

Form V (PMGK Deposit Scheme, 2016) - User Manual



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Introduction

As per the Notification No.[F.No.3(1)-W&M/2016] / so 4061, dated 16-12-2016, the Pradhan Mantri Garib Kalyan Deposit Scheme, 2016 has been notified. The deposits under this Scheme shall be made by any person who intends to declare undisclosed income under sub-section (1) of section 199C of the Taxation and Investment Regime for Pradhan Mantri Garib Kalyan Yojana, 2016.

As per para 7(2) of the PMGK deposit Scheme, 2016, the Authorised banks are required to furnish electronically the details of deposits made under PMGK in Form V not later than next working day to enable the Department to verify the information of the deposit before accepting the declaration.

Pre-Requisites for Uploading Form V

- To upload Form V, user should have a registered PAN in e-Filing portal to generate the ITDREIN for Form V.
- To Upload Form V, Authorised person PAN should have a valid DSC registered in e-Filing portal.
- Generated zip file of Form V should be kept ready for upload.

Steps to generate ITDREIN for Form V

To generate ITDREIN for Form V, the steps are as below:

- **Step 1: Login** to e-Filing portal using **User ID**, e-Filing **Password** and **DOB/DOI**.
- **Step 2:** Go to **My Account** → **Manage ITDREIN**.
- **Step 3:** To generate new ITDREIN click on the button **“Generate New ITDREIN”**.

Manage ITDREIN

S.No.	ITDREIN	Form Name	Reporting Entity Category	CreatedDate
No ITDREINs found				

Generate New ITDREIN

- **Step 4:** A Pop up with Form Type and Reporting Entity Category is displayed. Select the Form Type and Reporting Entity Category from the dropdown.

Form Type*	Select
Reporting Entity Category*	Select
<input type="button" value="Generate ITDREIN"/>	<input type="button" value="Cancel"/>

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- **Step 5:** Select the Form Type as '**Form V**' and select the applicable Reporting Entity Category from the dropdown.

Form Type*

Reporting Entity Category*

- **Step 6:** Click on '**Generate ITDREIN**' button.
- **Step 7:** Success Message is displayed as shown below. User receives a confirmation e-mail on successful **generation of ITDREIN** to the **registered Email ID**. An SMS is also sent to **the registered Mobile number**.

✔ **ITDREIN generated successfully. To add authorised person click on the ITDREIN.**

- **Step 8:** On Successful Generation of ITDREIN, the screen is displayed as shown below.

Manage ITDREIN

S.No.	ITDREIN	Form Name	Reporting Entity Category	CreatedDate
1	AAFPA8536A.VC989	Form V	Co-operative bank	29/12/2016

Steps to add Authorised Person

- **Step 1:** To add Authorised Person for the generated ITDREIN, click on the link provided in the **ITDREIN** Column.

Manage ITDREIN

S.No.	ITDREIN	Form Name	Reporting Entity Category	CreatedDate
1	AAFPA8536A.VC989	Form V	Co-operative bank	29/12/2016

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- **Step 2:** Click on the button **Add Authorised Person**.

Manage ITDREIN

S.No.	Authorised Person Type	PAN	Name	Designation	Access Type	Created date	Date of De-Activation	Status
No Authorised person found for the ITDREIN								

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Add Authorised Person

- **Step 3:** A Pop up with Authorised Person details appears as shown below. Authorised Person Type is of two types:
- ❖ **Designated Director** – Can Upload & View the Form V.
 - ❖ **Principal Officer** – Can only View the filings of Form V.

Authorised Person Type *	Select
PAN *	
Person Name*	
Designation *	
Access Type *	Upload and View
Date of Birth (DD/MM/YYYY)*	
Mobile No. *	+91
Email ID *	
Flat/Door/Building *	
Road/Street	
Area/Locality *	
Town/City/District *	

- **Step 4:** Enter all the details and Click on **Add Authorised Person** button. Success message is displayed as shown below.

