# **DIGITALLY SIGNED FORM16**

# **SOFTWARE**

Skorydov Systems Private Limited 410, Tulsiani Chambers, Nariman Point, Mumbai-400021

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### About the software

Issuance of Form16 with physical (ink) signatures is very time consuming for Organizations that have large number of employees

To overcome this problem, the Income-tax Department by its circular No 2/2007 has allowed the Employers to use Digital Signature to sign Form16.

Skorydov is India's first company to provide end to end solution [*Digital Form16 – tax filing solution*] to Companies and its employees.

Digitally Signed Form16 software is based on the latest format issued by the Income-tax Department. It provides facility to merge TRACES PART-A with PART-B in a single digitally signed PDF.

Built in view of the latest CIRCULAR NO. 04/2013



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# **Legal Validity of Digital Form 16**

Option to certify TDS certificates by way of Digital Signatures – Circular under section 119 of the Income-tax Act, 1961

- CIRCULAR NO. 2/2007, dated 21-5-2007
  - The provisions of section 203 of the Income-tax Act, 1961 lay down that every person responsible for deduction of tax at source shall furnish a certificate of deduction of tax at source to the deductee specifying therein the amount of the tax deducted and the rate at which the tax has been deducted and other particulars prescribed under rule 31 of the Income-tax Rules, 1962. The relevant Form for such certificate in respect of tax deducted at source from income chargeable under the head "Salaries" is Form No.16.
  - Representations have been received in Board to the effect that some companies have a large number of employees and the issuance of certificates of deduction of tax at source with manual signatures is becoming very time consuming. The request, therefore, is that the Department should allow the employers to use their digital signatures to authenticate TDS certificates instead of signing the certificates manually. As the field formations are aware, the requirement of annexing TDS certificates with the return of income has been dispensed with. The TDS certificates are now issued only for the purpose of personal record of the deductees subject to the condition that they may be required to produce the same on demand before the Assessing Officer in terms of section 139C, inserted by the Finance Act, 2007. The TDS claim made in the return of income is also required to be matched with the e-TDS returns furnished by the deductors. Assessing Officers may, if considered necessary, also write to the deductors for verification of the correctness of the taxes deducted or other particulars mentioned in the certificate.
    - 3. Digital signatures are being used to authenticate most of the e-commerce transactions on the internet. The transmission of information using digital signatures is failsafe. The Central Board of Direct Taxes have, therefore, in exercise of powers under section 119 of the Income-tax Act, 1961, decided for the proper administration of this Act to allow the deductors, at their option, in respect of the tax to be deducted at source from income chargeable under the head "Salaries" to use their digital signatures to authenticate the certificates of deduction of tax at source in Form No.16. The deductors will have to ensure that TDS certificates in Form No.16 bearing digital signatures have a control No. with log to be maintained by the employer (deductor). The deductor will ensure that its TAN and the PAN of the employee are correctly mentioned in such Form No.16 issued with digital signatures. The deductors will also ensure that once the certificates are digitally signed, the contents of the certificates are not amenable to change by anyone. The income-tax authorities shall treat such certificate with digital signatures as a certificate issued in accordance with rule 31 of the Income-tax Rules, 1962.

[F. No.142/6/2007-TPL]

Authorised ER Income-tax Department, Government of India

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### **Process Flow**

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Download text files from TRACES TAN login and generate Form16 Part-A from TRACES utility with **Manual** signing.

Create a new Company in the Software and Import Payroll data.( Data can be imported from Text File / SAP<sup>®</sup> data/ MS Excel<sup>®</sup> data) Template provided in software.

Select the path of folder where TRACES Form16 Part-A pdf saved.

