

The Office of Charity Commissioner धर्मादाय आयुक्तालय, महाराष्ट्र राज्य



DATA

Digital Administration for Transparency and Accountability

दाता : पारदर्शकता आणि बांधिलकीसाठी संगणकीकृत प्रशासन

GUIDELINES FOR ONLINE SUBMISSION OF TRUST'S ACCOUNTS.





Introduction

Welcome to the Charity Organization Website. Now we will understand the procedure for online submission of Trust's Accounts.

Types of Trust's Accounts.

There are 2 types of Trusts.

- 1. Trusts whose annual income is above Rs.5000/-
- 2. Trusts whose annual income is below Rs.5000/-



Below Rs. 5000/-

Now we will understand the procedure for online submission of Trust's Accounts whose annual income is below Rs.5000/-

Directions for online submission of trust accounts

- 1. Before starting for online submission of trust accounts, keep the necessary documents with you and scan and save them on desktop. For list of documents click preliminary procedure.
- 2. Those documents shall be 150 DPI in size and in black and white.
- 3. Size of each scanned document shall not be more than 1 MB.

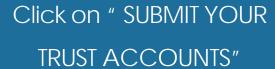


Firstly, move on to the
Charity organisation
website
charity.maharashtra.gov.in

charity.maharashtra.gov.in









Contact Us

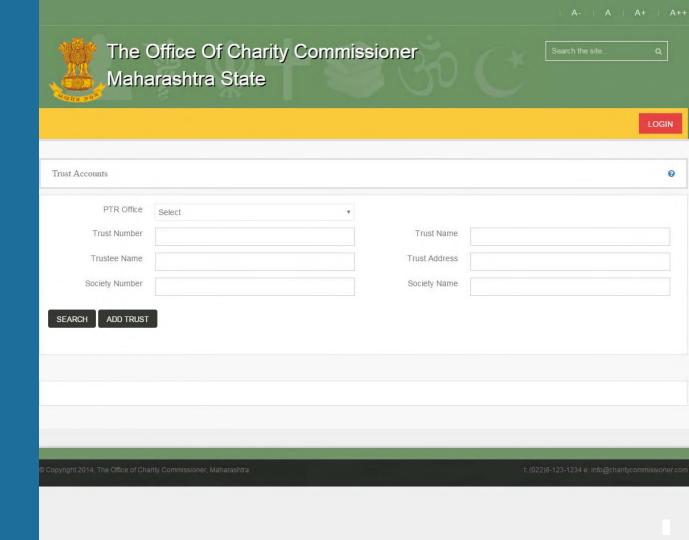
FAQ

Site Map

The Office Of Charity Commissioner

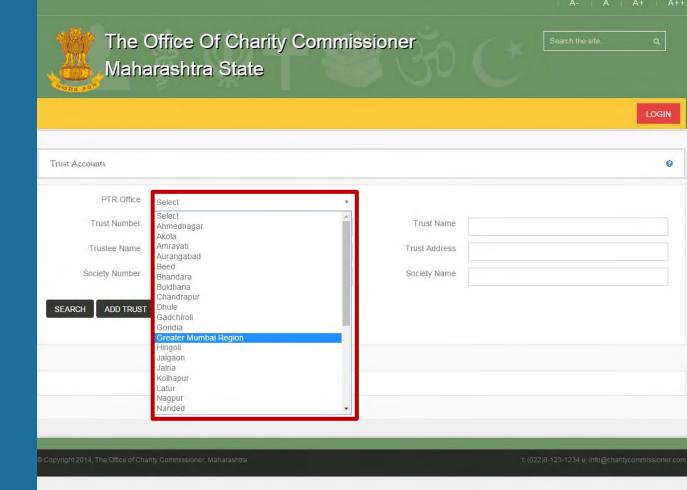


This window will get opened after clicking upon "SUBMIT YOUR TRUST ACCOUNTS"





Select the District of the Public Trusts
Registration Office
where your Trust is registered.







Greater Mumbai Region

Trust Accounts

PTR Office

Trust Number

Trustee Name

the site...

LOGIN

Registration Number o
Name and click on
"SEARCH". If your
Trust's information is
already on the website

then it's name will be

found in the following list.

