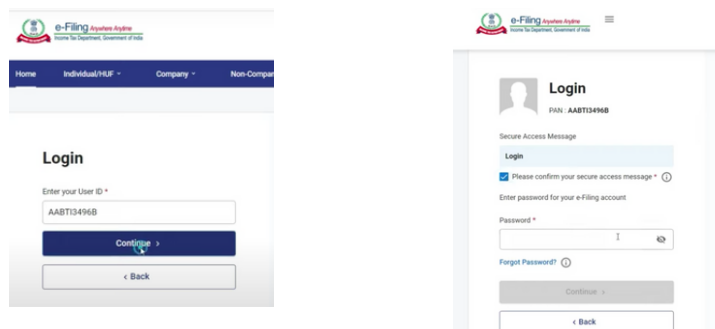
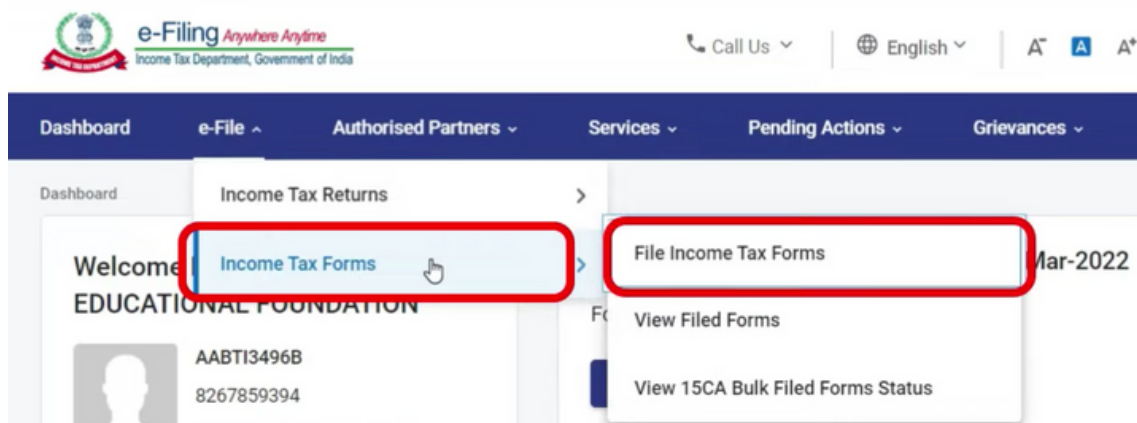