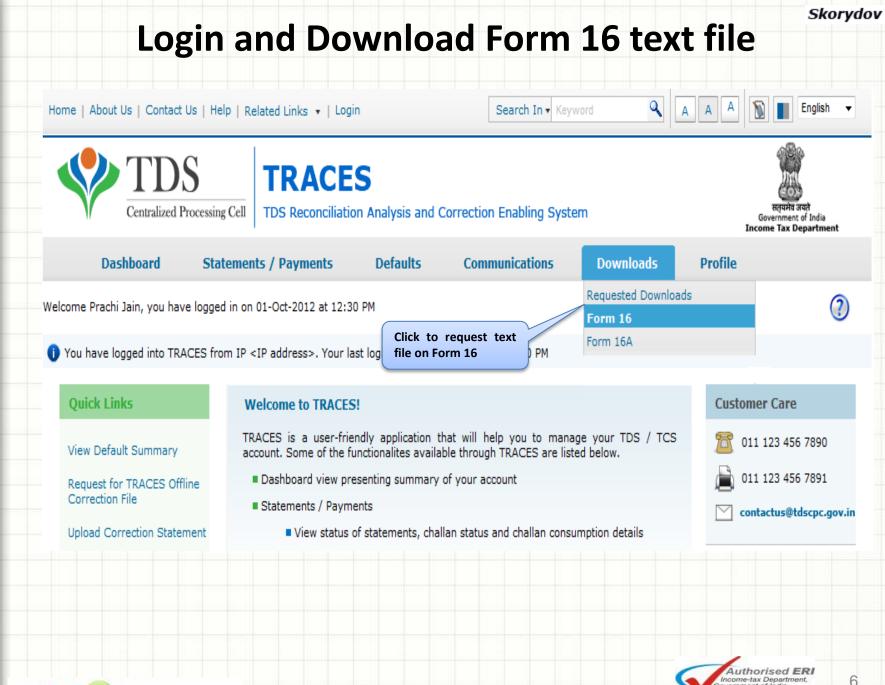
#### Generate & Digitally Sign Form16 – Single Click!

Generating and signing of Form 16 is a single click process. Software merge the Part-A generated from TRACES with Part-B salary details in a single digitally signed Form16 pdf.

#### Email Form 16 to Employees – Automatically!

 Form 16 can be Emailed to the employees from within the software. Employees who do not have emails can be given a print out or a website login (provided by mylTreturn.com) from where they can download their Form16.

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### Generate Form16 PART-A without Digital Signature from TRACES Utility

