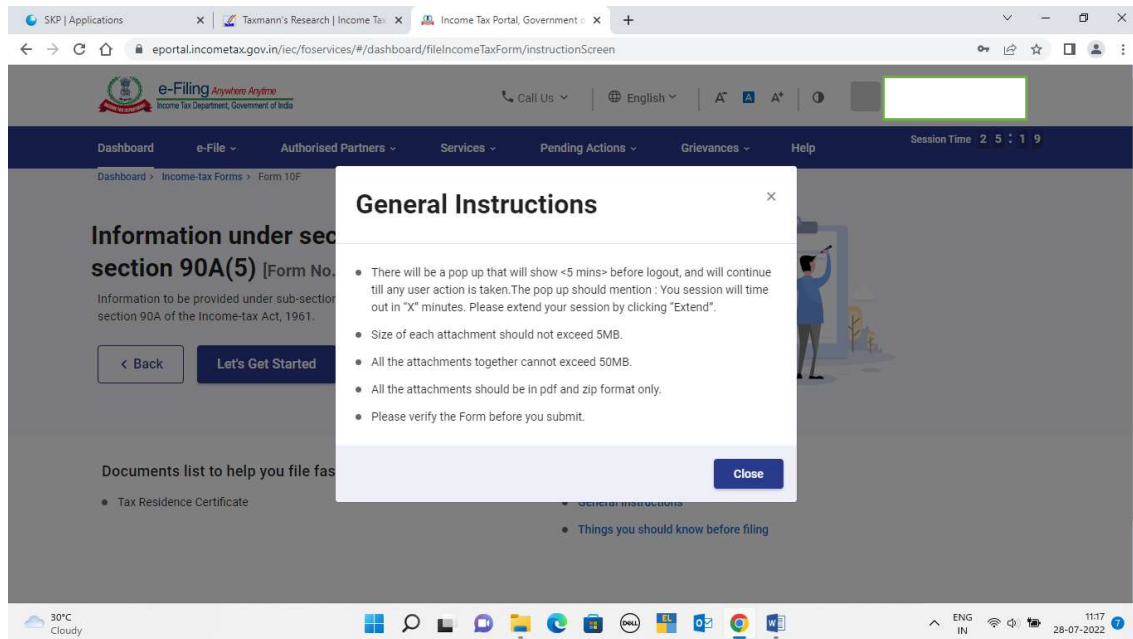
Step 6: From the dropdown, select Assessment Year for which Form 10F is to be obtained and then click on continue

The screenshot shows the e-Filing portal interface for Form 10F. The page title is "Information under section 90(5) or section 90A(5) [Form No. 10F]". Below the title, it states: "Information to be provided under sub-section (5) of section 90 or sub-section (5) of section 90A of the Income-tax Act, 1961. This form is in compliance with Rule 21AB." There is a note: "* Indicates mandatory fields". The form fields include: PAN (with a green border), Submission Mode (Online), Filing Type (Original), and Assessment Year (A.Y.) (dropdown menu showing 2022-23). A "Continue" button is located at the bottom right of the form area. To the right of the form, there is a "Relevant Section and Rule" box containing information about Section 90, Section 90A, and Rule 21AB. The page also features a navigation bar with "e-Filing Anywhere Anytime" and "Income Tax Department, Government of India".

Step 7: Here, its important to note that the Tax Residency Certificate should be handy to assist you file the form efficiently

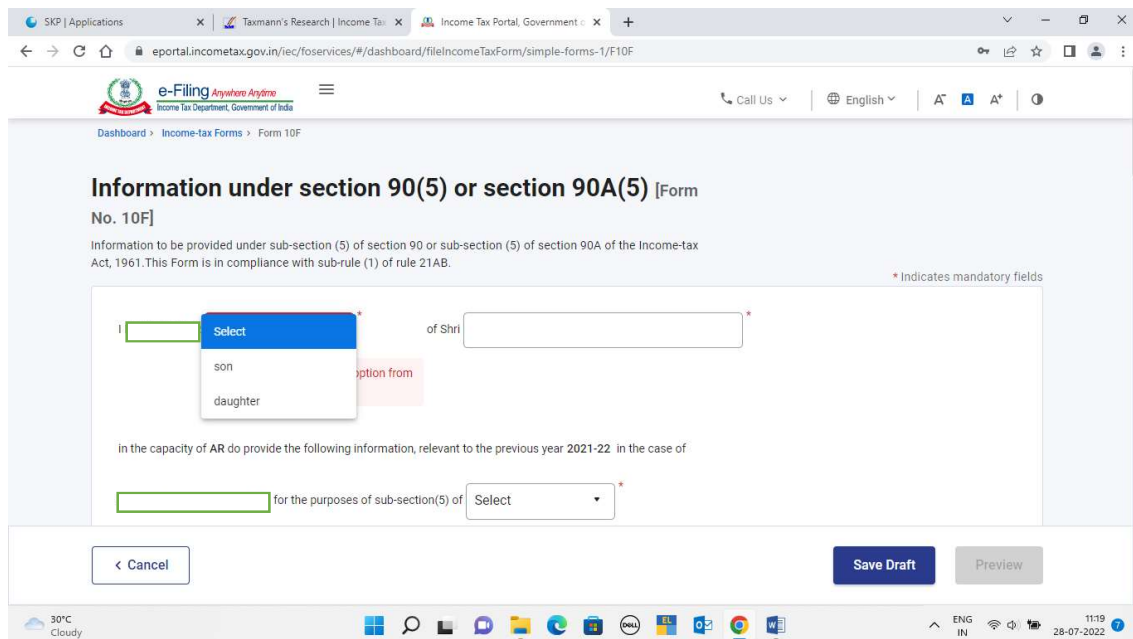
The screenshot shows the e-Filing portal interface for Form 10F, specifically the "InstructionScreen". The page title is "Information under section 90(5) or section 90A(5) [Form No. 10F]". Below the title, it states: "Information to be provided under sub-section (5) of section 90 or sub-section (5) of section 90A of the Income-tax Act, 1961." There is a "Let's Get Started" button. Below this, there are two sections: "Documents list to help you file faster" which lists "Tax Residence Certificate", and "Instructions" which lists "General Instructions" and "Things you should know before filing". The page also features a navigation bar with "e-Filing Anywhere Anytime" and "Income Tax Department, Government of India".