Type your Trust's

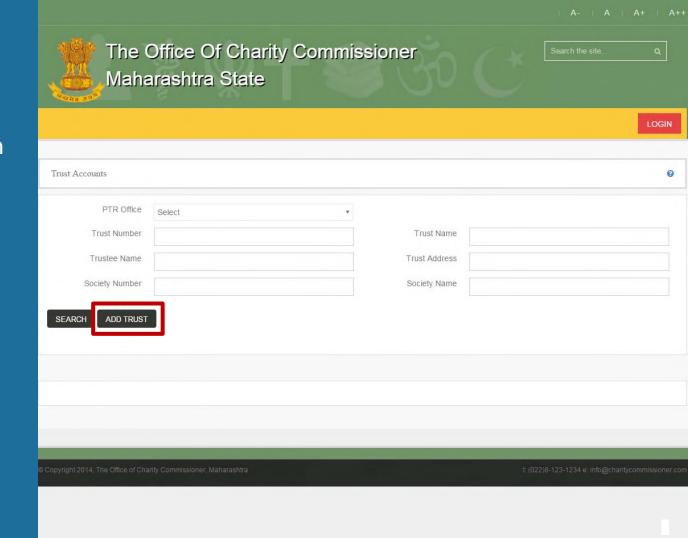
Society Nu	ımber			Society Name	
SEARCH ADD	TRUST				
TrustNumber	TrustName	Society Number	Society Name	Trustee Name	TrustAddress
A-0000034(GBR)	Happy Udan				occ, anni besant, rbi, Mumbai, Mumbai, Mumbai - 400018.
A-0466556(GBR)	Afreen				occ, anni besant, Rbi, Mumbai, Mumbai, Mumbai - Trust Account 400018.
A-0078525(GBR)	SELF MOTIVATION				OCC, ANNI BESANT, RBI, Mumbai, Mumbai, Mumbai - Trust Account

Trust Name

Trust Address



If your Trust's information is not found, then click on "ADD TRUST".



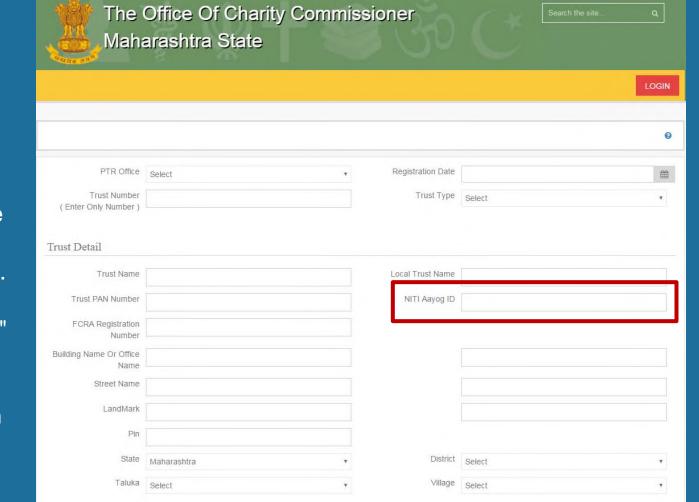


Now fill your Trust's details such as Trust's name, Trust's Pan Number, Trust's FCRA Registration number. FCRA means Foreign **Contribution Regulation** Act. If you have registered under this Act, your Trust can accept donations from foreign people or foreign organisations.





Fill Niti Aayog Registration number also. If you have registered under Niti Aayog, you are eligible for Government Assistance / Aid/ Grant. For more information. kindly visit "Niti Darpan" website. Fill all other details. Hence, in this way Trust's details can be submitted.





Fill every necessary information in the boxes displayed on the screen.

Pin			
State	Maharashtra 🔻	District	Select
Taluka	Select v	Village	Select
			150,000
ommunication Deta	il		
Contact Name/Nodal Officer/Rugnamitra		Contact Name/Nodal Officer/Rugnamitra	
		Officer/Rugifallitra	
Building Name Or Office Name			
Street Name			
LandMark			
Pin			
State	Maharashtra •	District	Select
Taluka	Select v	Village	Select
Mobile No		Email Id	
MODIIC 140			



For security reason, type the figure, number seen on the screen as it is.

Pin			
State	Maharashtra v	District	Select
Taluka	Select v	Village	Select
Communication Deta	il		
Contact Name/Nodal		Contact Name/Nodal	
Officer/Rugnamitra		Officer/Rugnamitra	
Building Name Or Office Name			
Street Name			
LandMark			
Pin			
State	Maharashtra •	District	Select
Taluka	Select v	Village	Select
Mobile No		Email Id	
_			
Please Enter Corre	ect Code.		
9UX	BI		
Generate New Ima	ige		
Type the code from	n the image		
SUBMIT			



Click on "SUBMIT" button.