<p>✔ Authorised Person Added Successfully. An Activation link to mail and a mobile OTP is sent to authorized person details provided.</p> <p>OK</p>
--

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Manage ITDREIN

S.No.	Authorised Person Type	PAN	Name	Designation	Access Type	Created date	Date of De-Activation	Status	
1	Designated Director	AIEPM1189Q	RAMAMOORTHY	Director	Upload and View	29/12/2016	-	Pending Activation	Resend Activation Link

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Add Authorised Person

- **Step 5:** User receives a confirmation e-mail on successful **Addition of Authorised Person** to the **registered Email ID** and an SMS is also sent to the **registered Mobile number**.
- **Step 6:** Authorised Person receives a confirmation e-mail with an **activation link to the Authorised Person's Email ID**. An SMS along with OTP (One time Password) is sent to the **Authorised Person's Mobile Number**.

In order to activate the account, the user should click on the **Activation link**, **enter the Mobile PIN, Password and Confirm Password** and click on **Activate** Button. On success, the user account is activated and the database is updated.

Activation

ITDREIN	AAFP8536A.VC989
Authorised Person PAN	AIEPM1189Q
Authorised Person Name	RAMAMOORTHY
Mobile Pin *	<input type="text" value="386014"/>
Password *	<input type="password" value="••••••"/> Strong
Confirm Password *	<input type="password"/>
<p>Activate</p>	

- **Step 7:** After the Authorised person is activated, the Authorised person can view the details as below.

Manage ITDREIN

S.No.	Authorised Person Type	PAN	Name	Designation	Access Type	Created date	Date of De-Activation	Status	
1	Designated Director	AIEPM1189Q	RAMAMOORTHY	Director	Upload and View	29/12/2016	-	Active	De-activate

Back

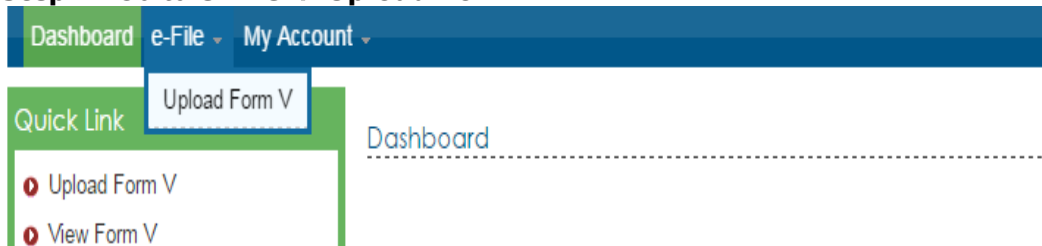
Add Authorised Person

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Steps to Upload Form V

- **Step 1: Login** to e-Filing portal using **ITDREIN, Authorised Person PAN** and **Password**.

- **Step 2: Go to e-File → Upload Form V**



- **Step 3: Upload** the corresponding ZIP file of Form V. [Click here](#) to know the step by step procedure for generating a valid ZIP file.

- **Step 4: Generate** the Signature file using DSC Management Utility and Click on Submit button. [Click here](#) to know the step by step procedure for generating the signature file.

Upload Form V



- **Step 5: On successful upload** user records are captured in the e-Filing system and the below success message must be displayed along with the Transaction ID.

Upload Form V Success

FORM V has been filed and the Transaction ID is: **1000715888** In case of any queries, please contact 1800 4250 0025.

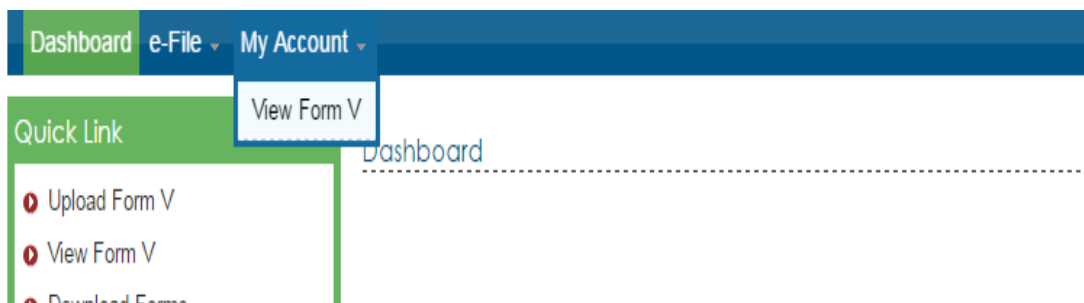
An e-mail confirming the successful submission of your Form along with the Receipt number has been sent to **Fdffffggf@fggf.in**