How to upload Form 10BD on Income Tax website

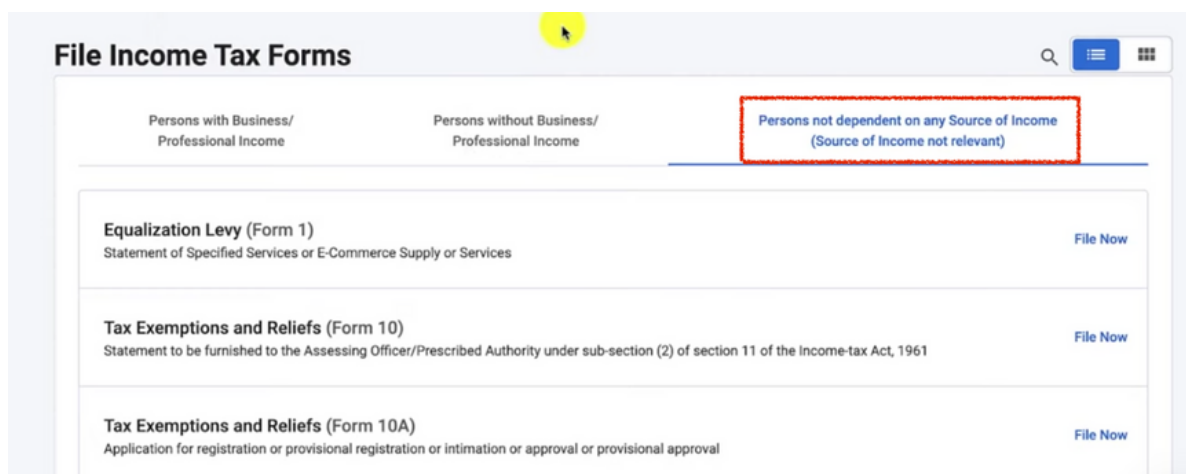
1. Log into the Income Tax website



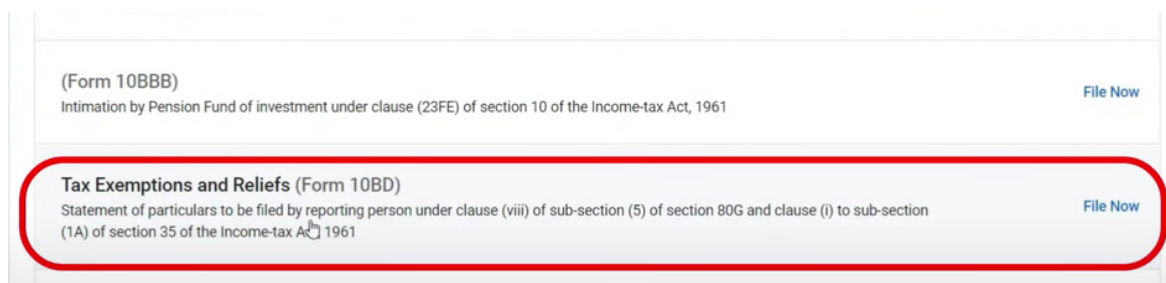
2. Under e-File select Income Tax Forms click on File Income Tax Forms



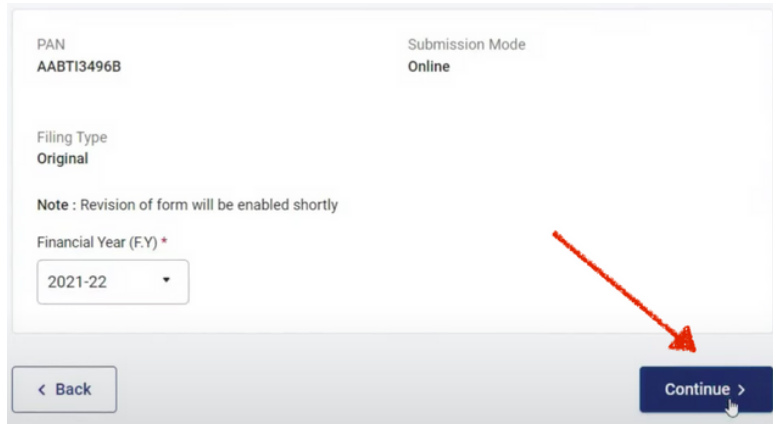
3. Choose type 3 - Persons not dependent on any Source of Income (Source of Income not relevant)



4. Scroll down to find Form 10BD and click on File Now



5. Select Financial Year **21-22** & click **Continue**



PAN
AABTI3496B

Submission Mode
Online

Filing Type
Original

Note : Revision of form will be enabled shortly

Financial Year (F.Y) *

2021-22

< Back

Continue >

6. In **File Statement** click **Provide Details**



Dashboard > e-File > Authorised Partners > Services > Pending Actions > Grievances > Help

Session Time 8 : 9 : 52

Dashboard > Income-tax Forms > Pre ARN's

Statement of particulars to be filed by reporting person u/s 80G(5)/35(1A)(i) [Form No. 10BD]

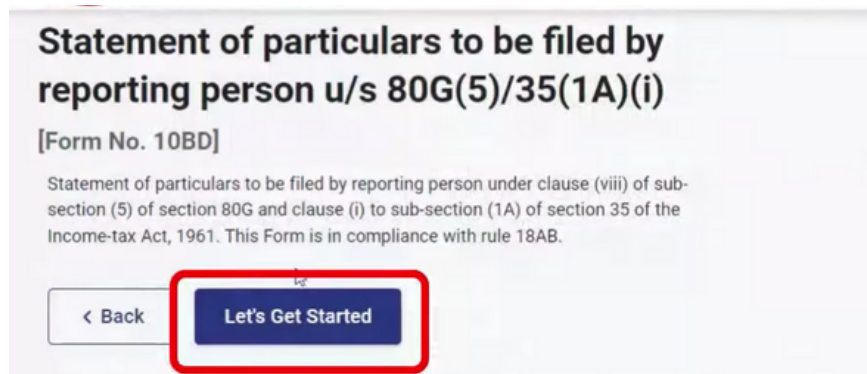
Statement of particulars to be filed by reporting person under clause (viii) of sub-section (5) of section 80G and clause (i) to sub-section (1A) of section 35 of the Income-tax Act, 1961. This Form is in compliance with rule 18AB.