Pin					
State			District		
State	Maharashtra	•	DISTRICT	Select	7
Taluka	Select	*	Village	Select	*
Communication Deta	il				
Contact Name/Nodal			Contact Name/Nodal		
Officer/Rugnamitra			Officer/Rugnamitra		
Building Name Or Office Name					
Street Name					
Street Name					
LandMark					
Pin					
Filt					
State	Maharashtra	*	District	Select	*
Taluka	Select	Ψ.	Village	Select	7
Mobile No			Email Id		
Please Enter Corre	ect Code.				
90 X	Bī				
Generate New Ima	ge				
Type the code from	n the image				
Type the code from	n the image				



Firstly, move on to the
Charity organisation
website
charity.maharashtra.gov.in

charity.maharashtra.gov.in





Click on "SUBMIT YOUR TRUST ACCOUNTS"



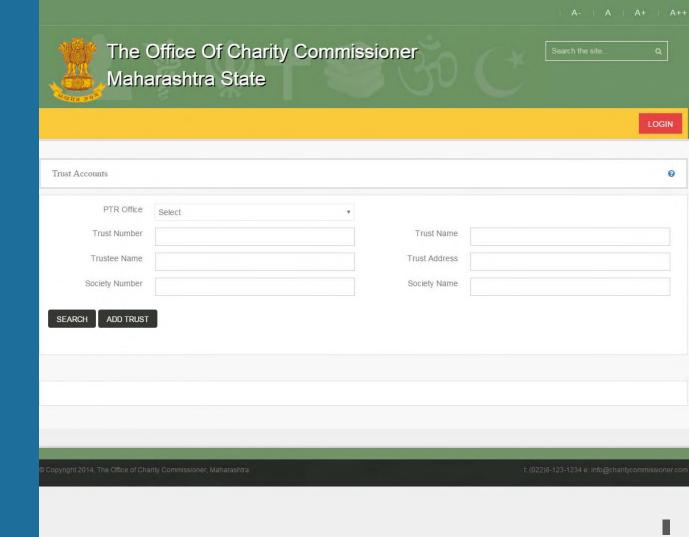
Commissioner

Charity Offices

Charity Hospitals

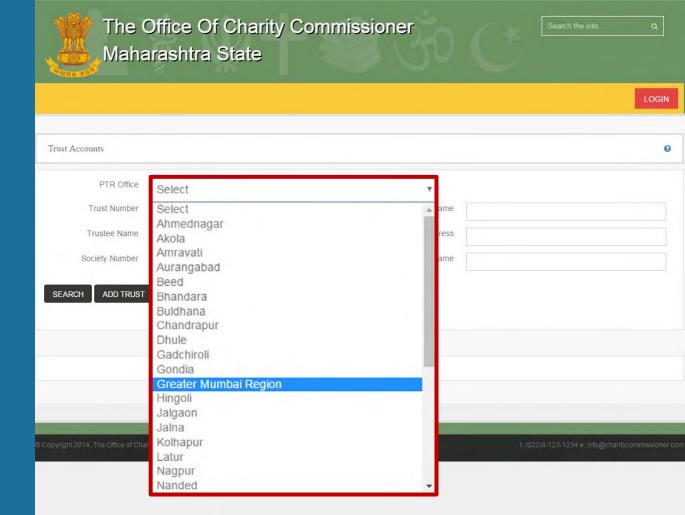


This window will get opened.





Select the District of the
Public Trusts
Registration Office
where your Trust is
registered.





Type your Trust's Registration Number or Name and click on "SEARCH". You will find your Trust's name in the following list.

The Office Of Charity Commissioner
Maharashtra State

Greater Mumbai Region

SELF MOTIVATION

Trust Accounts

A-0078525(GBR)

PTR Office

Trust Number



ч	u	u	v

Trustee I	Name			Trust Address	
Society Nu	ımber			Society Name	
SEARCH ADD	TRUST				
TrustNumber	TrustName	Society Number	Society Name	Trustee Name	TrustAddress
					occ, anni besant, rbi,
A-0000034(GBR)	Happy Udan				Mumbai, Mumbai, Mumbai - Trust Account
					400018.
					occ, anni besant, Rbi,

Trust Name

400018.

400018.

OCC. ANNI BESANT. RBI.

