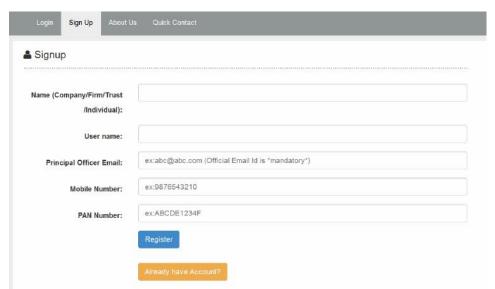## Quick Guide To Apply Online U/S 197

Visit **http://incometaxbengaluru.in/** choose **Online Services** and click on **Lower TDS Certificate U/S 197 OR** type **http://blrtds.in**

New Sign up

- Fill the form to register.

Note: Validation email , user id and password will be sent to regiser email id to process registeration sucessfully.

- Check inbox, Spam box and junk folder for Email.
- Incase of not received email, change of email id or any other request please contact ITOHQ.
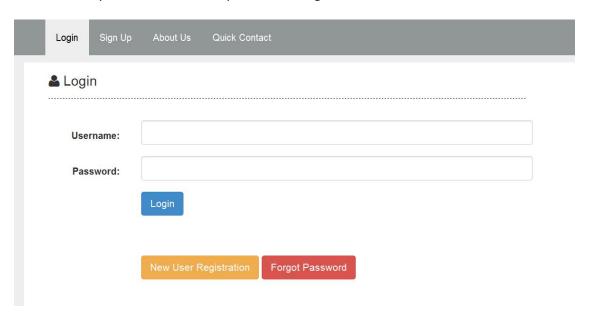
Forgot Password

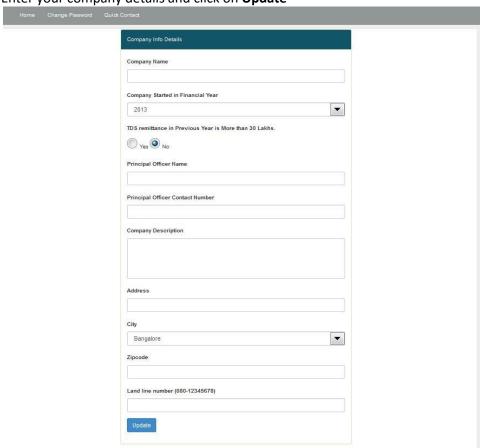1. Enter PAN number to get registered password.

Login

2. Enter your new user id and password to login

Enter your company details and click on **Update**
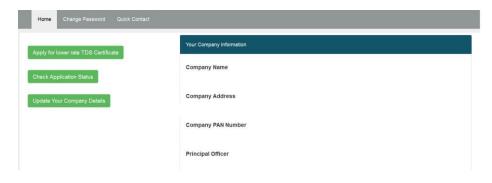

Home
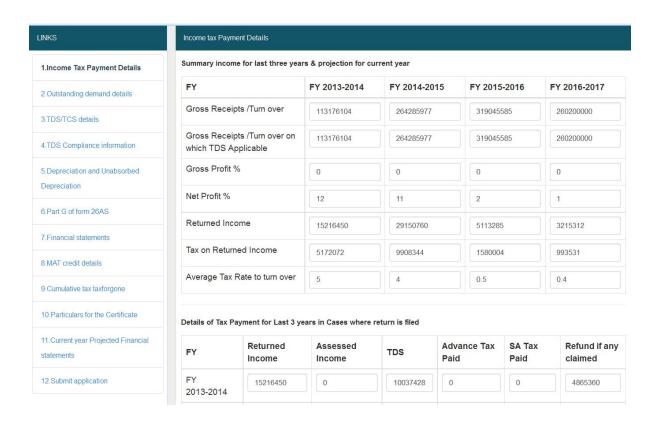
3. Click on Apply for Lower rate TDS Certificate.

1. Click on Income Tax Payment Details and enter the values.

2. Click on submit to Follow **Outstanding demand details**

3. Click on Submit to enter **TDS/TCS details**

4. Click on Submit to enter **TDS Compliance information**
Note: Files uploading maximum size is 2Mb only PDF format and excel format.