Kindly login after 24 hours to check the status of the uploaded form, (GO TO 'My Account' -> 'View Form V').

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Steps to View Form V

- **Step 1: Login** to e-Filing portal using **ITDREIN, Authorised Person PAN** and **Password**.
- **Step 2:** Go to **My Account** → **View Form V**



- **Step 3:** The uploaded Form V details are displayed under **"View Form V"**.

View Form V

S.No	Transaction No	Filed On	Filing Type	Status
1	1000715888	29/12/2016	Original	Accepted
2	1000715535	29/12/2016	Original	Accepted
3	1000715498	29/12/2016	Original	Accepted
4	1000715489	29/12/2016	Original	Rejected

- **Step 4:** Click on the **"Transaction No"** to see the details of Form V uploaded for future reference. The uploaded zip file can be downloaded by clicking on the link under **"ZIP"**.

Details Of Acknowledgement Number - 1000715888 ✕

Reporting Entity PAN	Form Name
NAAPA1111A	FORMV

Statement Details		
Status	Acknowledgement Number	ZIP
Accepted	100378261291216	ZIP

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Step by Step Guide for generating Form V XML (ZIP file)

Detailed steps are as follows:

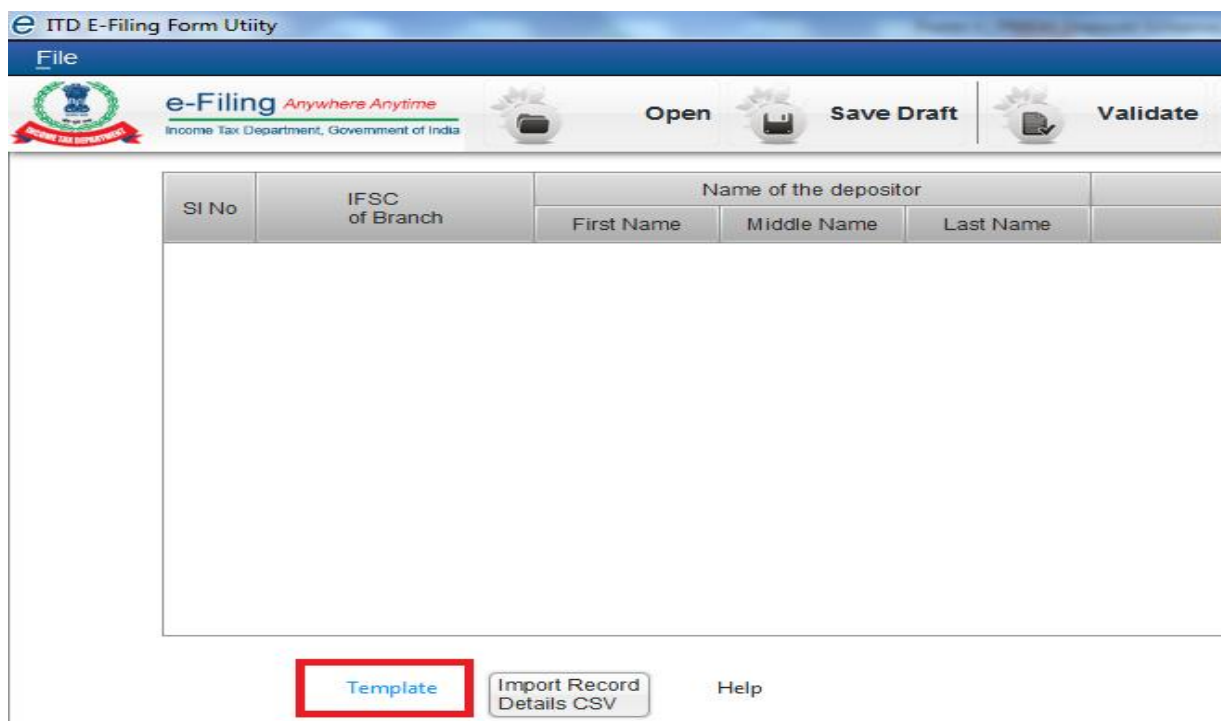
Step 1: Go to e-Filing portal <https://incometaxindiaefiling.gov.in/> → **Downloads** → **Forms (Other than ITR)**. Under "**Forms (Other than ITR)**" tab, click on the download button of "**Form V (PMGK)**" for downloading Form V.