Mumbai, Mumbai, Mumbai - Trust Account



Now click on "Trust Account"



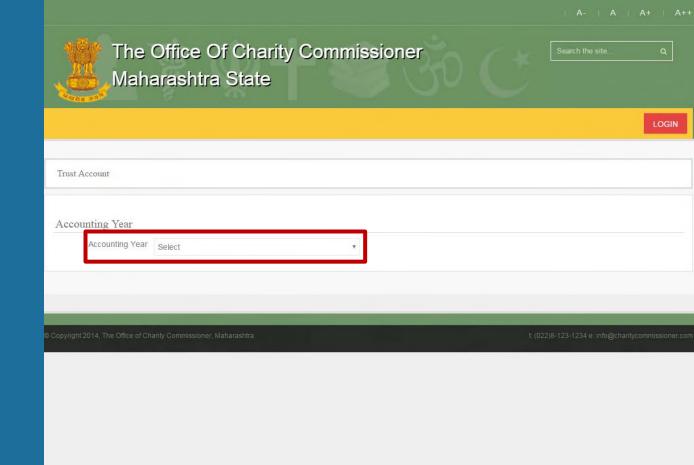


PTR Office	Greater Mumbai Region	Ψ.		
Trust Number		Tru	st Name	
Trustee Name		Trust	Address	
Society Number		Socie	ty Name	
RCH ADD TRUST				
ADD TRUST	•			

TrustNumber	TrustName	Society Number	Society Name	Trustee Name	TrustAddress
A-000034(GBR)	Happy Udan				occ, anni besant, rbi, Mumbai, Mumbai - Trust Account 400018.
A-0466556(GBR)	Afreen				occ, anni besant, Rbi, Mumbai, Mumbai, Mumbai - Trust Account 400018.
A-0078525(GBR)	SELF MOTIVATION				OCC, ANNI BESANT, RBI, Mumbai, Mumbai, Mumbai - Trust Account 400018.

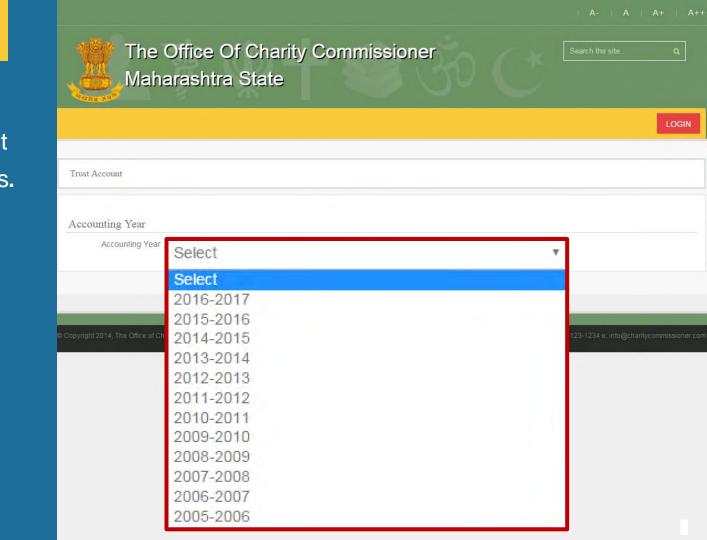


Now select the year for which the Account is to be submitted.



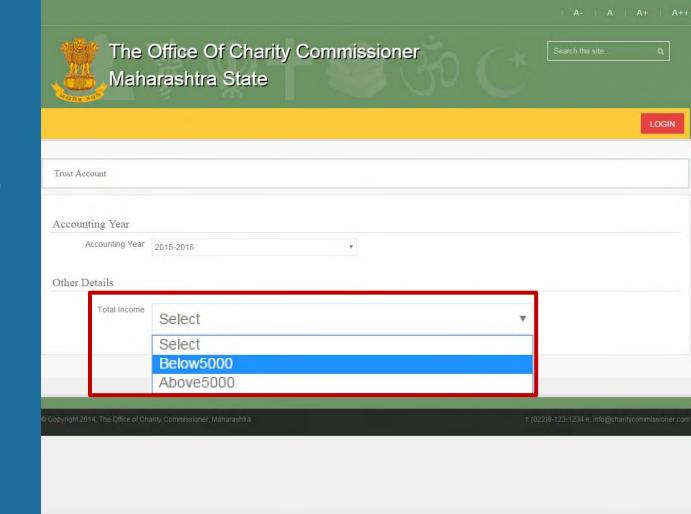


You can online submit last 12 years' Accounts.





Now choose option "Below 5000" and click it.





Click on "SCHEDULE IX A".





Accounting Year

Accounting Year

Other Details

Total Income Below5000

SCHEDULE IX-A

SCHEDULE IX-B

www.taxquru.in



Here you can see your Trust's information.