Please select from the below option

File Statement of particulars to be filed by reporting person u/s 80G(5)/35(1A)(i) [Form 10BD]
Statement of particulars of donors and donation received

Provide Details >

7. Click on **Let's Get Started**



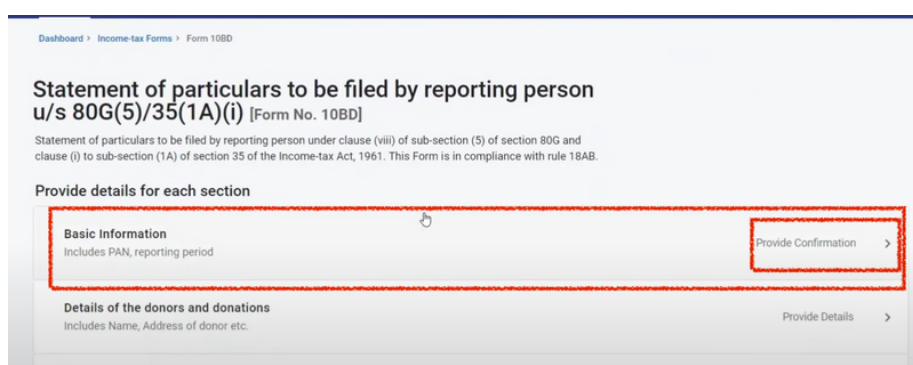
Statement of particulars to be filed by reporting person u/s 80G(5)/35(1A)(i) [Form No. 10BD]

Statement of particulars to be filed by reporting person under clause (viii) of sub-section (5) of section 80G and clause (i) to sub-section (1A) of section 35 of the Income-tax Act, 1961. This Form is in compliance with rule 18AB.

< Back

Let's Get Started

8. There are 3 parts to be filled. Under **Basic Information** click on **Provide Confirmation**



Dashboard > Income-tax Forms > Form 10BD

Statement of particulars to be filed by reporting person u/s 80G(5)/35(1A)(i) [Form No. 10BD]

Statement of particulars to be filed by reporting person under clause (viii) of sub-section (5) of section 80G and clause (i) to sub-section (1A) of section 35 of the Income-tax Act, 1961. This Form is in compliance with rule 18AB.

Provide details for each section

Basic Information
Includes PAN, reporting period

Provide Confirmation >

Details of the donors and donations
Includes Name, Address of donor etc.

Provide Details >

9. Check the information about your organisation is correctly entered and click **Confirm**

10. If you need to update any information click on **My Profile**, edit the information, save and then come back to **Basic Information** and complete steps 8 & 9. You will see a green tick mark and Completed against Basic Information

11. Now go to section 2 which is **Details of Donors & Donations** and click **Provide Details**

12. Click on **Upload CSV** to upload the Form 10BD file you have downloaded from your danamojo dashboard.

13. If there is no error in your file you will be able to see the uploaded Form 10BD file. Click **Save**

Part B

Details of the donors and donations * ⓘ

[Download Template](#)

Form10BD_Donations Final.csv

[Export Unconsumed Pre ARN's to Excel](#)

Note:

1. To read the instructions before filing the CSV, '[Click here](#)'
2. Please convert the file to .csv before uploading.
3. Maximum number of rows that can be added in a CSV file is 25000, to add more records you need to file another Form 10BD.
4. Form 10BD is allowed to be filed multiple times for the same financial year.
5. The generation of Pre-Acknowledgement Numbers for manual issue of Form 10BE is available from F.Y 2022-23. If you are filing Form 10BD for F.Y 2021-22 you may leave the field 'Pre-Acknowledgement Number' blank in the CSV file uploaded.

