



DBQ TECHNOLOGIES EMPLOYEE PORTAL

THIS COMMUNICATION IS MEANT FOR ALL EMPLOYEES GLOBALLY WHO RECEIVED SALARY FROM INDIA PAYROLL DURING THE PERIOD 01 APRIL 2012 TO 31 MARCH 2013

Dear Colleagues,

We are providing digitally signed Form 16 for the Financial Year 2012-2013. As per circular issued from CBDT dated 19th Feb 2013 Form-16 now is getting issued in two parts, Part-A and Part-B.

Part-A is downloaded from Income Tax Department's Portal called TDS Reconciliation Analysis and Correction Enabling System or TRACES. Part A is applicable only for those whose tax has been deducted during the period April 2012- March 2013. Hence where no tax has been deducted during this period, then there will be no Part-A applicable.

The Name and Address appearing in Part-A is as per your records with Income Tax Department. This is usually provided by individuals at the time of filing for PAN application and / or Tax Return. Hence, for any discrepancy you need to get it rectified directly from IT Department.



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Part-B is issued by employer containing details of taxable income paid to the employee, investments made by employee, income tax thereon as per payroll system records, PAN declared by employees which also appears on your payslip every month.

The below mentioned forms will be sent to you in the email apart from this launch mailer.

1. Form 16 Part-A (downloaded from TRACES Portal and digitally signed),
2. Form 16 Part-B (digitally signed), and
3. Form 12BA (digitally signed),

For any queries related to Form 16, please log SSD to EHS, Request Type “Form 16 Queries”. For resigned employees we will send Form 16 (Part-A and Part-B) to their personal mail id’s directly as have been updated by the employees at the time of leaving the Company.

FAQ’s for Digitally Signed Form 16 are provided below: -

Q1: What is the meaning of digital signature?

A1: A digital signature is an electronic signature that can be used to authenticate the identity of the sender of a message or the signer of a document, and to ensure that the original content of the message or document that has been sent is unchanged. Digital signatures take the concept of traditional paper-based signing and turn it into an electronic “fingerprint.” This “fingerprint,” or coded message, is unique to both the document and the signer and binds both of them together.

“Digital Signature” means authentication of any electronic record by a subscriber by means of an electronic method or procedure in accordance with the provisions of Information Technology Act 2000.



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Annexure to Part-B will not carry the digital signature.

Q2: Are physical signatures not required in Form 16?

A2: Both handwritten and digital signatures (standard electronic signatures) are legally-binding, Digital signatures ensure non-repudiation of documents. For example, any changes made to an electronically signed document are clearly indicated and will immediately invalidate the signature, thereby protecting against forgery/ unauthorized modification.

Q3: If the Form 16 is required by banks, what should I do?

A4: Form 16's could be forwarded to the banks electronically in emails.

Q4. Does DBQ facilitate filing my tax return?

A5. Yes; the details will be communicated by DBQ TODAY mailers in due course of time.

Q5. Should I attach my Form 16 with income tax return.

A6. For the filing of Income Tax Return it is not required to submit the Form 16 physical copies. If the assessing officer asks for a copy you can submit Form 16 Part -A and Part-B and Form 12BA.

Q6: How do I check the authenticity of digital signature?

A7: Please see below the steps for digital signature validation

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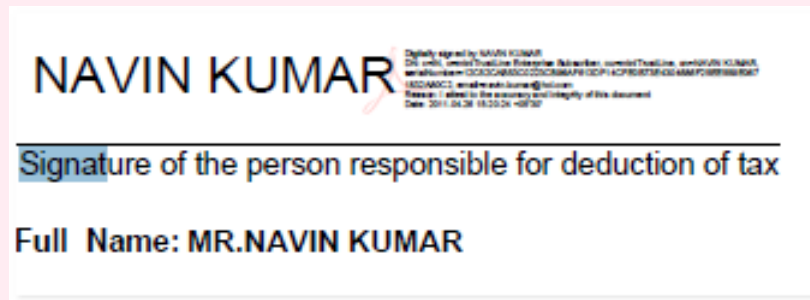
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Procedure for validating digital signature:

- 1) Click on digital signature in your Form 16 (Part-A and Part-B). Please note the validation process required to be done only once. Once it is done and again you want to see validity skip steps 3,4,5,6,7 and go directly to step 8 tick validate signature.



