| Note | Note Sheet relating to Notice U/s 148 / 143(3) and 158 Page No 1 | | | | | | | | | | | |
|-----------|---|---------------------------|------|---------------|----------|-----------|------------|---------------|--|--|--|--|
| | Block A for internal office | | | | | | | | | | | |
| Dioc | Date of Work Start | Deadline - 48 hrs | | | hrs | | | | | | | |
| | Date of Work Start | | | Time | | | | Please take | | | | |
| | | | 1 - | xtended | | | | permission | | | | |
| | | | | Time | | | | from B P | | | | |
| | | | | xtended | | | | Mundra Sir | | | | |
| | | | - | ime | | | | Ividilaia Sii | | | | |
| | | | 1 - | xtended | | | | | | | | |
| _ | | - | | | | | ~ | | | | | |
| 1 | Register PNO RSNO Reck No Master work No Staff Work No | | | | | | | | | | | |
| 2 | Client Name Client Mobile No | | | | | | | | | | | |
| | Email if of client | | | | Client | Staff Mol | oile No. | | | | | |
| 3 | Email if of client | | | | | | | | | | | |
| | | | | | | | | | | | | |
| 4 | Client Landline No | | | | | | | | | | | |
| | For mobile pls take permission from Shri BPMundra/ Rana/ Vinod/ Pratiti | | | | | | | | | | | |
| | Please mention Hearing date Notice Recd date by Client by our | | | | | | | | | | | |
| 3 | office | | | | | | | | | | | |
| 4 | Please enter the Hearing date in diary of Shri B. P. Mundra and Hearing date | | | | | | | | | | | |
| _ | Please collect of last 3 years following documents and put with mentioning serial number in the | | | | | | | | | | | |
| 5 | back side. If return is file | | | £ 7 | | | T | /ID | | | | |
| A1 A2 | Audit report Audit report | for salary or u/s 44AD | A' | | | | <u> </u> | | | | | |
| A3 | Audit report Audit report | no | A' | | | | | To | | | | |
| B1 | B/s | requiremen | A' | | | | | To | | | | |
| B2 | B/s | t | A' | | | | | To | | | | |
| B2 | B/s | | A' | | | | | To | | | | |
| C1 | Trading A/c P& L A/c | | A' | Y | | Page N | Vo | То | | | | |
| C2 | Trading A/c P& L A/c | | A' | | | | | To | | | | |
| C3 | Trading A/c P& L A/c | | A' | <u>Y</u> | | | | <u>To</u> | | | | |
| D | IT Return complete set | | | | | | | То | | | | |
| E F | IT Acknowledgement Please note 3 years means | , notice messive | d fo | u the year on | d ingt n | | | To | | | | |
| G | Particulars | s notice receive | u IU | 31.3 | | 31.3 | two year | 31.3. | | | | |
| | 1 di ticulai 5 | | | 31.3 | | 01.0 | | J1.5. | | | | |
| | Sales/ Turne | over | | | | | | | | | | |
| | | | | | | | | | | | | |
| | Gross Pro | | | | | | | | | | | |
| | Gross Profit | Datia | | | | | | | | | | |
| | Gross Front | | | | | | | | | | | |
| | Net Profi | it | | | | | | | | | | |
| | | | | | | | | | | | | |
| | Net Profit R | atio | | | | | | | | | | |
| H | TDS Return of the Relevant financial year Page No To | | | | | | | | | | | |
| I | Please take 26AS for the relevant financial year Page No To | | | | | | | | | | | |
| J | Nos. of Confirmation taken from tally data of unsecured Loans | | | | | | | | | | | |
| 6 | Return u/s 158/142 Submitted online on Page No To | | | | | | | | | | | |
| 7 | Submitting copy of return to AO Date | | | | | | Page No To | | | | | |
| 8 | If notice u/s 148 then the date of application for reason recorded Page No To | | | | | | | | | | | |
| 9 | Date of Objection for 148 proceedings, if any Page No To | | | | | | | | | | | |
| | • | | | | | | | | | | | |
| 10 | Order on objection for 148 proceedings if objection made Page No To | | | | | | | | | | | |
| 11 | 158/142 assessment proceedings start date | | | | | | | | | | | |
| 12 | In case of 158 please take | the satisfaction | n no | ote | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

| Block B for Correspondence with the Party | | | | | | | | | | | | |
|--|--|-----------------|--------------------|-------------------------------|---------------------|--|--|--|--|--|--|--|
| Register | PNO | RSNO | Reck No | Master work No | Staff Work No | | | | | | | |
| Client Na | ame | | | Client Mobile No | ······ | | | | | | | |
| Email if of client | | | | | | | | | | | | |
| Client Landline No Please first email and then call on Landline Number only. | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| 1 | Email to party for following | | | | | | | | | | | |
| 1.01 | | | | | | | | | | | | |
| 1.02 | Please write the date of Power of Attorney received | | | | | | | | | | | |
| 1.03 | Any of item no. 5 if they are not available in our office | | | | | | | | | | | |
| 1.04 | Tally data | | | | | | | | | | | |
| 1.05 | Please email the confirmation taken from tally data of unsecured Loans | | | | | | | | | | | |
| 1.06 | Copy of Bank statement of the firm | | | | | | | | | | | |
| 1.07 | 10 | | | | | | | | | | | |
| | If any property purchased or sold during the year under scrutiny then Copy of both purchase and Sale agreement of property with proof of any expenses incurred thereon with source | | | | | | | | | | | |
| 1.08 | thereof. | agreement of | property with pro | oor or any expenses mearred | thereon with source | | | | | | | |
| 1.09 | | | | | | | | | | | | |
| 1.10 | | | | | | | | | | | | |
| 1.11 | If there is | any share tr | ansactions then th | ne copy of Share Broker a/c a | and Demat account | | | | | | | |
| 1.12 | If Home l | loan is taken | then the Housing | Loan Interest Certificate | | | | | | | | |
| 1.13 | If any rer | nt is paid or r | eceived then the R | Rent Agreement for rent rece | eived | | | | | | | |
| 1.14 | If any fixed assets is purchased then the purchase bill of fixed assets | | | | | | | | | | | |
| 1.15 | Copy of g | gift deed if an | y gift received or | given | | | | | | | | |
| 1.16 | TDS Certificates if any | | | | | | | | | | | |
| 1.17 | Please take the proof of payment made for Statutoty Liabilities-PF, ESI TDS Vat | | | | | | | | | | | |
| | after end of the financial year of the period of proceedings | | | | | | | | | | | |
| 1.18 | Copy of assessment orders if made during last 6 assessment years. Please ask to party if new for | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |