

**FORM NO. 16**

[See rule 31(1)(a)]

**PART A**

Certificate under Section 203 of the Income-tax Act, 1961 for tax deducted at source on salary

Certificate No. VLBSKHH	Last updated on 21-May-2014
Name and address of the Employer	Name and address of the Employee
CVENT INDIA PRIVATE LIMITED H-89, Nariana vihar - 110028 Delhi +(91)124-4263654 PayrollIndia@cvent.com	AMIT KEJRIWAL P 30 BLOCK B, LAKE TOWN, KOLKATA - 700089 West Bengal

PAN of the Deductor	TAN of the Deductor	PAN of the Employee	Employee Reference No. provided by the Employer (If available)
AACCC7670F	DELC08753D	BBOPK9690L	

CIT (TDS)	Assessment Year	Period with the Employer
The Commissioner of Income Tax (TDS) Aayakar Bhawan, District Centre, 6th Floor Room no 610, Hall no. 4, Luxmi Nagar, Delhi - 110092	2014-15	From 01-Apr-2013 To 31-Mar-2014

**Summary of amount paid/credited and tax deducted at source thereon in respect of the employee**

Quarter(s)	Receipt Numbers of original quarterly statements of TDS under sub-section (3) of Section 200	Amount paid/credited	Amount of tax deducted (Rs.)	Amount of tax deposited / remitted (Rs.)
Q4	QQPEAWHD	146775.00	0.00	0.00
<b>Total (Rs.)</b>		<b>146775.00</b>	<b>0.00</b>	<b>0.00</b>

**I. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH BOOK ADJUSTMENT**

(The deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)

Sl. No.	Tax Deposited in respect of the deductee (Rs.)	Book Identification Number (BIN)			
		Receipt Numbers of Form No. 24G	DDO serial number in Form no. 24G	Date of transfer voucher (dd/mm/yyyy)	Status of matching with Form no. 24G
<b>Total (Rs.)</b>					

**II. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH CHALLAN**

(The deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)

Sl. No.	Tax Deposited in respect of the deductee (Rs.)	Challan Identification Number (CIN)			
		BSR Code of the Bank Branch	Date on which Tax deposited (dd/mm/yyyy)	Challan Serial Number	Status of matching with OLTAS*
1	0.00	-	28-04-2014	-	F
<b>Total (Rs.)</b>	<b>0.00</b>				

**Verification**

I, VARUN SAREEN, son / daughter of KRISHAN KUMAR SAREEN working in the capacity of CONTROLLER (designation) do hereby certify that a sum of Rs. 0.00 [Rs. Zero Only (in words)] has been deducted and a sum of Rs. 0.00 [Rs. Zero Only] has been deposited to the credit of the Central Government. I further certify that the information given above is true, complete and correct and is based on the books of account, documents, TDS statements, TDS deposited and other available records.

Place	NEW DELHI	(Signature of person responsible for deduction of Tax)
Date	26-May-2014	
Designation: CONTROLLER		Full Name: VARUN SAREEN

**Notes:**

1. Part B (Annexure) of the certificate in Form No.16 shall be issued by the employer.
2. If an assessee is employed under one employer during the year, Part 'A' of the certificate in Form No.16 issued for the quarter ending on 31st March of the financial year shall contain the details of tax deducted and deposited for all the quarters of the financial year.
3. If an assessee is employed under more than one employer during the year, each of the employers shall issue Part A of the certificate in Form No.16 pertaining to the period for which such assessee was employed with each of the employers. Part B (Annexure) of the certificate in Form No. 16 may be issued by each of the employers or the last employer at the option of the assessee.
4. To update PAN details in Income Tax Department database, apply for 'PAN change request' through NSDL or UTITSL.