Step 2: Extract the zip folder and open the utility (ITD_EFILING_FORMV_PR1.jar).

Step 3: The utility will be opened as below.

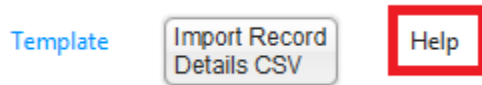


Step 4: Select the "**Form V**" tab. Click on the "**Template**" button to save the CSV template file.



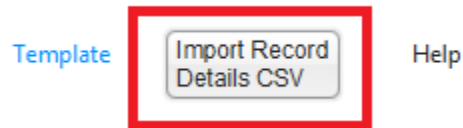
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Step 5: Update the data in CSV template file as per the instructions given under [Help](#).



Step 6: While saving the updated CSV template, the "Save as type" should be selected as "**CSV (Comma delimited)**".

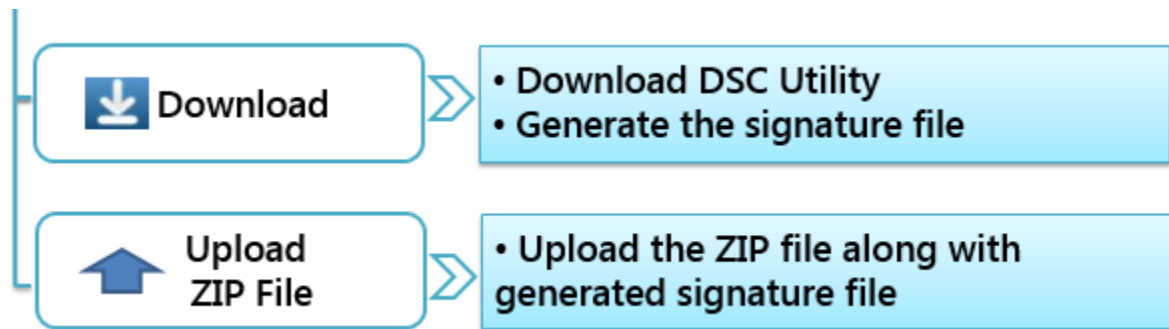
Step 7: The updated CSV file can be imported into the Form V utility by clicking on "**Import Record Details CSV**".



Step 8: On successful validation, the CSV details will be imported to Form V utility. If any error is shown while importing the data, make sure the data updated in CSV file is complying with the instructions given under [Help](#).

Step 9: Verify the data and click on "Generate XML" button. The XML will be saved in a ZIP format.

Step by Step Guide for Uploading Signature File



Detailed steps are as follows:

Step 1: Download "ITD e-Filing DSC Management Utility" from the link provided in e-Filing portal at the time of uploading Form V.

Step 2: Extract the zip folder and open the utility (DSC_MGMT_UTILILITY.jar).

Step 3: The utility will be opened as below. Select "Bulk Upload" tab.

Step 4: Use the "Browse" button to select the valid ZIP file to be uploaded in e-Filing.