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Introduction			
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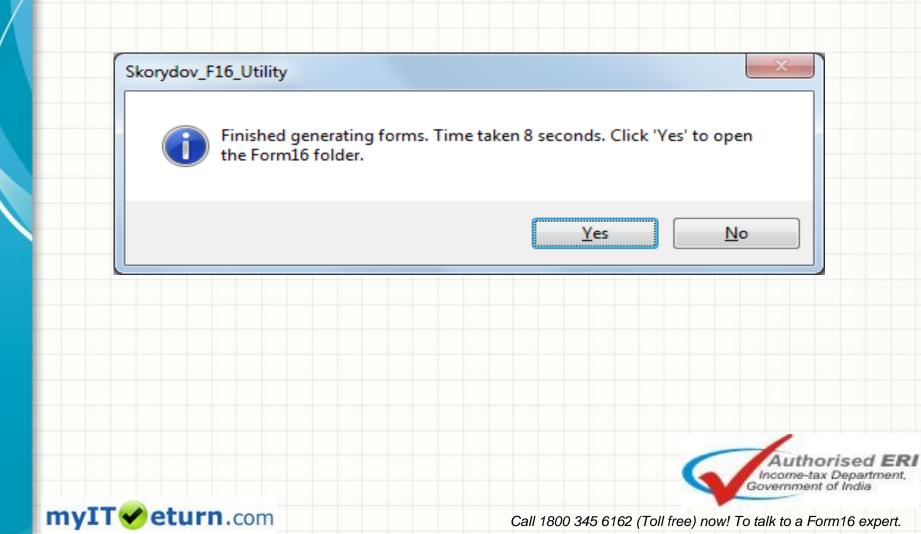
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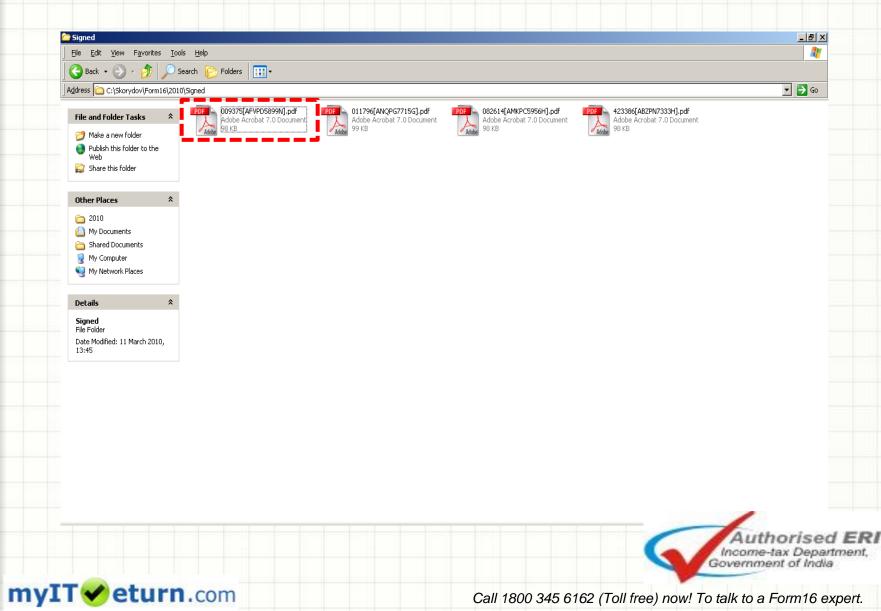
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			PART A					
r i		Certificate under Section	a 203 of the Income-tax Act, 1	1962 for tax deducted at source on sa	ary			
	Certificate No. SIEA				Last updated on 31-Oct-2012			
		Name and address of the Employer		Name and address	d the Employee			
	711_TULSGAN FREE PRESS 10 Medanulus +(91)-223020451	ISTEMS PUTLTD CHAMBERS, NARIMAN POINT, URNAL MARG, MUMBAI - 40021 12 KORYDOV.COM	8	SAAKAR SURESHCHANDRA VAL 9. SHARADA SANKUL, COLLEGE Mihamihm				
	745	of the Deductor	TAN of the Dedu	ctor PAN of the Em	loyee Employee Reference Na. provided by the Employer (II available)			
	A	AEC\$2519R	MUM327065	AAAPI66	RD			
		CII (IDS)		Ameriment Year	Period with the Employer			
	Room No.	The Commissioner of Income Tax (ID) 900A, 9th Finer, E.G. Mimil Ayurved Indding, Chami Reed, Mumber - 4000	tic Hespital	2013-13	From To 01-Apt-2011 31-Mar-2012			
		Summery of amount poid	icredited and tax deducted at	source thereon in respect of the emp	layee			
	Quarter(t)	Receipt Number: of original quarterly statements of TDS under sub-section (3) of Section 200	Amount paid irrelated	Amount of tax deducted (R3.)	Amount of tax deposited / remitted (R1.)			
	QI	1QZICKGCF	612420.0		208161.60			
	Q2 Q3	1022CONTE 1022CCYNG	\$13430.0 \$12430.0		206161.00			
	Q4	IQZXBQRB	612420.0	-	208161.00			
	Tetal (R1.)		2449680.0	832644.90	832644.00			

Authorised ERI Income-tax Department, Government of India

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# Form16 Part- B Salary and Deduction Details