Schedule IX-A Statement Of Income



LOGIN

SCHEDULE IX-A Trust Details Trust Number Trust Name E-0000020(GBR) Atharvaa Charitable Trust Building Name Or Office गवर्नेंट कॉलनी Government Colony Street Name शारदा रोड Sharda Road LandMark सिनेमैक्सच्या जवळ Near Cinemax District 400051 Mumbai Taluka Mumbai Mumbai Accounting Year Accounting Year



Under the head "Income from immovable Property", kindly fill the details of Trust's immovable properties. If there is no immovable property, then put zero.

Particulars of Property			
Arrears of income at the end of the previous year			
Demand of rent fixed for the current year			
Amount realised during the year			
Arrears outstanding with details of the year to which they belo	ing		
ncome from other property securities (if any)			
Description of property			
Arrears of income at the end of the previous year			
Amount to be recovered during the current year			
Amount realised during the year			
Arrears Outstanding			
otal realisation and Outstanding			
Total amount recovered during the year			
Total arrears outstanding			
Remarks			



Under the head "Income from other property securities (if any)", kindly fill the details of F D R and other details. If there is no such property, then put zero

Particulars of Property		
Arrears of income at the end of the previous year		
Demand of rent fixed for the current year		
Amount realised during the year		
Arrears outstanding with details of the year to which they belong		
ome from other property securities (if any)		
Description of property		
rrears of income at the end of the previous year		
amount to be recovered during the current year		
amount realised during the year		
arrears Outstanding		
ıl realisation and Outstanding		
otal amount recovered during the year		
otal arrears outstanding		
Remarks		



Fill all the details in the box of "Total realisation and Outstanding".

Further, type remarks, if any.

ncome from immovable Property		
Particulars of Property		
Arrears of income at the end of the previous year		
Demand of rent fixed for the current year		
Amount realised during the year		
Arrears outstanding with details of the year to which they belong		
ncome from other property securities (if any)		
Description of property		
Arrears of income at the end of the previous year		
Amount to be recovered during the current year		
Amount realised during the year		
Arrears Outstanding		
otal realisation and Outstanding		
Total amount recovered during the year		
Total arrears outstanding		
Remarks		



If there are no remarks regarding "Schedule IX A", then write 'No Remarks '.

acome from immovable Property		
Particulars of Property		
Arrears of income at the end of the previous year		
Demand of rent fixed for the current year		
Amount realised during the year		
Arrears outstanding with details of the year to which they belong		
ncome from other property securities (if any)		
Description of property		
Arrears of income at the end of the previous year		
Amount to be recovered during the current year		
Amount realised during the year		
Arrears Outstanding		
otal realisation and Outstanding		
Total amount recovered during the year		
Total arrears outstanding		
Remarks		
		10



Now scan the documents to be uploaded. Documents must be in Black and white. Size of each scanned document shall not be more than 1 MB.

	-(File name should be simple Document List	e. Two dots, special characters except (space, "-" & "_") are not allowed. File size above 1MB is not allowed.)
r.No	Passbook	Upload Document List Choose File No file chosen
2	Affidavit	Choose File No file chosen
3	Other	Choose File No file chosen

Total arrears outstanding

Remarks



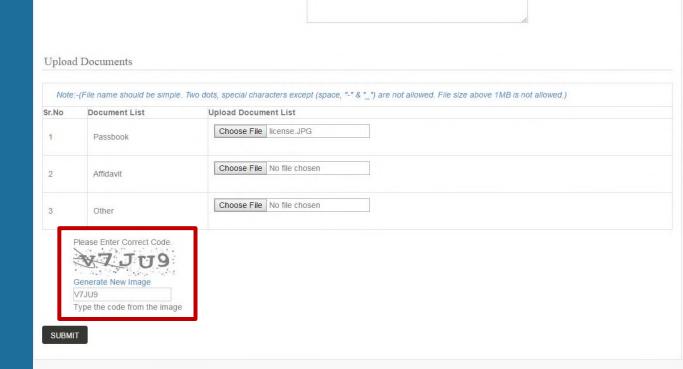
Documents to be uploaded such as pass book means a page of pass book showing transactions in current financial year, Affidavit explaining the cause of delay in submitting the Accounts after 30th September, other necessary documents etc.

Rem			
	Documents		
Note:- lo	(File name should be simple Document List	e. Two dots, special characters except (space, "-" & "_") are u	oot allowed. File size above 1MB is not allowed.)
	Passbook	Choose File No file chosen	
	Affidavit	Choose File No file chosen	
	Other	Choose File No file chosen	
/11/-	lease Enter Correct Code. 7 J U 9 Senerate New Image ype the code from the imag		
UBMIT			

Total arrears outstanding



For Security reason, type figure, number seen on the screen as it is.