[Cancel](#) [Save](#)

14. If there is an error in your file it will appear as below. Click on **Click Here** to download error file. When you open the file you can see the **type of error**. Please share this file with us on care@damanojo.org

Part B

Details of the donors and donations * ⓘ

[Download Template](#) [Upload CSV](#)

Error : Please "[Click here](#)" to download error file

Form10bd Error Messages_export_1651112099970

Line No	Error Message
2	Date of Issuance of Unique Registration Number is invalid.

15. If there are no errors click **Save**. You will see a **green tick mark** and **Completed** against **Basic Information**. Go to section 3 which is **Declaration and Verification**. Click on **Provide Details**.

Statement of particulars to be filed by reporting person
u/s 80G(5)/35(1A)(i) [Form No. 10BD]

Statement of particulars to be filed by reporting person under clause (viii) of sub-section (5) of section 80G and clause (i) to sub-section (1A) of section 35 of the Income-tax Act, 1961. This Form is in compliance with rule 18AB.

Provide details for each section

Basic Information Completed Includes PAN, reporting period	Modify if required >
Details of the donors and donations Completed Includes Name, Address of donor etc.	Modify if required >
Verification Declaration and Verification	Provide Details >

16. Fill all the details and click **Save**

Verification

Declaration and Verification

I, RIZWAN SAIFI, of

, hereby declare that the details given in the form are true and correct to the best of my knowledge and belief.

I undertake to communicate forth with any alteration in the particulars submitted, made at any time hereafter.

I further declare that I am filing this form in my capacity as

having Permanent Account Number (PAN) BTLPR0777C and that I am competent to file this form and verify it.

Note: To update contact details, visit 'My Profile'

Place *

IP Address
180.151.88.4

Date
27-Apr-2022

india.gov.in
national portal of india

Feedback | Website Policies | Accessibility Statement | Site Map | Browser Support | CoBrowse Help
Last reviewed and updated on : 27-Apr-2022
This site is best viewed in 1024 x 768 resolution with latest version of Chrome, Firefox, Safari and Internet Explorer

17. Click on **Preview** and check that all the information is filled correctly.

e-Filing Anywhere Anytime
Income Tax Department, Government of India

Call Us | English | A⁺ A⁻ |

Statement of particulars to be filed by reporting person u/s 80G(5)/35(1A)(i) [Form No. 10BD]

Statement of particulars to be filed by reporting person under clause (viii) of sub-section (5) of section 80G and clause (i) to sub-section (1A) of section 35 of the Income-tax Act, 1961. This Form is in compliance with rule 18AB.

Provide details for each section

Basic Information ✓ Completed Includes PAN, reporting period	Modify if required >
Details of the donors and donations ✓ Completed Includes Name, Address of donor etc.	Modify if required >
Verification ✓ Completed Declaration and Verification	Modify if required >

18. You can also download and check the details. Click **Proceed to E-Verify**.

Preview [Edit](#) [Download](#)

Form No. 10BD
[See rule 18AB]

Statement of particulars to be filed by reporting person under clause (viii) of sub-section (5) of section 80G and clause (i) to sub-section (1A) of section 35 of the Income-tax Act, 1961

Part A
Details of the reporting person reporting the donations

1. Permanent Account Number	AABT13496B
2. Reporting Period	01-Apr-2021 to 31-Mar-2022
3. Name	INSHA EDUCATIONAL FOUNDATION
4. Address for communication	A-77, GALI NO-1/9, NEAR NOORJAHAN MASJID, NORTH EAST DELHI, OLD MUSTAFABAD, , Delhi, INDIA, 110094

Details of the donors and donations [Form10BD_Donations Final.csv](#)

Verification

I, RIZWAN SAIFI, son of SALEEM, hereby declare that the details given in the form are true and correct to the best of my knowledge and belief.