Further, before clicking on "Lets get started tab", please read the Instructions as well as things you should know before filing



Now, the form filing process shall start

Step 8: Request you to update the details of Authorised signatory for non-individual entities.



Step 9: From the dropdown select section under which Form 10F is to be obtained i.e. Section 90/Section 90A

The screenshot shows the 'e-Filing Anywhere Anytime' portal. The 'Nature of information' section is active. A dropdown menu is open, showing options for 'Section 90' and 'Section 90A'. An error message is displayed: 'Error: Please select an option from the drop down menu.' The status of the assessee is set to 'Company'. The system clock shows 11:20 on 28-07-2022.

Step 10: Further, request you to update the nature of information section. Please note status and PAN is already pre-filled

The screenshot shows the 'e-Filing Anywhere Anytime' portal. The 'Nature of information' section is active. The status of the assessee is set to 'Company'. The Permanent Account Number (PAN) is pre-filled. A dropdown menu is open for the country of incorporation or registration, showing the option 'Select'. The system clock shows 11:27 on 28-07-2022.

Step 11: In Point (iii) from the dropdown select country/territory of incorporation or registration

The screenshot shows the e-Filing portal interface. At the top, there are browser tabs for 'SKP | Applications', 'Taxmann's Research | Income Tax', and 'Income Tax Portal, Government of India'. The address bar shows the URL 'eportal.incometax.gov.in/fiec/foservices/#/dashboard/fileIncomeTaxForm/simple-forms-1/F10F'. The page header includes the e-Filing logo and 'Income Tax Department, Government of India'. Below the header, there are navigation options like 'Call Us', 'English', and font size controls. The main content area displays the following information:

- (i) Permanent Account Number: AAJCM2214Q
- (iii) Country or specified territory of incorporation or registration *
A dropdown menu is open, showing a list of countries and territories: Afghanistan, Aland Islands, Albania, Algeria, American Samoa, and Andorra.
- (iv) Specified territory of residence and if there is which the person is identified by the which the assessee claims to be a resident *
This field is currently empty.
- (v) Period for which the residential status as mentioned in the certificate referred to in sub-section (4) of section 90 or sub-section (4) of section 90A is applicable
From: 01-Apr-2021 to: 31-Mar-2022

At the bottom of the form, there are buttons for '< Cancel', 'Save Draft', and 'Preview'. The system tray at the bottom shows the date and time as 11:27 on 28-07-2022.

Step 12: In Point (iv), we have to now enter Tax Identification Number or a unique number from which tax payer is identified by the government of the country in which it is incorporated/registered as tax resident.

The screenshot shows the e-Filing portal interface. At the top, there are browser tabs for 'SKP | Applications', 'Taxmann's Research | Income Tax', and 'Income Tax Portal, Government of India'. The address bar shows the URL 'eportal.incometax.gov.in/fiec/foservices/#/dashboard/fileIncomeTaxForm/simple-forms-1/F10F'. The page header includes the e-Filing logo and 'Income Tax Department, Government of India'. Below the header, there are navigation options like 'Call Us', 'English', and font size controls. The main content area displays the following information:

- (iv) Assessee's tax identification number in the country or specified territory of residence and if there is no such number, then, a unique number on the basis of which the person is identified by the Government of the country or the specified territory of which the assessee claims to be a resident *
A text input field is provided for this information.
- (v) Period for which the residential status as mentioned in the certificate referred to in sub-section (4) of section 90 or sub-section (4) of section 90A is applicable
From: 01-Apr-2021 to: 31-Mar-2022
- (vi) Address of the assessee in the country or territory outside India during the period for which the certificate, mentioned in (v) above, is applicable
Country *
A dropdown menu is open, showing 'Select'.