**Legend used in Form 16****\* Status of matching with OLTAS**

Legend	Description	Definition
U	Unmatched	Deductors have not deposited taxes or have furnished incorrect particulars of tax payment. Final credit will be reflected only when payment details in bank match with details of deposit in TDS / TCS statement
P	Provisional	Provisional tax credit is effected only for TDS / TCS Statements filed by Government deductors. "P" status will be changed to Final (F) on verification of payment details submitted by Pay and Accounts Officer (PAO)
F	Final	In case of non-government deductors, payment details of TDS / TCS deposited in bank by deductor have matched with the payment details mentioned in the TDS / TCS statement filed by the deductors. In case of government deductors, details of TDS / TCS booked in Government account have been verified by Pay & Accounts Officer (PAO)
O	Overbooked	Payment details of TDS / TCS deposited in bank by deductor have matched with details mentioned in the TDS / TCS statement but the amount is over claimed in the statement. Final (F) credit will be reflected only when deductor reduces claimed amount in the statement or makes new payment for excess amount claimed in the statement

Cvent India Private Limited

Form 16

Employee Name	Amit Kejriwal
Employee Pan	BBOPK9690L
Employee Designation	Team Leader
Financial Year	2013-2014
Name of Signatory	Varun Sareen
Designation of Signatory	Finance Director

Digitally Signed Form 16

This form has been signed and certified using Digital Signature Certificate as specifid under section 119 of the Income Tax Act, 1961 Please refer Circular No.2/2007 ,dated 21-05-2007.

The Digital Signature of the signatory has been affixed in the box provided below. To see the details and validate the signature, you should click on the box.



ANNEXURE TO FORM 16

Description	Gross Amount	Exempted	Taxable
Basic	73387.00	0.00	73387.00
HRA	36694.00	0.00	36694.00
Medical	1048.00	0.00	1048.00
Special Allowance	11323.00	0.00	11323.00
Telephone Reim	839.00	0.00	839.00
Uniform Allow	1677.00	0.00	1677.00
Prof subs	839.00	0.00	839.00
Car Repair and Maint	12581.00	0.00	12581.00
Driver's Salary	8387.00	0.00	8387.00
Total	146775.00	0.00	146775.00

PART B (Annexure)

Details of Salary paid and any other income and tax deducted

1. Gross Salary			
(a) Salary as per provisions contained in Sec 17(1)	Rs. 146775.00		
(b) Value of perquisites Under Section 17(2) (as Per Form No.12 BA, whenever applicable)	Rs. 0.00		
(c) Profits in lieu of salary Under Section 17(3) (as per Form No.12BA, wherever applicable)	Rs. 0.00		
(d) Salary from previous employer	Rs. 0.00		
(e) Total		Rs. 146775.00	
2. Less: Allowance to the extent Exempt under Section 10			
Allowance			
3. Balance (1-2)		Rs. 146775.00	
4. Deductions:			
(a) Entertainment Allowance	Rs. 0.00		
(b) Tax on Employment	Rs. 0.00		
(c) Tax on Employment (Previous Employer)	Rs. 0.00		
5. Aggregate of 4 (a) , (b) and (c)		Rs. 0.00	
6. Income Chargeable under the head 'Salaries' (3-5)			Rs. 146775.00
7. Add: Any other Income reported by the employee			Rs. 0.00
8. Gross total income (6 + 7)			Rs. 146775.00
9. Deductions under Chapter VI-A			
(A) Sections 80C, 80CCC and 80CCD		Gross amount	Deductible amount
(a) Under 80C			
(i) Provident Fund	Rs. 780.00	Rs. 780.00	Rs. 780.00
Note: 1.Aggregate amount deductible under sections 80C, 80CCC and 80CCD(1), shall not exceed one lakh rupees.			