I undertake to communicate forth with any alteration in the particulars submitted, made at any time hereafter. I further declare that I am filing this form in my capacity as **CHAIRMAN** having Permanent Account Number (PAN) **BTLPR0777C** and that I am competent to file this form and verify it.

IP Address	180.151.88.4
Place	NOIDA
Date	27-Apr-2022

[< Back](#) [Proceed To E-Verify](#)

Confirmation ×

Are you sure you want to Proceed to e-Verify?

[No](#) [Yes](#)

19. A confirmation **Pop up box** will appear. Click **Yes** to confirm this.

20. Select the way to want this to be e-verified and press continue

How do you want to e-verify?

☒ I would like to verify using OTP on mobile number registered with Aadhaar

☐ I would like to verify using Digital Signature Certificate (DSC)

Generate electronic verification code (EVC)

☐ Through Net Banking

☐ Through Bank Account

☐ Through Demat Account

☐ I already have an Electronic Verification Code (EVC)

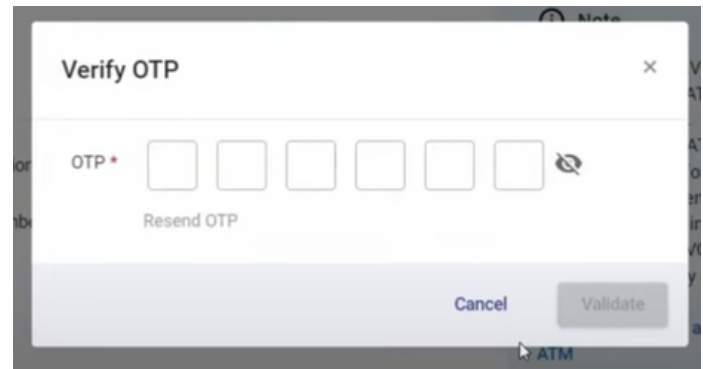
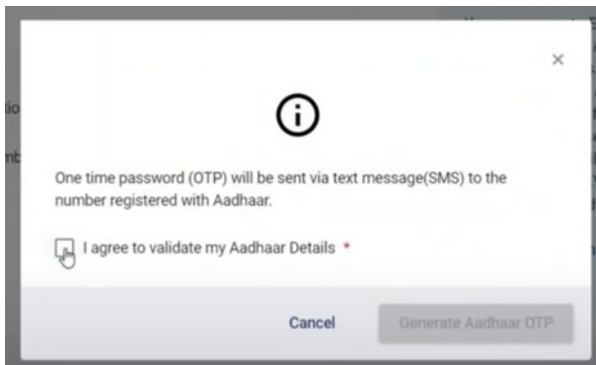
☐ I already have an OTP on Mobile number registered with Aadhaar

Note
Kindly select appropriate mode of verification as prescribed in rule 12(3) of IT rules.

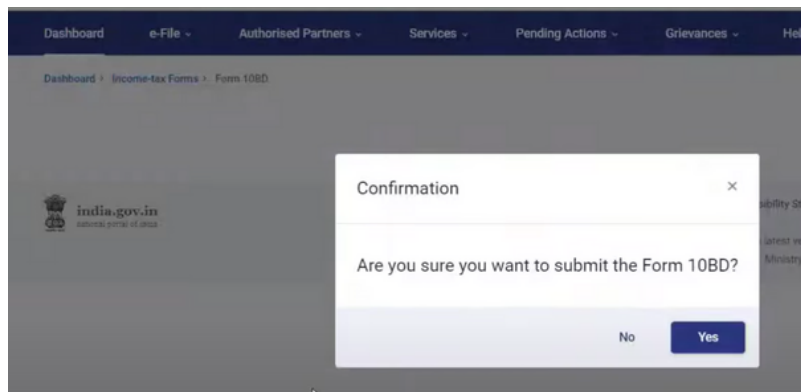
Note
You can generate EVC through Bank ATM. To generate EVC through Bank ATM, follow below steps.
1. Visit your bank's ATM and swipe your ATM card.
2. Click on the 'Pin for Income Tax filing'.
3. An EVC will be sent to the mobile number and e-mail ID registered with e-filing. This EVC is valid for 72 hours.
4. The generated EVC can be used to e-verify by selecting