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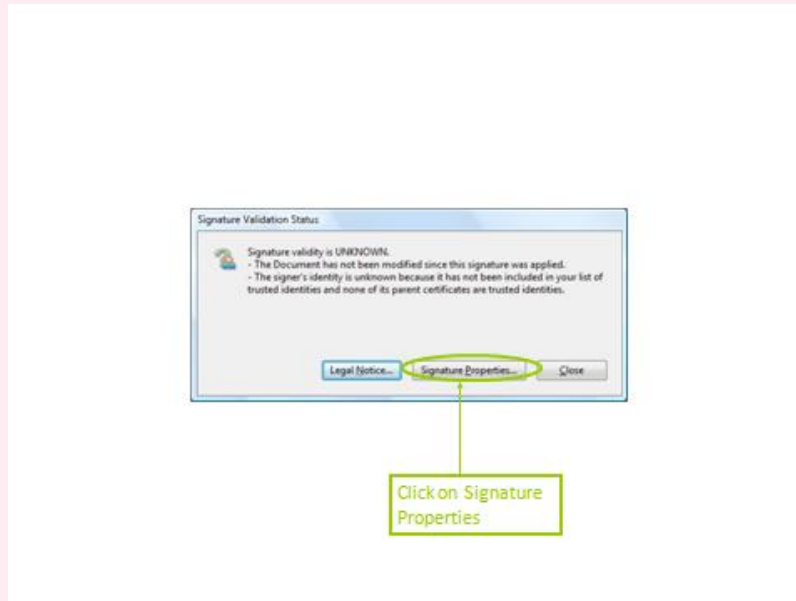


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2) Click on the tab "Signature Properties" as below:



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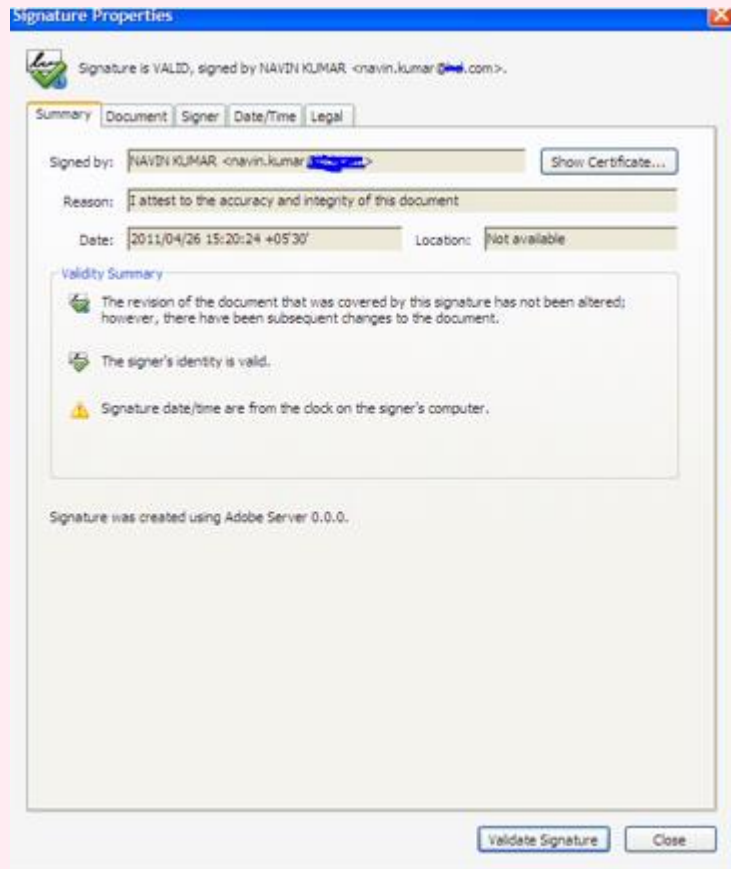


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3) Click on the tab “Show Certificate”