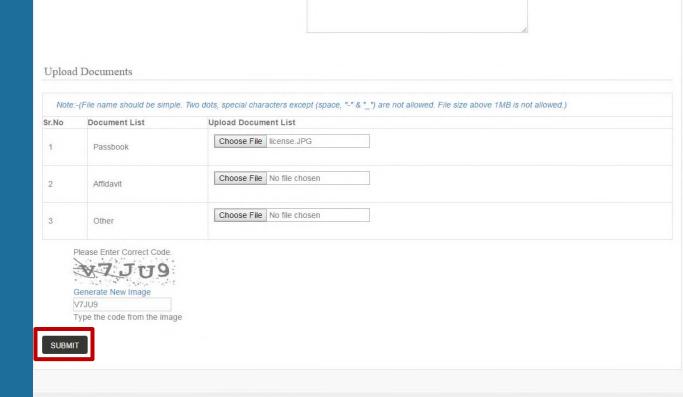
0

Total arrears outstanding

Remarks



You will not be able to change the information filled, once you click the 'SUBMIT'.



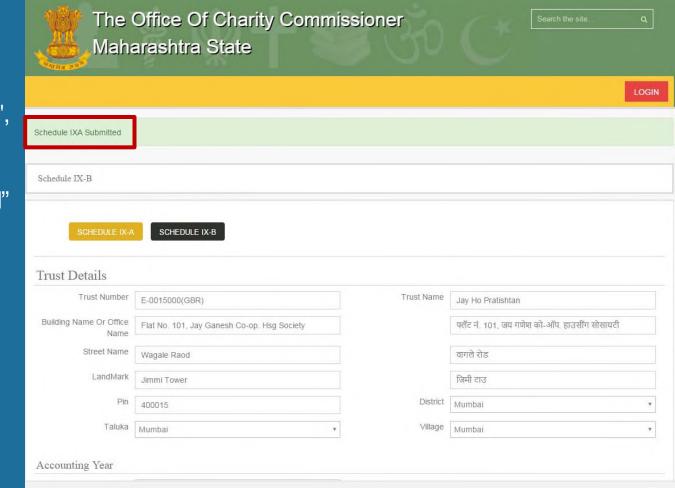
0

Total arrears outstanding

Remarks



After clicking on 'SUBMIT', you will get the message "Schedule IX A Submitted" on the screen.





Now click on "SCHEDULE IX B".



Schedule IXA Submitted

400015

Mumbai

Taluka

Accounting Year

h the site...

LOGIN

Schedule IX-B

SCHEDULE IX-A

SCHEDULE IX-B

Trust Details

Trust Number E-0015000(GBR)

Trust Name Jay Ho Pratishtan

Building Name Or Office Name
Street Name

Wagale Raod

LandMark Jimmi Tower

Schedule IX-B

Trust Name Jay Ho Pratishtan

पर्लेट नं. 101, जय गणेश्रा को-ऑप. हाउसींग सोसायटी

वागले रोड

Mumbai

Mumbai



Fill all the details under the head "Add Expenditure

Details". Further, type remarks, if any.

Accounting Year 2015-2016	Y			
Expenditure Details				
Assessment Cesses And Other Government Dues				
Municipal And Other Taxes				
Charges Incurred For Maintenance And Necessary Improvement Of Property Including Repairs		1		
Remuneration To Manager And Or Trustees				
Pay And Allowances Of Servants		h		
On Religious Object				
On Charitable Object				
Viscellaneous Expenses (Including Contribution)				
Total Expenditure				
Total Income	0.00			
Balance				
Remarks				
nmunications With Trust/Society Note:-(These details will be use	ad for all further communicate	and with Twent/Contains	ı	
Contact Name/Nodal	ea for all further communicate Contact Na			



If there are no remarks regarding
"Schedule IX B", then write 'No Remarks'

Accounting Year	2015-2016	•	
d Expenditure Det	ails		
Assessment Cesses Ar	nd Other Government Dues		
funicipal And Other Ta	axes		
Charges Incurred For I	Maintenance And Necessary Improvement Repairs		
Remuneration To Man	ager And Or Trustees		
Pay And Allowances Of	Servants		
On Religious Object			
On Charitable Object			
Miscellaneous Expense	es (Including Contribution)		
Total Expenditure			
Total Income		0.00	
Balance			
Remarks			
	_		
ommunications Wit	h Trust/Society Note:-(These details will be used for	all further communications with Trust/Society)	
Contact Name/Nodal Officer/Rugnamitra	1000 (11000 00000)	Contact Name/Nodal Officer/Rugnamitra	



Fill every necessary information in each box of the form on the screen. It is mandatory to fill the mobile number and email id so that user id can be generated in the name of a person to be contacted

Gross Annual Income Chargeable To Contribution

Amount Of Contribution Computed At The Rate Fixed Under The Subsection (1) Of Section 58 And Payable

)

Note:-(Certified that while claiming deductions admissible under the above schedule the Trust has not claimed any amount twice, either wholly or partly, against any of the items mentioned in the schedule which have the effect of double – deduction.)

