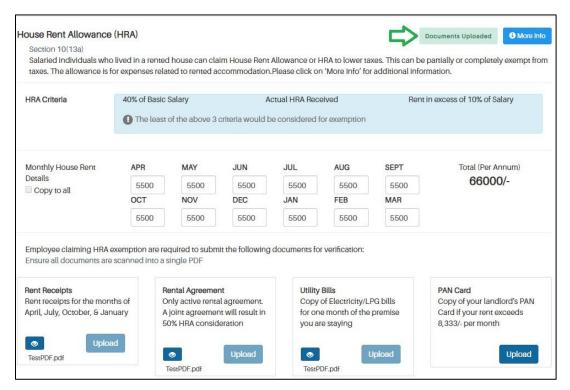
## **Steps for the Tax declaration Window**

- Step 1. Login to Nucleus and navigate to More => Tax declaration Module
- Step 2. Navigate to respective declaration types to enter the details.

Enter the amount and upload the mandatory document (.pdf) and Save the details. Multiple pages or documents for each section, should be scanned to a single PDF file.

Note: PDF size should not be more than 10 MB

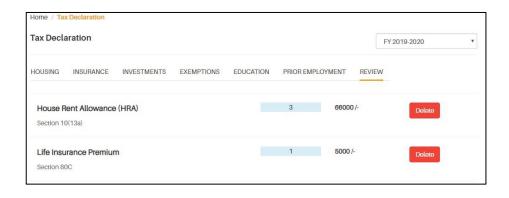
If any corrections required, delete the existing and re-enter the details and click on update button .



If all mandatory details are filled and updated, status will be shown as "**Documents Uploaded**" for respective category as in below screen.



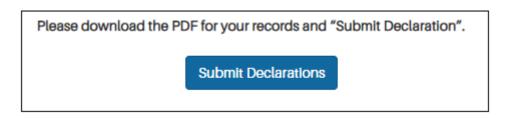
Step 3. Once all the tax details are declared, navigate to **Review** tab and verify the declared amount and number of documents uploaded for each declaration.



Step 4. If all the declarations are correct & click on the "**Download PDF**" button to download the declaration.



Step 5: After **Download PDF** Click on **Submit Declarations** Button.



After submitting, user can see the status of declaration as **Pending**.



Before **Submit Declarations** if any changes are required, delete the relevant updated declaration, and reenter details and follow the above procedure to submit again.



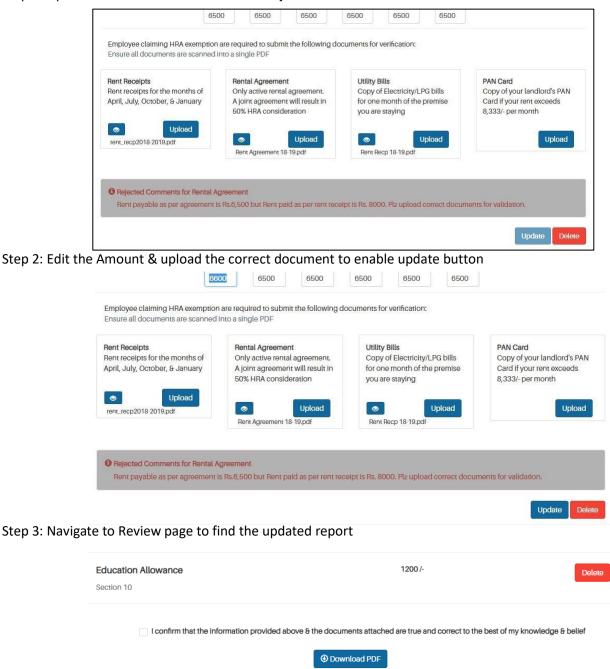
Once declaration is approved/rejected, status will be shown under Review tab as in above screen.

## Note:

- 1. If documents are rejected, you can resubmit document when the Correction window opens.
- 2. Email communicating the declaration status will be sent to respective user after all the documents are reviewed.
- 3. For any queries contact <a href="mailto:investmentproofs@thbs.com">investmentproofs@thbs.com</a>

## **Steps for the Correction Window**

Step 1: Update button will be disabled after Rejection.



Step 4: Download the report document to submit the Declaration

I confirm that the information provided above & the documents attached are true and correct to the best of my knowledge & belief

Download PDF

Please download the PDF for your records and "Submit Declaration".

## Step 5: Submit Declaration button will be enabled for submitting your declaration.

🗾 I confirm that the information provided above & the documents attached are true and correct to the best of my knowledge & belief

① Download PDF

Please download the PDF for your records and "Submit Declaration".

Submit Declarations

Note: Again to update corrections, please start the same process from step 1