Client Master Screen

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name Middle Name Last Name

Fathers Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name Middle Name Last Name

Group

Category Individual/HUF/LLP/Partnership Firm/Company/Trust/

Co-operative Society

PAN No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Attachment Link

Photo Attachment Link

Specimen Signature Attachment Link

TAN No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Aadhar No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Attachment Link

Passport No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DIN No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Carrying on Business Yes/No

If Yes

GST No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ w.e.f. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Attachment Link

Udyam Cert No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ w.e.f. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Attachment Link

Gumasta No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ w.e.f. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Attachment Link

IEC No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ w.e.f. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Attachment Link

Food License No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ w.e.f. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Attachment Link

NSIC No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ w.e.f. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ROF Reg No

CIN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LLPIN No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Task Opted

Income Tax Return GST Return TDS Return Professional Tax Return

Income Tax Audit Company Audit LLP Audit Society Audit Trust Audit

GST Annual Return GST Reconciliation

DIN E-KYC MGT 7/MGT 7A AOC 4 DPT 3

Internal Audit Monthly Accounting

Passwords

|  |  |  |
| --- | --- | --- |
| Particulars | User ID | Passwords |
| Traces Portal |  |  |
| Income Tax Portal |  |  |
| GST Portal |  |  |
| MahaGST Portal |  |  |
| ROF Portal |  |  |
| Food License Portal |  |  |
| E-Way Bill Portal |  |  |
| E-Invoice Portal |  |  |
|  |  |  |

DSC Validity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Master

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fathers Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Category Data Entry/Admin/Supervisor

Rights Allowed

Access to

DSC Register

GST 3B Register

GST 1 Register

Income Tax Return Register

TDS Return Register

Task Create Screen

Name of Task : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Law Applicable : Income Tax / GST / Company Law/ LLP/ Partnership Act

Regular/ One Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If Regular, Periodicity : Annually/Half Yearly/Quarterly/Monthly