(B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A.	Gross amount	Qualifying amount	Deductible amount
10. Aggregate of deductible amount under Chapter VI-A			Rs. 780.00
11. Total income (8-10)			Rs. 145995.00
12. Tax on Total income			Rs. 0.00
13. Tax Rebate u/s 87a			Rs. 0.00
14. Net Tax (12 - 13)			Rs. 0.00
15. Surcharge			Rs. 0.00
16. Education Cess @ 3% on (tax at S.No. 14 and 15)			Rs. 0.00
17. Tax payable (14 + 15 + 16)			Rs. 0.00
18. Relief under section 89 (attach details)			Rs. 0.00
19. Tax payable (17 -18)			Rs. 0.00

Verification		
I, <b>Varun Sareen</b> son of <b>Krishan Kumar Sareen</b> working in the capacity of <b>Finance Director</b> do hereby certify that the information given above is true, complete and correct and is based on the books of account, documents, TDS statements, and other available records.		
Place	DELHI	
Date	26 May 2014	
		(Signature of person responsible for deduction of tax)
Designation: Finance Director		Full Name: Varun Sareen

FORM NO. 12BA  
[See rule 26A(2)(b)]

Statement showing particulars of perquisites, other fringe benefits or amenities and profits in lieu of salary with value thereof

1. Name and address of the Employer

:

Cvent India Private Limited  
H-89  
Nariana vihar  
DELHI, DELHI - 110028  
DELCO8753D
2. TAN

:
3. TDS Assessment Range of the Employer

:
4. Name Designation and PAN of Employee

:

Amit Kejriwal , Team Leader  
BBOPK9690L
5. Is the employee a director or a person with Substantial interest in the company (where the employer is a company)

:

No
6. Income under the head 'Salaries' of the Employee: (other than from perquisites)

:

146775.00
7. Financial year

:

2013 - 2014
8. Valuation of Perquisites

:

S. No.	Name of perquisites (See rule 3)	Value of perquisite as per rules(Rs.)	Amount, if any, recovered from the employee (Rs.)	Amount of perquisite chargeable to tax [Col(3)-Col(4)](Rs.)
(1)	(2)	(3)	(4)	(5)
1	Car Perquisite	0.00	0.00	0.00
2	CLA - Accomodation	0.00	0.00	0.00
3	Excess Interest Credited	0.00	0.00	0.00
4	Free Education	0.00	0.00	0.00
5	Gas, Electricity, Water	0.00	0.00	0.00
6	Gifts, Vouchers etc	0.00	0.00	0.00
7	Interest free or concessional Loans	0.00	0.00	0.00
8	PF in excess of 12%	0.00	0.00	0.00
9	Remuneration paid on behalf of employee	0.00	0.00	0.00
10	Stock Options	0.00	0.00	0.00
11	Superannuation Perq	0.00	0.00	0.00
12	Sweeper, Gardener, Watchman, Personal Attendant	0.00	0.00	0.00
13	Transfer of assets to employees	0.00	0.00	0.00
14	Use of movable assets by employees	0.00	0.00	0.00
15	Value of Other Benefit/Amenity/Service/Privilege	0.00	0.00	0.00
16	Lunch Allowance	0.00	0.00	0.00
17	Gain on ESOP	0.00	0.00	0.00
18	Total value of perquisites	0.00	0.00	0.00
19	Total value of profits in lieu of salary as per section 17(3)	0.00	0.00	0.00

9. Details of tax -
- (a) Tax deducted from salary of the employee under sec. 192(1)

Rs. 0.00
- (b) Tax paid by employer on behalf of the employee under section 192(1A)

Rs. 0.00
- (c) Total tax paid

Rs. 0.00
- (d) Date of payment into Government treasury

Various Dates as mentioned on Page 2 of the Form 16

DECLARATION BY EMPLOYER

I, **Varun Sareen**, son of Krishan Kumar Sareen working as **Finance Director** do hereby declare on behalf of Cvent India Private Limited that the information given above is based on the books of account, documents and other relevant records or information available with us and the details of value of each such perquisite are in accordance with section 17 and rules framed there under and that such information is true and correct.

Further a **sum of Rs. 0.00 [Rupees Zero Only]** has been deducted by the previous employer and is based on the declaration given by the employee.

Place : DELHI

Date : 26 May 2014

Signature of the person responsible for deduction of tax

Full Name : Varun Sareen

Designation: Finance Director