At the bottom of the form, there are buttons for '< Cancel', 'Save Draft', and 'Preview'. The system tray at the bottom shows the date and time as 11:30 on 28-07-2022.

Step 13: In Point (v), select the period for which TRC is obtained and will be uploaded along the form

SKP | Applications | Taxmann's Research | Income Tax | Income Tax Portal, Government of India

eportal.incometax.gov.in/iec/foervices/#/dashboard/fileIncomeTaxForm/simple-forms-1/F10F

e-Filing Anywhere Anytime
Income Tax Department, Government of India

Government of the country or the specified territory of which the assessee claims to be a resident *

(v) Period for which the residential status as mentioned in the certificate referred to in sub-section (4) of section 90 or sub-section (4) of section 90A is applicable

From * 01-Apr-2021 to * 31-Mar-2022

(vi) Address of the assessee in the country or territory outside India during the period for which the certificate, mentioned in (v) above, is applicable

Country *
Select

Flat / Door / Building * Road / Street / Block / Sector

< Cancel Save Draft Preview

30°C Cloudy 11:33 28-07-2022

Step 14: In Point (vi), fill your address of the country/territory outside India during the period of TRC

SKP | Applications | Taxmann's Research | Income Tax | Income Tax Portal, Government of India

eportal.incometax.gov.in/iec/foervices/#/dashboard/fileIncomeTaxForm/simple-forms-1/F10F

e-Filing Anywhere Anytime
Income Tax Department, Government of India

(vi) Address of the assessee in the country or territory outside India during the period for which the certificate, mentioned in (v) above, is applicable

Country *
Select

Flat / Door / Building * Road / Street / Block / Sector

ZIP Code *

Post Office * Area / Locality *

< Cancel Save Draft Preview

30°C Cloudy 11:36 28-07-2022

SKP | Applications | Taxmann's Research | Income Tax | Income Tax Portal, Government of India

eportal.incometax.gov.in/iec/foervices/#/dashboard/fileIncomeTaxForm/simple-forms-1/F10F

e-Filing Anywhere Anytime
Income Tax Department, Government of India

Call Us | English | A+ | A- |

Post Office * Area / Locality *

District * State *

2. I have obtained a certificate referred to in sub-section (4) of section 90 or sub-section (4) of section 90A from the Government of

Name Permanent Account Number

Address

Country *

< Cancel Save Draft Preview

30°C Cloudy 11:36 28-07-2022

Step 15: In Point 2, fill the address of Government from whom TRC is obtained

SKP | Applications | Taxmann's Research | Income Tax | Income Tax Portal, Government of India

eportal.incometax.gov.in/iec/foervices/#/dashboard/fileIncomeTaxForm/simple-forms-1/F10F

e-Filing Anywhere Anytime
Income Tax Department, Government of India

Call Us | English | A+ | A- |

2. I have obtained a certificate referred to in sub-section (4) of section 90 or sub-section (4) of section 90A from the Government of

Name Permanent Account Number

Address

Country *

Flat / Door / Building * Road / Street / Block / Sector

PIN Code *

Post Office * Area / Locality *

< Cancel Save Draft Preview

30°C Cloudy 11:39 28-07-2022

The screenshot shows the e-Filing portal interface for filing an income tax return. The browser address bar displays the URL: `eportal.incometax.gov.in/iec/fooservices/#/dashboard/fileIncomeTaxForm/simple-forms-1/F10F`. The page header includes the e-Filing logo and navigation options like 'Call Us', 'English', and font size controls. The main form area contains several input fields: 'Flat / Door / Building *', 'Road / Street / Block / Sector', 'PIN Code *', 'Post Office *' (with a dropdown menu), 'Area / Locality *' (with a dropdown menu), 'District *' (with a dropdown menu), and 'State *' (with a dropdown menu). Below these fields is a 'Verification' section with a long text input area. At the bottom of the form, there are three buttons: '< Cancel', 'Save Draft', and 'Preview'. The system tray at the bottom shows the date as 28-07-2022 and time as 11:39.

Step 16: Lastly, the Verification needs to be provided and the TRC needs to be attached before submitting.

Please note the following points for the attachment to be uploaded:

1. Size of each attachment should not exceed 5MB.
2. All the attachments together cannot exceed 50MB.
3. All the attachments should be in pdf and zip format only.

This screenshot shows the 'Verification' section of the e-Filing portal. It features a checkbox with a green border and a text box containing the declaration: 'I do hereby declare that to the best of my knowledge and belief what is stated above is correct, complete and is truly stated.' Below this is the 'Tax residence certificate *' section with an 'Attach File' button. A blue note box contains the following instructions: '1. Size of each attachment should not exceed 5MB.', '2. All the attachments together cannot exceed 50MB.', and '3. All the attachments should be in pdf and zip format only.' At the bottom, there are input fields for 'IP Address' (with a green border), 'Place *', and 'Date' (pre-filled with '28-Jul-2022'). The same navigation buttons ('< Cancel', 'Save Draft', 'Preview') are present at the bottom of the form. The system tray shows the date as 28-07-2022 and time as 11:42.