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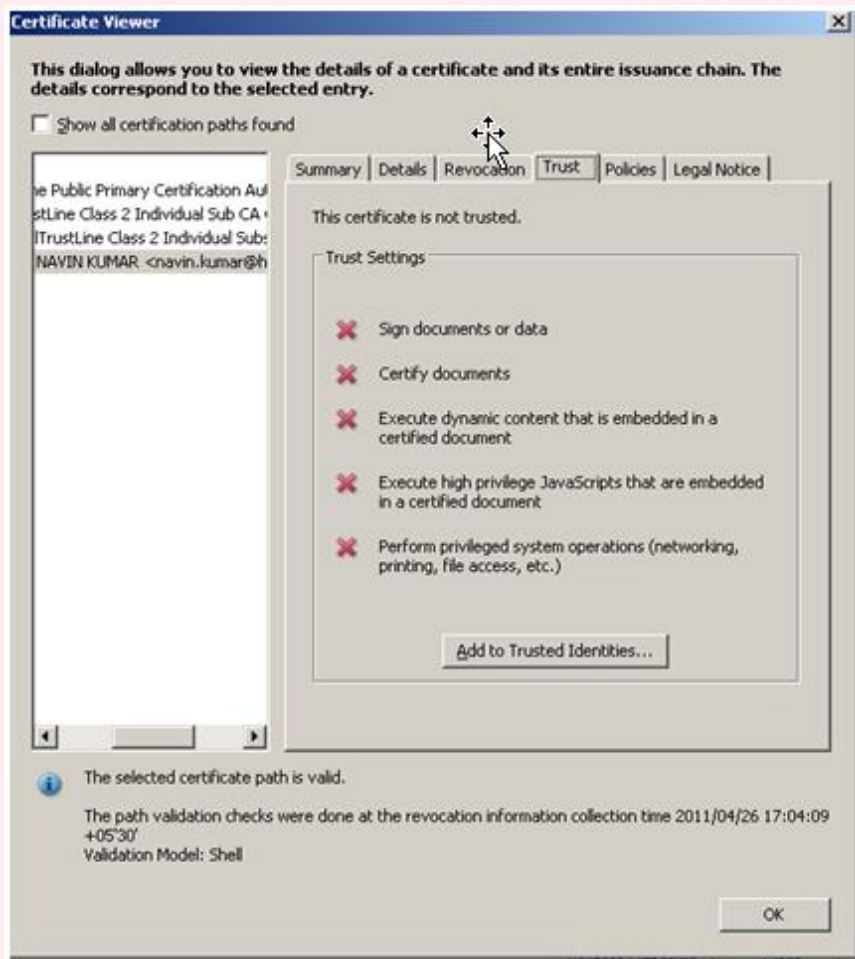


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4) Click on the tab “Trust”



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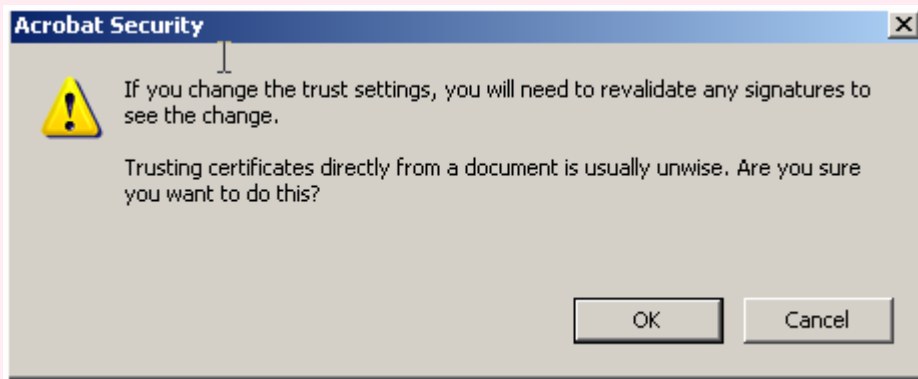


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5) Click on “Add to Trusted Identities”-

Please note that the button Add to Trusted entities will be enabled only during the first time you validate the signature. Thereafter it will be disabled

6)Click “OK”



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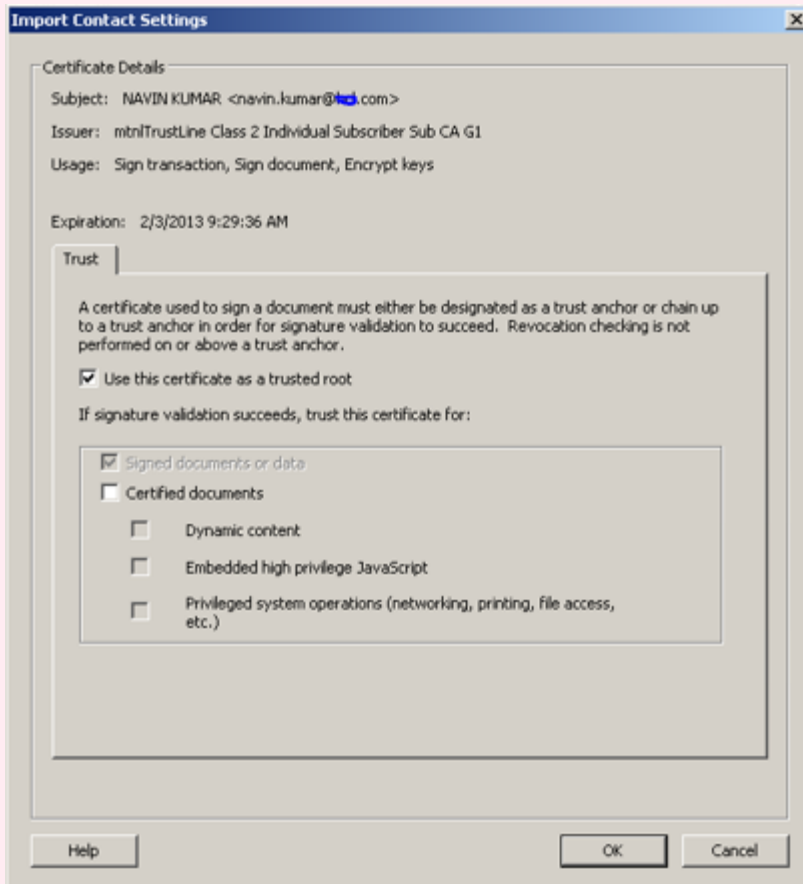


