

APOTEX GROUP

PROCEDURE TO FILL INVESTMENT PROOF DETAILS IN APN WEBSITE FY 2017-18



AFTER LOGGING TO

WWW.APNINDIA.COM/TAX WEBSITE FOR

FILLING THE INVESTMENT PROOF DETAILS,

THE BELOW SCREEN APPEARS

IMPORTANT NOTES

1 HRA 2 80 C 3 80D 4 Sec. 13A

HRA EXEMPTION U/S 10(13A)

- Original Rental Receipt to be provided
- PAN of Landlord is compulsory in case of An

April 17

May 17

June 17

July 17

August 17

September 17

TOTAL

- Please keep all the proofs accessible at the time of filing this Form, there is **no Save Option**, you need to directly submit the same.
- Form once submitted **cannot** be revised
- You shall receive a **SUMMARY PDF** via e-mail on successful submission of the Form.
- It is compulsory to submit the details online here, without which the Proofs shall not be considered.
- All the supporting Documents (Which are not in Original needs to be Self Attested / Signed).
- The **SUMMARY PDF** along with all the Supporting documents needs to be submitted at the Finance Department.
- The Proof shall be verified and the Final Eligible amount shall be decided by the company based on the Law in Force.
- In case of any issues/queries, contact us on
Email ID : arptaxworking@gmail.com (Please mention your Employee ID in Subject).
Contact Number : +91-80-41648845 / +91-80-26614785
Timings : Between 10AM and 5PM on weekdays only

OK

March 18

1. I hereby confirm that I do not own any property in the same city where I am claiming House Rent Allowance.
2. I shall provide the Rental receipt for the Month of Feb & Mar when ever asked for in case of not provided now.

Owner's Pan Number

Owner's Name

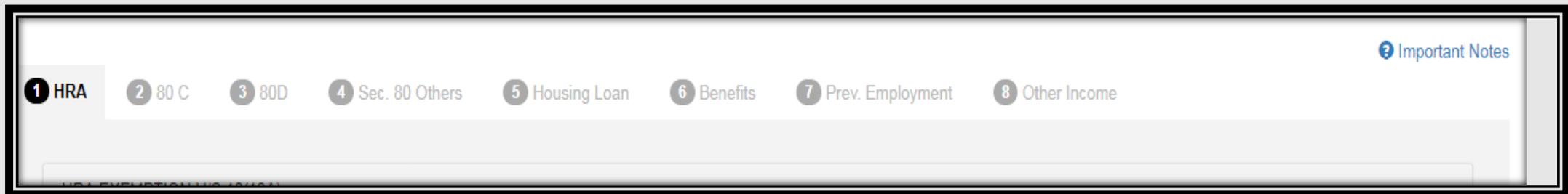
Metro City

Others



CLICK ON OK BUTTON ONCE AFTER THE
IMPORTANT NOTES ARE READ.

IT CAN ALSO BE READ ONCE AGAIN CLICKING ON
'IMPORTANT NOTE' AT THE RIGHT SIDE TOP OF THE
SCREEN AS SHOWN BELOW



HRA EXEMPTION U/S 10(13A)

- Original Rental Receipt to be provided
- PAN of Landlord is compulsory in case of Annual Rent above Rs. 1,00,000/- or Above Rs. 8,333 per month.

April 17	<input type="text" value="10000"/>	October 17	<input type="text" value="10000"/>
May 17	<input type="text" value="10000"/>	November 17	<input type="text" value="10000"/>
June 17	<input type="text" value="10000"/>	December 17	<input type="text" value="10000"/>
July 17	<input type="text" value="10000"/>	January 18	<input type="text" value="10000"/>
August 17	<input type="text" value="10000"/>	February 18	<input type="text" value="10000"/>
September 17	<input type="text" value="10000"/>	March 18	<input type="text" value="10000"/>

TOTAL

Resident complete address including PIN code

Owner's Pan Number

Owner's Name

Metro City

Confirmation

- 1. I hereby confirm that I do not own any property in the same city where I am claiming House Rent Allowance.
- 2. I shall provide the Rental receipt for the Month of Feb & Mar when ever asked for in case of not provided now.

SECTION 80 C (SUBJECT TO MAXIMUM LIMIT OF RS. 1,50,000)

- LIC
 1. Policy Number, Date & Amount to be given for each payment.
 2. The Receipt should mention that the amount is eligible for deduction under Section 80C/80CCD of Income Tax Act
- Other 80C
 1. Employee provident fund - Need not be entered, that shall entered by the company taking directly from the salary slip.
 2. In case of New Pension policy u/s 80CCD (1B) please enter the same under Tab-4 80 Others.
 3. Medical Bills to be provided under Tab-6 Benefits

Particulars

Amount (Rs)

LIC Premium - Pension Plan & ULIP

22500

+ Add item

Copy or Premium Receipt

Policy Number	Payment Date	Premium Amount	
123456	07-Feb-2018	10000	
456789	12-Jul-2017	12500	



Employee Provident Fund

Need not be filled. 12% of Basic Salary

Public Provident Fund (PPF)

Copy of Payment Receipt/Passbook

65465

National Saving Certificate (NSC)

Copy of NSC Certificates

Mutual Fund (Equity) (Sec. 10(23D)) (Tax Saving Mutual Funds only)

Statement of Holding

12300

Payment Of School Tuition Fees (Only Tuition Fees Is Allowed No Other Fees).

