

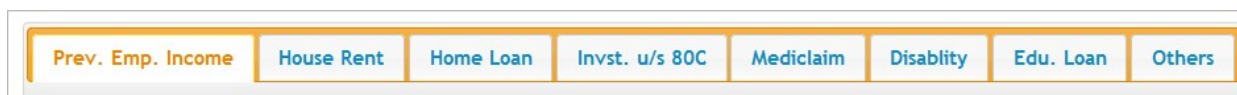
Guidelines / Instructions For Tax Confirmation Form


1. Proof Submission Window:

- The proof submission window refers to the period during which you may submit your investment proof details.
- Please ensure you "SUBMIT" your proof submission before the cut-off date.

2. Sections:

- Please go through the various sections available in the submission page. E.g "HRA" is one section and "Invst. u/s 80C" is another section.






- You will find notes, relevant documents to be submitted and self-declarations relevant to each section. A self-declaration is indicated by the icon and becomes mandatory only if the relevant details are entered by you. You need to tick the checkbox against the relevant self-declarations are acceptance of the same.
- Always use the  or button before navigating from one section to next section. You will lose entered data if it is not saved.

3. Tabular/Grid Entry:

- Within certain sections you will find tables (grids) for entry multiple line items like this.



- You are required to click the "Add"  button to add a row for entry. After each row's details are entered please click on "tick mark"  to save the row, or "Cross Mark"  to cancel the entry.

4. Preview and Submission of the form:

- Once you have completed the entry of details on the form, you may preview your submission by clicking on "Preview"
- If you are satisfied with the details entered and have reviewed your submission you may commit the form for final submission by clicking "Submit"
- DO NOT CLICK on "Submit" , if you wish to re-visit the form and enter further details at a later date, but before the cut-off date of the submission window.
- Once the form is submitted it cannot be edited again during the proof submission window.

5. Projected Investments:

- Projected investments refer to all investment values for which proofs are not immediately available but would be made later in this financial year.
- Based on company policy, projection of investment to be made will necessarily need to be accompanied by a self-declaration. Please tick the check box against the self-declaration in the preview page.
- To indicate that a particular investment value is a projection, use the drop down menu