Contact Name/Nodal Officer/Rugnamitra		Contact Name/Nodal Officer/Rugnamitra		
Building Name Or Office Name				
Street Name				
LandMark				
Pin				
State	Maharashtra	▼ District	Select	*
Taluka	Select	v Village	Select	7
Mobile No *		Email Id *		
Trust PAN Number				

Please Enter Correct Code.

YYS, 7 I

Generate New Image

Type the code from the image

🗐 I hereby declare that all information and evidences provided in this application are true, complete and correct to the best of my knowledge

www.taxquru.in



For Security reason, type figure, number seen on the screen as it is.

Communications Wit	h Trust/Society Note:-(These details will be	used for all furt	her communications with Tru	st/Society)		
Contact Name/Nodal Officer/Rugnamitra			Contact Name/Nodal Officer/Rugnamitra			
Building Name Or Office Name						
Street Name						
LandMark						
Pin						
State	Maharashtra	*	District	Select		٧
Taluka	Select	*	Village	Select		7
Mobile No *			Email Id *			
Trust PAN Number						
Generate New Ima Type the code from	7.1	oplication are ti	ue, complete and correct	to the best of my knowled;	ge	

Gross Annual Income Chargeable To Contribution



Click in the box of self declaration and then click on "SUBMIT". Once you click on "SUBMIT", you can not change the information.

oss Annual Income Chargeable To Contributio	oss	Annual	Income	Chargeable	To	Contribution
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Contact Name/Nodal

Amount Of Contribution Computed At The Rate Fixed Under The Subsection (1) Of Section 58 And Payable

.

Note:-(Certified that while claiming deductions admissible under the above schedule the Trust has not claimed any amount twice, either wholly or partly, against any of the items mentioned in the schedule which have the effect of double – deduction.)

Contact Name/Nodal

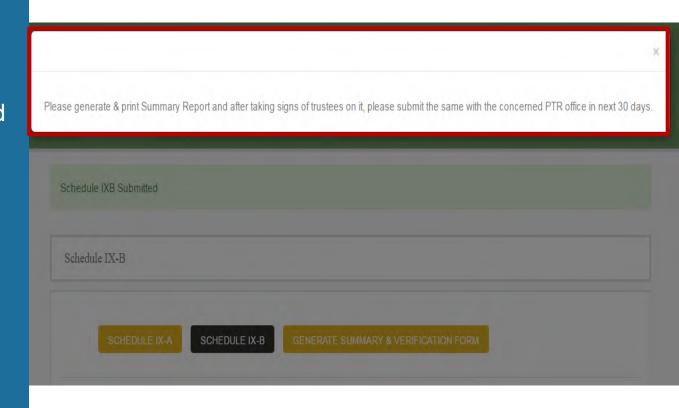
Communications With Trust/Society Note:-(These details will be used for all further communications with Trust/Society)

Officer/Rugnamitra		Officer/Rugnamitra	
Building Name Or Office Name			
Street Name			
LandMark			
Pin			
State	Maharashtra v	District	Select
Taluka	Select v	Village	Select
Mobile No *		Email Id *	
Trust PAN Number			
Please Enter Corre	ct Code.		
Generate New Ima	. / I . ge		
Type the code from	n the image		

🗐 I hereby declare that all information and evidences provided in this application are true, complete and correct to the best of my knowledge

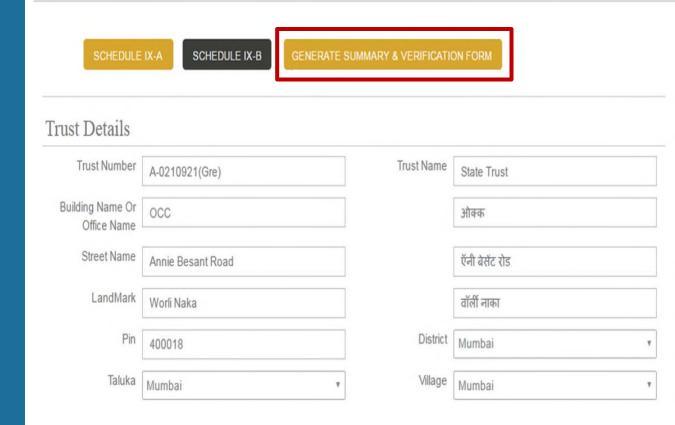


Now you will get the message to generate and to take the print of the Summary Report and its Submission in the respective Public Trusts Registration Office within 30 days.