56000

Principal Re-payment Of House Loan

Certificate from Bank/Financial Institution

123500

Fixed Deposits With Scheduled Banks Exceeding 5 Years (Tax Saving)

10000

Pension Policy - 80CCC

Copy of FD Receipt

Sukanya Samriddhi Account

2500

New Pension Plan- 80 CCD(1)

Copy of Deposit Receipt

OTHERS, PLEASE SPECIFY

Particulars

Amount (Rs)

Particulars

Amount (Rs)

GRAND TOTAL

314765

Eligible Deduction

150000



SECTION 80 D

- I hereby declare the amount claimed are towards self or dependent person on me.

Particulars	Amount (Rs)	Particulars	Amount (Rs)
Health Insurance Premium (U/S - 80D) (Max. Rs.25,000/-) Copy or Premium Certificate	<input type="text" value="15000"/>	Mediclaim - 80D (Parents Sen. Citizen) (Max. Rs. 30,000/-) Copy or Premium Certificate	<input type="text" value="25000"/>
Preventive Health Check-up for Family & Himself & parents (Senior Citizen or Not)-80D (Max. Rs. 5,000/-) Original Medical Bills	<input type="text" value="2500"/>	Medical Expenditure for Parents (Very Senior Citizen) (not having Mediclaim Policy) - 80D Original Medical Bills	<input type="text"/>



[1 HRA](#)[2 80 C](#)[3 80D](#)**[4 Sec. 80 Others](#)**[5 Housing Loan](#)[6 Benefits](#)[7 Prev. Employment](#)[8 Other Income](#)

SECTION 80CCD (1B)

Particulars	Amount (Rs)
-------------	-------------

New Pension Plan	<input type="text" value="25000"/>
-------------------------	------------------------------------

Copy of Receipt

SECTION 80 DD (DEPENDANT)

Particulars	Amount (Rs)
-------------	-------------

Maintenance / Expenditure for Medical Treatment or Deposit made for Maintenance of Dependent. (Max. Rs.75,000 / Rs.1,25,000/-)	<input type="text"/>
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Certificate from Prescribed Authority in Form No. 10-IA

SECTION 80 U (SELF)

Particulars	Amount (Rs)
-------------	-------------

Permanent Disability Benefit (Self) (Max. Rs. 1,25,000/-)	<input type="text"/>
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Certificate from Prescribed Authority as per rule 11D

SECTION 80 DDB

Particulars	Amount (Rs)
-------------	-------------

Deduction for Specified Diseases (Max. Rs.80,000/-)	<input type="text" value="45000"/>
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Certificate from Prescribed Authority in Form No. 10-I

SECTION 80 E

Particulars	Amount (Rs)
-------------	-------------

Interest On Education Loan	<input type="text" value="1200"/>
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Please note that exemption is for payment of interest and not repayment of principal



DECLARATION FOR THE PURPOSE OF DEDUCTION U/S 24 OF INCOME TAX ACT

(SOP = SELF-OCCUPIED PROPERTY; LOP = LET-OUT PROPERTY)

- Please note that employees having own property in Bangalore will not be eligible to claim HRA and interest benefit.
- For deemed to be let-out property, we will require documentary evidence to support fair rent.
- Interest on housing loan is available only when possession of property is taken over and not during construction phase.
- Provision is made for 1 SOP and 3 LOP, in case of excess please e-mail us at arpltaxworking@gmail.com with the details.

Particulars	<input checked="" type="checkbox"/> SOP	<input checked="" type="checkbox"/> LOP 1	<input type="checkbox"/> LOP 2	<input type="checkbox"/> LOP 3
Address	<input type="text" value="123, 5TH CROSS, CHENNAI"/>	<input type="text" value="456, 10TH MAIN, HYDERABAD"/>	<input type="text"/>	<input type="text"/>
City	<input type="text" value="CHENNAI"/>	<input type="text" value="HYDERABAD"/>	<input type="text" value="City"/>	<input type="text" value="City"/>
Pincode	<input type="text" value="565656"/>	<input type="text" value="545454"/>	<input type="text" value="Pincode"/>	<input type="text" value="Pincode"/>
Property Status	<input type="text" value="Completed"/>	<input type="text" value="Completed"/>	<input type="text" value="Completed"/>	<input type="text" value="Completed"/>
Your Share	<input type="text" value="100"/>	<input type="text" value="50"/>	<input type="text" value="Your Sh:"/>	<input type="text" value="Your Sh:"/>
Other's Share	<input type="text" value="0"/>	<input type="text" value="50"/>	<input type="text" value="Other's !"/>	<input type="text" value="Other's !"/>
Total Interest Paid	<input type="text" value="150000"/>	<input type="text" value="250000"/>	<input type="text" value="Interest paid"/>	<input type="text" value="Interest paid"/>
Eligible Interest	<input type="text" value="150000"/>	<input type="text" value="125000"/>	<input type="text" value="Interest eligible"/>	<input type="text" value="Interest eligible"/>