5. Click on Submit to enter **Depreciation and Unabsorbed Depreciation**

6. Click on Submit to enter **Part G of form 26A**
Note: Files uploading maximum size is 2Mb only PDF format and excel format.

7. Click on Submit to enter **Financial Statements**
Note: Files uploading maximum size is 2Mb only PDF format and excel format.

8. Click on Submit to enter **Mat Credit Details**

9. Click on Submit to enter **Cumulative Tax forgone**

Note : From Point 9 " **Cumulative Tax forgone**" everything is mandatory to be filled else application will be rejected.

10. Click on Submit to enter **Particulars for the certificate**

Note : From Point 10 " **Particulars for the certificate** " everything is mandatory to be filled else application will be rejected.

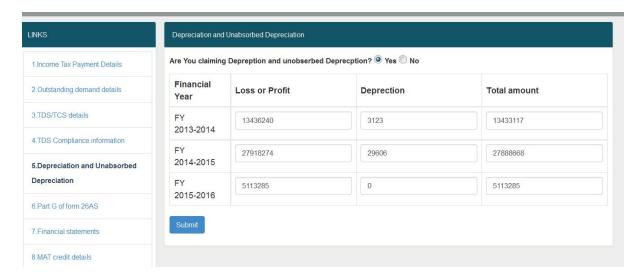**Note :** If **Particulars for the certificate** are more than 5 parties, would ask to download file in excel.
- If Projected amount is not matching application will not be allowed to upload documents.
- Before uploading "**excel**" please check there should not be any formulas, Symbols or macro values.

- Don't edit excel default value, like font, system generated data's else application will not be allowed to upload.

11. Click on Submit to enter **Current Year Projected Financial Statements**
Note: Files uploading maximum size is 2Mb only PDF format and excel format.

| | LINKS | Current year Projected Financial statements | | |

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LINKS

1.Income Tax Payment Details

2.Outstanding demand details

3.TDS/TCS details

4.TDS Compliance information

5.Depreciation and Unabsorbed Depreciation

6.Part G of form 26AS

Current year Projected Financial statements

Please Upload documents for current financial year

SI no	Documents	2016-2017
1	Projected Balance Sheet	Browse... No file selected.
1	Income and Mat Computation	Browse... No file selected.

Submit

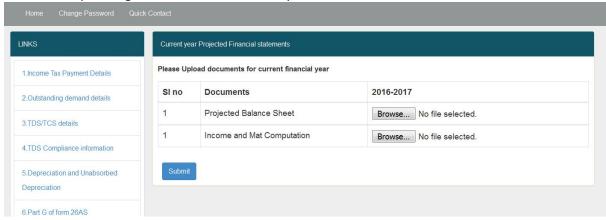**Note :** From Point 11 " **Current Year Projected Financial Statements**" everything is mandatory to be filled else application will be rejected.

12. Click Submit for approval
Will generate Reference Number take print of the form and submit it to TDS Office

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LINKS

1.Income Tax Payment Details

2.Outstanding demand details

3.TDS/TCS details

4.TDS Compliance information

5.Depreciation and Unabsorbed

Submit application

Comments

Submit for approval

Click Update status

- Any point of time assesses application can be withdrawn by clicking on the option.
- Print here icon to print the application form which was filled to submit in TDS office
- Status Shows Icon current status of the application.

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LINKS

1.Check refrence

Refrence Number Status

SI.No	Refrence Number	Status	Print	Withdraw
1	2016780	Inprogress	Print here	Withdraw

click on **Update your Company** details

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Company Info Details

Company Name

[   ]

Company Started in Financial Year

[2013   ▼]

TDS remittance in Previous Year is More than 30 Lakhs.

○ Yes   ◉ No

Principal Officer Name

[   ]

Principal Officer Contact Number

[   ]

Company Description

[   ]

Address

[   ]

City

[Bangalore   ▼]

Zipcode

[   ]

Land line number (080-12345678)

[   ]

[Update]

Change password

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🔒 Change Password

Password: [••••••]

Confirm Password: [   ]

[Update]

Quick contact

- Only technical quires please do fill this form.

Note : Other Quires will not be encouraged.

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Any Quries ❓

Your Phone:

Your Email:

Message:

Send