

STEP 01

Log on to [My HCL](#) and go to [My Transactions > HR > IT Declaration](#).



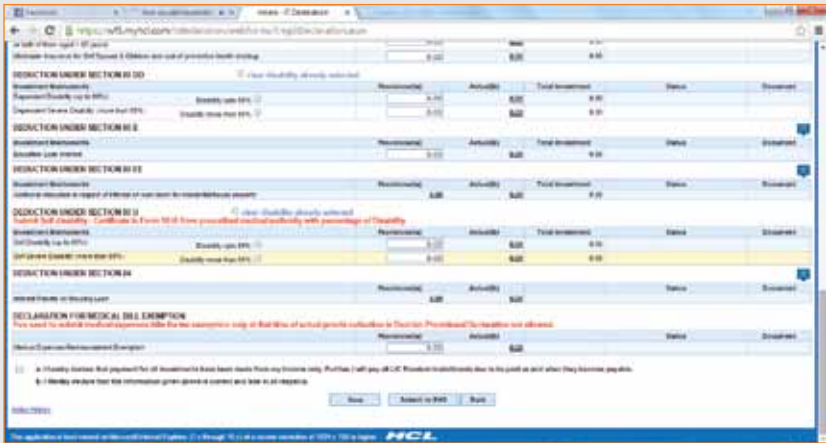
STEP 02

Make actual/provisional declarations for your savings and investments under respective heads. To make actual declarations, click on the hyperlinks under [Actual\(b\)](#), and click on [Add](#) once done. For help, go to [Help > Tax Awareness](#), or click on the question mark on top of each section for guidance.



STEP 03

Once you have filled in all the relevant sections, accept the declarations below, click on [Save](#) and then [Submit to EHS](#).



Things to Remember

- The amount in the actual declaration can be submitted as and when you have the proof/s and have to be sent to EHS for approval.
- Submit your declarations between the 1st and the 18th of any month for consideration in the same month's payroll.