Name of Tenant	XYZ	Name of the tenant	Name of the tenant
PAN of Tenant	XXXXX0000X	PAN of the tenant	PAN of the tenant
Annual Rental Income	80000	Annual Rental Income	Annual Rental Income
Municipal Tax Paid	2500	Municipal Tax	Municipal Tax
Standard Deduction - 30%	23250	Standard Deductions	Standard Deductions
Net Rental Income	54250	Annual Rental Income	Annual Rental Income
Net Taxable Income / (Net Deduction Allowed)	-150000	-70750	

I hereby confirm that Joint Holders, if any are not claiming any interest benefit as per the Income Tax Act & Rules.

Total Eligible Interest

220750

Maximum loss allowed for Current Year from all house is Rs. 2,00,000/- only (Applicable from FY 2017-18 / AY 2018-19)

Interest Eligible for CY

200000

Maximum loss allowed for Current Year from all house is Rs. 2,00,000/- only (Applicable from FY 2017-18 / AY 2018-19)

Interest to be Carried Forward

20750

Current Year House Property Loss in Excess of Rs. 2,00,000/- can be carried forward for next 8 years.



- 1 HRA
- 2 80 C
- 3 80D
- 4 Sec. 80 Others
- 5 Housing Loan
- 6 Benefits**
- 7 Prev. Employment
- 8 Other Income

OTHER BENEFITS

Particulars Amount (Rs) Particulars Amount (Rs)

Medical Bills To Be Provided P.A. (Max. Actual Received) 6045 + Add item

Original Medical Bills

Bill Date	Bill Number	Amount	
06-Feb-2018	65435	1524	
13-Apr-2017	687635	4521	

Home Phone/Internet Re-imburement (Max. Actual Received) 1300 + Add item

Original Telephone Bills

Bill Date	Bill Number	Amount	
13-Feb-2018	4752	800	
11-Apr-2017	65463	500	

Petrol Bills/Driver's Salary/Maintenance Bills P.A. (Max. Actual Received)

Original Bills

Bill Date	Bill Number	Amount	
08-Feb-2018	1245	45861	

Professional Development Bills To Be Provided P.A. (Max. Actual Received)

Original Bills

LTA Bills To Be Provided
Needs to be submitted to the HR Department

[1 HRA](#)[2 80 C](#)[3 80D](#)[4 Sec. 80 Others](#)[5 Housing Loan](#)[6 Benefits](#)**[7 Prev. Employment](#)**[8 Other Income](#)

PREVIOUS EMPLOYMENT DETAILS (THOSE JOINED AFTER 01.04.17)

Particulars	Amount (Rs)	Particulars	Amount (Rs)
Previous Income Income from April 1, 2017 to the end of the tenure in the previous organization.	<input type="text" value="150000"/>	Previous TDS	<input type="text" value="5000"/>

For previous employment, please submit Form 12B available at this link - [Form 12B](#)



- 1 HRA 2 80 C 3 80D 4 Sec. 80 Others 5 Housing Loan 6 Benefits 7 Prev. Employment **8 Other Income**

INCOME/LOSS FROM ANY OTHER SOURCES

Particulars	Amount (Rs)	Particulars	Amount (Rs)
Dividend	<input type="text"/>	Interest on Saving Bank Account	<input type="text" value="561"/>
Interest on Fixed Deposit / NSC	<input type="text"/>	Interest on Income Tax Refund	<input type="text"/>

OTHER INCOME, PLEASE SPECIFY

Particulars	Amount (Rs)	Particulars	Amount (Rs)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

< > **Submit**

CLICK ON SUBMIT ONCE AFTER ALL THE DETAILS
ARE FILLED AND YOU WILL GET INVESTMENT
PROOF SUMMARY AS DISPLAYED IN THE NEXT
SLIDE

Investment Details Summary



PERSONAL DETAILS			
Employee Name: [REDACTED] Y	PAN: [REDACTED]	Company: [REDACTED]	Employee ID: [REDACTED]
Personal Email: [REDACTED]	Official Email: [REDACTED]	Mobile : [REDACTED]	Date Time : 09-Feb-2018 17:38:10