[Continue >](#)

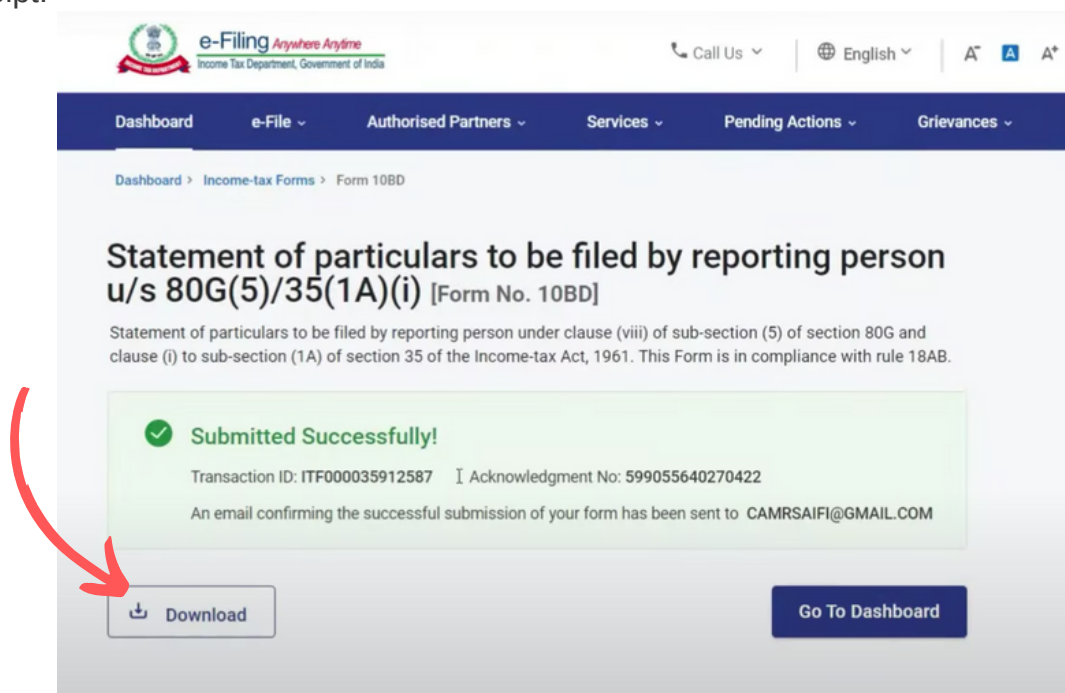
21. Another pop up box will appear. You need to agree to validate the OTP verification and click on Generate Aadhar OTP or DSC. Enter the OTP generated and click validate.



22. Click **Yes** on the **Confirmation** pop-up box.



23. You will see that the verification is completed successfully. Click on Download to download your receipt.



24. This is a sample of the receipt that will be generated. Save this.

Acknowledgement Receipt of Income Tax Forms (Other Than Income Tax Return)



e-Filing Acknowledgement Number / Quarterly Statement Receipt Number	Date of e-Filing
599055640270422	27-Apr-2022

Name	:	INSHA EDUCATIONAL FOUNDATION
PAN/TAN	:	AABTI3496B
Address	:	A-77, GALI NO-1/9, NEAR NOORJAHAN MASJID, NORTH EAST DELHI, OLD MUSTAFABAD, , Delhi, INDIA - 110094
Form No.	:	Form 10BD
Form Description	:	Statement of particulars to be filed by reporting person under clause (viii) of sub-section (5) of section 80G and clause (i) to sub-section (1A) of section 35 of the Income-tax Act, 1961.
Assessment Year	:	-
Financial Year	:	2021-22
Month	I:	-
Quarter	:	-
Filing Type	:	Original
Capacity	:	CHAIRMAN
Verified By	:	BTLPR0777C

(This is a computer generated Acknowledgement Receipt and needs no signature)

Please note that the 10BE certificates can be downloaded **24 hours** after you have uploaded Form 10BD

All screenshots were taken from [this video](#). Thank you to Chartered Help for helping us understand the process by sharing this.