1	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2			Tools Sign Commer
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	Part B			
	Details of Salary paid and any other Income and tax deducted	Rs.	Rs.	Rs.
0	1. GROSS SALARY (As per enclosed annexure)			
	(a) Salary as per provisions contained in section 17(1)	2,796,736.56		
<i>G</i> .	(b) Value of perquisites under section 17(2)	18,953.34		
	(as per Form No:12BA, wherever applicable)			
	(c) Profits in lieu of salary under section 17(3)	0.00		
	(as per Form No: 12BA, wherever applicable)			
	Total		2,815,689.90	
	2. Less : Allowance to the extent exempt u/s 10 (As per enclosed annexure)		26,470.00	
	3. Balance (1-2) 4. DEDUCTIONS :		2,789,219.90	
	(a) Entertainment Allowance	0.00		
	(b) Tax on Employment	2,500.00		
	5. Aggregate of 4 (a) and (b)	2,500.00	2500.00	
			2500.00	2 706 710 00
	<ol> <li>6. INCOME CHARGEABLE UNDER THE HEAD 'SALARIES' (3-5)</li> <li>7. Add : Any other income reported by the employee</li> </ol>			2,786,719.90
	(a) Income under the Head 'Income from House Property'		0.00	
			0.000	
				1.10.000
				0.00
			6	Authorise Income-tax Dep Government of Inc

# **Chapter VIA Details**

			31.00
8. GROSS TOTAL INCOME (6+7)			17.00
9. DEDUCTIONS UNDER CHAPTER VI-A			
(A) Sections 80C, 80CCC & 80CCD			
(a) Section 80C	Gross Amount	Deductible Amount	
Payment towards Life Insurance	18.00	19.00	
Contribution to ULIP	20.00	21.00	
Repayment of Housing loan	22.00	23.00	
Employee Provident Fund	24.00	25.00	
Tuition fee - child 1	26.00	27.00	
Tuition fee - child 2	28.00	29.00	
Contribution to Public Provident Fund	30.00	31.00	
HR	32.00	32.00	
(b) Section 80CCC	34.00	35.00	
(c) Section 80CCD(1)	36.00	37.00	
(d) Section 80CCD(1b)	38.00	39.00	
(e) Section 80CCD(2)	40.00	41.00	
Total of $(a) + (b) + (c) + (d) + (e)$		42.00	
Note: Aggregate amount deductible under sections, i.e., 80C, 80CCC and 80CCD(1) shall not exceed			
one lakh fifty thousand rupees.			<b></b>
			Authorise

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### **Perquisite Details**

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		1	FORM NO. 12BA			
			{See Rule 26A(2)(B)}			
			ulars of perquisites, other frin fits in lieu of salary with value			
0	1. Na:	ne and Address of the Employer		MS PRIVATE LIMITED		
			711,7TH FLOOR TU CHAMBE,MUMBAI	LSIANI MAHARASHTRA,400021		
	2. TA	N	: MUMS27065D			
	3. TD	S Assessment Range of the Employer	1			
	4. Nai	ne of Employee	: YADAV SAAKAR S	URESHCHANDRA		
		Designation PAN	AAAPY6679D			
		he Employee a Director or a person with substantial rest in the company (Where the employer is a company)	No			
		ome under the Head "Salaries" of the Employee Other than from perquisites)	: 2,767,766.56			
		ancial Year	: 2015-16			
	8. Val	uation of perquisites				
	SL No	Nature of perquisite	Value of perquisite as per rules(Rs.)	Amount, if any, recovered from employee(Rs.)	Amount of Taxable perquisite(R.s.)	
	(1)	Accommodation	0.00	0.00	0.00	
	(2)	Cars/Other automotive	15,600.00	0.00	15,600.00	
	(3)	Sweeper,gardener,watchman or personal attendant	0.00	0.00	0.00	
	(4)	Gas,electricity,water	0.00	0.00	0.00	
	(5)	Interest free or concessional loans	0.00	0.00	0.00	



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# **Perquisite Details** (Contd...)