DECLARATION OF RENT FOR THE PURPOSE OF EXEMPTION U/S 10(13A)					
April 17	10000	October 17	10000	Resident Address	ABC, 123 BANGALORE 560050
May 17	10000	November 17	10000	Resident City	Others
June 17	10000	December 17	10000	TOTAL	120000
July 17	10000	January 18	10000	Owners Pan Number	AAAAA0000A
August 17	10000	February 18	10000	Owners Name	ABC
September 17	10000	March 18	10000		

SECTION 80 C			
Employee provident fund		Public provident fund (PPF)	65465
National saving certificate (NSC)		LIC Premium - Pension Plan & ULIP	22500
Payment of school tuition fees	56000	Principal payment of house loan	123500
Mutual Fund (Equity) (Sec. 10(23D))	12300	Fixed deposits exceeding 5 years	10000
Pension Policy - 80CCC		Sukanya Samridhi Account	2500
New Pension Plan- 80 CCD(1)			

SECTION 80 D			
Medical Or Health Insurance Premium (U/S - 80D)	15000	Mediclaime - 80D (Parents Sen. Citizen)	25000
Preventive Health Check-up for Family, Himself & parents-80D	2500	Medical Expenditure for Parents-80D	

SECTION 80 - Others			
New Pension Plan (80CCD-1B)	25000	Section 80 DDB	45000
Section 80 DD - Treatment Of Handicapped Dependent		Interest On Education Loan	1200
Expenditure On Handicapped Dependents		Permanent Disability Benefit (Self)	

DECLARATION FOR THE PURPOSE OF DEDUCTION U/S 24 OF INCOME TAX ACT

Self-Occupied Property 1			
Property Status	Completed	Your Share	100
Total Interest Paid	150000	Eligible Interest	150000
Let-Out Property 1			
Property Status	Completed	Your Share	50
Total Interest Paid	250000	Eligible Interest	125000
Annual Rental Income	80000	Municipal Tax Paid	2500
Standard Deduction -30%	23250	Net Rental Income	54250
Total Eligible Interest	220750		
Interest Eligible for CY	200000		
Interest to be Carried Forward	20750		

BENEFITS

Medical Bills To Be Provided P.A.	6045	LTA Bills To Be Provided P.A	
Petrol Bills/Driver's Salary/Maintenance Bills P.A.	45861	Professional Development Bills To Be Provided P.A.	
Home Phone/Internet Re-imburement	1300		

PREVIOUS EMPLOYMENT

Previous Income	150000	Previous TDS	5000
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INCOME/LOSS FROM ANY OTHER SOURCES			
Dividend		Interest on Saving Bank Account	561
Interest on Fixed Deposit / NSC		Interest on Income Tax Refund	

Declaration

1. I, declare that the above statement is true to the best of my knowledge and belief.
2. Income Tax liability arising due to failure, if any, for not making / not intimating payment / investment made or proposed to be made by me and / or any wrong declaration would be solely my responsibility.
3. I further undertake to provide all documentary proofs of payment made by me and if I fail to do so, then the company can make deduction in future months of my Salary.

Kindly review your declaration and click on submit. In case you need to change, please use the close button at the top right corner of this window.



Submit

CLICK ON SUBMIT ONCE AFTER VERIFYING THE
SUMMARY

Let-Out Property 1			
Property Status	Completed		50
Total Interest Paid	250000		125000
Annual Rental Income	80000		2500
Standard Deduction -30%	23250		54250
Total Eligible Interest	220750		
Interest Eligible for CY	200000		
Interest to be Carried Forward	20750		

Thank You

Your Investments figures have been submitted successfully. A confirmation email has been sent to your email address along with the investment summary.

[OK](#)

BENEFITS			
Medical Bills To Be Provided P.A.	6045	LTA Bills To Be Provided P.A	
Petrol Bills/Driver's Salary/Maintenance Bills P.A.	45861	Professional Development Bills To Be Provided P.A.	
Home Phone/Internet Re-imburement	1300		

PREVIOUS EMPLOYMENT			
Previous Income	150000	Previous TDS	5000

INCOME/LOSS FROM ANY OTHER SOURCES			
Dividend		Interest on Saving Bank Account	561
Interest on Fixed Deposit / NSC		Interest on Income Tax Refund	

Declaration

1. I, declare that the above statement is true to the best of my knowledge and belief.
2. Income Tax liability arising due to failure, if any, for not making / not intimating payment / investment made or proposed to be made by me and / or any wrong declaration would be solely my responsibility.
3. I further undertake to provide all documentary proofs of payment made by me and if I fail to do so, then the company can make deduction in future months of my Salary.

Kindly review your declaration and click on submit. In case you need to change, please use the close button at the top right corner of this window.

[✎ Edit](#)
[Submit](#)

THANK YOU