1. <u>Due date of Filing of Income Tax Return</u>

SI No	Particulars	Due date
1.	For such corporate assessees which is required to furnish a report u/s 92E (transfer pricing) of the Income Tax Act, 1961	<u>30.11.2017</u>
2.	For all other Corporate assesses	<u>30.09.2017</u>
3.	For non corporate assessees, (Like Individual, Partnership Firm ,prop Firm) whose accounts are required to be audited under Income tax act.	<u>30.09.2017</u>
4.	For working partners of Partnership firms covered under sr no (3) above.	<u>30.09.2017</u>
5.	For any other assessees	<u>31.07.2017</u>

2. Late Fees for non Filing of Return within due date

SI No	Particulars	Late Fees
1.	Return is furnished after due date but on or before the 31st day of December of the assessment year.	5000/-
2.	Return is furnished after <u>31st December</u> of the assessment year.	10000/-

Note: In case of total income of the person does not exceed Rs 500000/-, the Late Fees payable shall be Rs. 1000/-

3. Aadhar Number is mandatory for filing of Income Return and data of PAN and Aadhar must be same and <u>if there is any mismatch of data between PAN and Aadhar, then PAN/Aadhar has to be rectified, before filing the return.</u>

4. Considering the above provision we request to provide the information for filing of Income tax return well in advance to avoid the last minute rush. If we will not get the information well in advance we will be unable to file the return within due date which may caused to late fees. Hence we request you to provide the information on or before <u>15th June 2017</u>, after that we will not be able to accept the same in any circumstances. Before sending the information please ensures the following:

(a) Bank statement/passbook of all bank account which you are maintaining is provided with complete entry.

- (b) Demat account statement with holdings.
- (c) Detailed account statement of trading account with the stock brokers.
- (d) Salary Certificate
- (e) Account wise details of Cash deposits from 09/11/2016 to 30/12/2016.

5. In case of corporate Assessee and other than corporate assessee (Where accounts are required to be audited) books of account should be made available for audit on or before 31^{st} July 2017.