At le				12/1	
At le	ast one signature has problems.			Signature Pan	el
<b>A</b>	(9) Free Education	0.00	0.00	0.00	-
	(10) Gifts,vouchers,etc.	0.00	0.00	0.00	
100	(11) Credit card expenses	0.00	0.00	0.00	
	(12) Club expenses	0.00	0.00	0.00	
0	(13) Use of movable assets by employees	0.00	0.00	0.00	
	(14) Transfer of assets to employees	0.00	0.00	0.00	
1291	(15) Value of any other benefit/amenity/service/previleg     (16) Stock Options (ESOS Peromisites)		0.00	311.34	
Contraction of the Contraction o		3,042.00	0.00	3,042.00	
	(17) Other Benefits or amenities (Conveyance Perks)     (18) Total Value of Perquisites	18.953.34	0.00	18,953.34	
	(19) Value of profits for in lieu of salary as per section 1		0.00	0.00	
	the books of account, documents and other relevant records or info framed thereunder and that such information is true and correct.	mnation available with us and the details of value of each such per	equisite are in accordance w	tith section 17 and rules	
	Place: MUMBAI Date: 24- Mar-2016	For SKORYDOV SYSTEMS PI Signature of the person responsible for This form is signed using Digital Sign Full Name : Dileop Singh Designation : Manager	r deduction of tax		
	myITreturn.com	YADAV	SAAKAR SURESHO	HANDRA-JJIYEW	
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### **Annexure Details**

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	ANNEXURI	E TO FORM NO.16			*		
Details of Salar	ry Paid and Allowance E	xempted u/s 10 and 17(2) of	Income-tax Act,1961				
1. Name and address of the Employer	1. Name and address of the Employer       : SKORYDOV SYSTEMS PRIVATE LIMITED         711,7TH FLOOR TULSIANI CHAMBE,MUMBAI,MAHARASHTRA,400021						
2. Name of Employee	2. Name of Employee : YADAV SAAKAR SURESHCHANDRA						
Designation PAN	: AAAPY6	679D					
Employee Serial No.	JJIYEW						
Salary Details for the period: 01/04/20	11 to 31/03/2012						
1: Salary as per provisions contained in Se Basic Salary Coneyance Allowance HRA Medical Allowance Medical Exempt under proviso to sec. 17 Other Allowance GDP / Performance Awards Merit Awards Assignement Allowance Total Salary (A) Value of perquisite u/s17(2) (as per Form No.12BA wherever applica Profit in lieu of Salary u/s 17(3) (as per Form No.12BA wherever applica Total Perquisites (B) Gross Salary (A+B)	(2) ble)	743,524.92 4,000.00 22,470.00 15,000.00 975,500.00 0.01 906,000.00 127,953.00 17,288.63 18953.34 0.00	2796736.56 18953.34	2815689.90	•		
8.26 x 11.68 in 🔸					•		

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# E-mail Form16

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Record(s) Select	Employee_Serial_Numb	per Employee_PAN	Full_Name	Form16_Number	Form16_Created	Form16_Emailed	Email_Address
		AFVPD5899N	GARIMA BANSAL	009375/2009	Created on 11/03/2010 02:1		
	011796	ANQPG7715G	SAROJA GOPALI	011796/2009	Created on 11/03/2010 02:1		
		AMKPC5956H	NAGARAGHAVENDRA KU	082614/2009	Created on 11/03/2010 02:1		
	423386	ABZPN7333H	VIKAS NAGPAL	423386/2009	Created on 11/03/2010 02:1		
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# E-mail using Outlook / SMTP Server

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### Features

- Generate Single pdf file for Form16 with TRACES Part-A and Part-B.
- Allow user to import the data in text format / Excel format
- Generate Form 12BA / Annexure to Form 16
- Option to generate the Form 16 for specific employee
- Option to include salary / TDS from previous employer
- Certificate is available in non-tamperable PDF Format
- Option to allow the Form16 to be made printable/non-printable
- Configured with Microsoft Outlook for emailing of Form16 to employees
- Send email using SMTP / Relay server
- Facility for printing of form 16 for FFS (Full & Final Settlement) employees
- Password protection facility for each Form 16
- Automatic Signing of form 16 by a single click
- In built demo video makes understand the working of software easy
- Option to include scanned signature of the authorized signatory
- Option to include company logo
- Option to include company stamp
- Can generate over 5000 Form16 per hour
- Link for employees to file their Income-tax return online



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# Advantages over present system

- Reduce paper cost, Courier cost & Inventory
  - Reduce the pressure of physically signing the forms
    - Environment friendly
    - Reduce manpower cost, as it does not require manual interface. Can be operated by a single user
    - Helps employees to file their Income-tax return online quickly



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# **Thank You!**

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