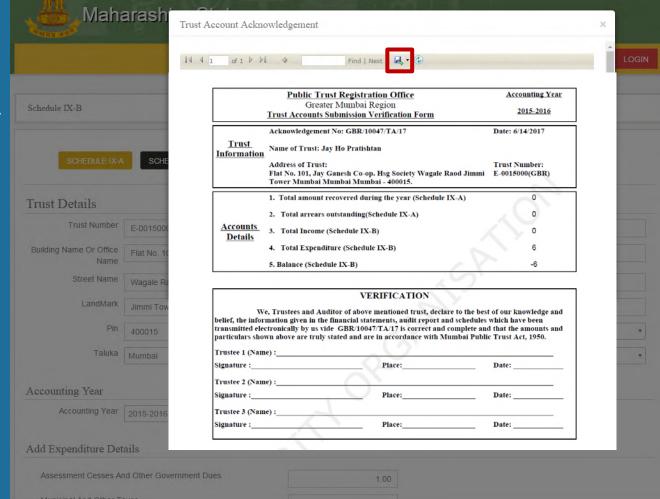


Click on "GENERATE SUMMARY & VERIFICATION FORM".





You can save the Summary
Report in your format by
clicking save icon.

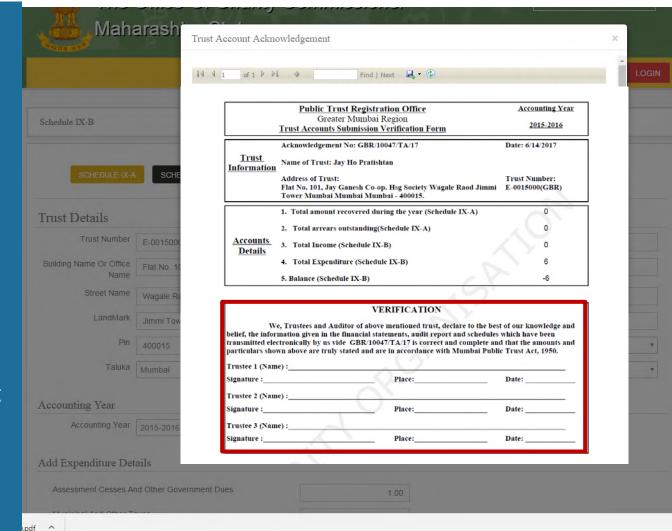


www.taxguru.ir

pdf

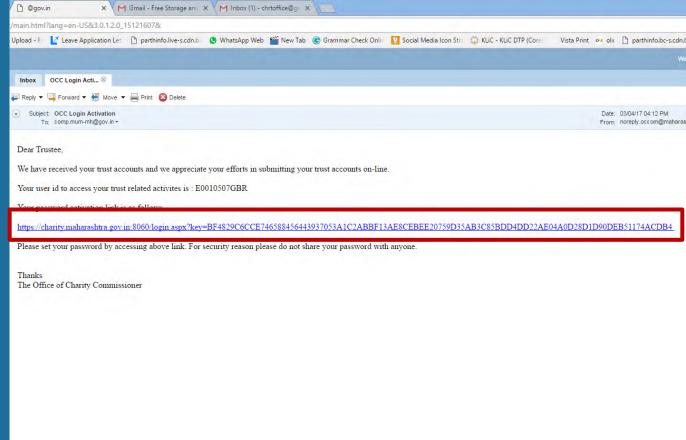


Now take a print of Summary Report, sign it and put a thumb impression upon it, scan it and then mail it to the respective Public Trusts Registration office on its official mail id. Also submit it or send it through R.P.A.D. to the respective office within 30 days. www.taxguru.in





On receipt of Summary Report, respective district office will send you user id through email and then you can create your password. Now you can make your Trust's entries in Schedule I.



NOTE

It is obligatory / mandatory to make your Trust's entries in Schedule I in the form of e – record. After such entries, trustees will get benefits of various online procedures such as submission of Change Report, Permission for alienation of property, Permission for loan and investment etc.