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7) Click “OK”



8) Click on the tab “Validate Signature”



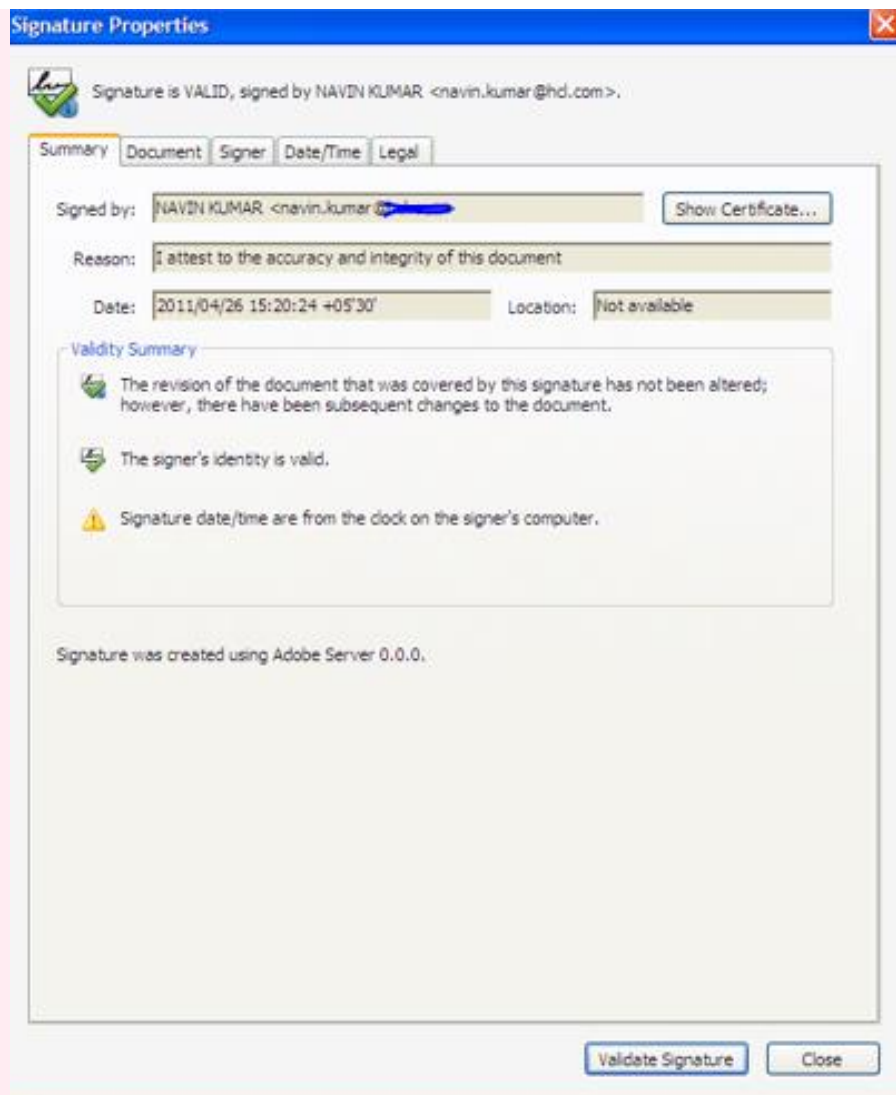
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See the Note on top of screenshot above (Signature Properties) where green pen is appearing showing that the signature is valid



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General Information:

Income Tax Return Changes for FY 2012-13

1) Filing ITR online is now mandatory for those with total income above Rs 5 Lakh.

This can be verified in Rule No 12. (www.Incometaxindia.gov.in>Tax Law and rules>Acts>Income Tax Rules>Rule no 12)

2) Filing ITR online is now mandatory for individuals having assets located outside India. They will have to furnish the details in ITR-2. (www.Incometaxindia.gov.in>Tax Law and rules>Acts>Income Tax Rules>Rule no 12).

The last date for filing of IT return is 31st July 2013 as per the information available at the time of sending this document.

Warm Regards,

EHS Team



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