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Bulk Upload	
Select the ZIP file to be signed *	<input type="button" value="Browse ZIP file"/>
Enter e-Filing User ID *	<input type="text" value="User ID"/>
Enter PAN of the DSC (Registered in e-Filing) *	<input type="text" value="PAN"/>
DSC Details	
Select the type of Digital Signature Certificate *	<input type="radio"/> .pfx file <input type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="button" value="Browse DSC file"/>
Enter the password for your private key *	<input type="text" value="Input Password"/>
Select USB token Certificate *	<input type="text" value="Select Certificate"/>
<input type="button" value="Generate Signature File"/>	

Step 6: Enter the e-Filing User ID.

Step 7: Enter the PAN of the DSC registered in e-Filing.

Step 8: Select the type of Digital Signature Certificate.

Bulk Upload	
Select the ZIP file to be signed *	<input type="button" value="Browse ZIP file"/>
Enter e-Filing User ID *	<input type="text" value="User ID"/>
Enter PAN of the DSC (Registered in e-Filing) *	<input type="text" value="PAN"/>
DSC Details	
Select the type of Digital Signature Certificate *	<input type="radio"/> .pfx file <input type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="button" value="Browse DSC file"/>
Enter the password for your private key *	<input type="text" value="Input Password"/>
Select USB token Certificate *	<input type="text" value="Select Certificate"/>
<input type="button" value="Generate Signature File"/>	

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Using .pfx File:

Step (i): Click on "Browse" button to select a valid ".pfx" file.

Bulk Upload	
Select the ZIP file to be signed *	18060 bytes <input type="button" value="Browse ZIP file"/> Bulk.zip
Enter e-Filing User ID *	<input type="text" value="ERIA100000"/>
Enter PAN of the DSC (Registered in e-Filing) *	<input type="text" value="AAAPA0000A"/>
DSC Details	
Select the type of Digital Signature Certificate *	<input checked="" type="radio"/> .pfx file <input type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="button" value="Browse DSC file"/> XXXPX0000A.pfx
Enter the password for your private key *	<input type="password"/>
Select USB token Certificate *	<input type="text" value="Select Certificate"/>
<input type="button" value="Generate Signature File"/>	

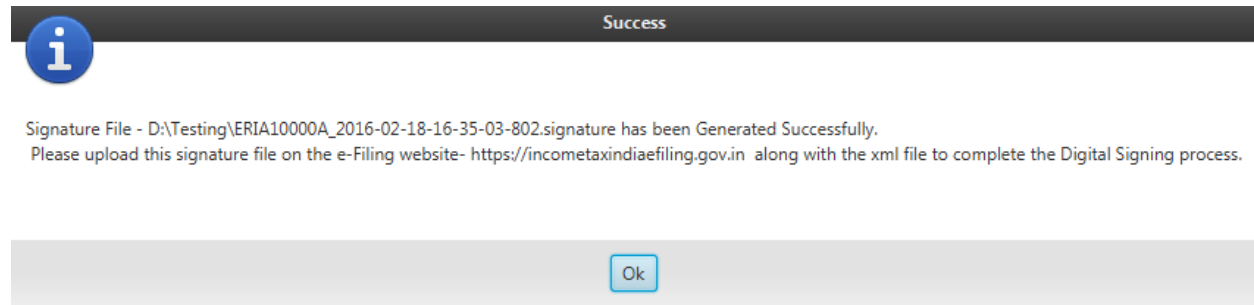
Step (ii): Enter the password for the selected ".pfx" file.

Bulk Upload	
Select the ZIP file to be signed *	18060 bytes <input type="button" value="Browse ZIP file"/> Bulk.zip
Enter e-Filing User ID *	<input type="text" value="ERIA100000"/>
Enter PAN of the DSC (Registered in e-Filing) *	<input type="text" value="AAAPA0000A"/>
DSC Details	
Select the type of Digital Signature Certificate *	<input checked="" type="radio"/> .pfx file <input type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="button" value="Browse DSC file"/> XXXPX0000A.pfx
Enter the password for your private key *	<input type="password" value="..."/>
Select USB token Certificate *	<input type="text" value="Select Certificate"/>
<input type="button" value="Generate Signature File"/>	

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Step (iii): Click on "Generate Signature file" button.

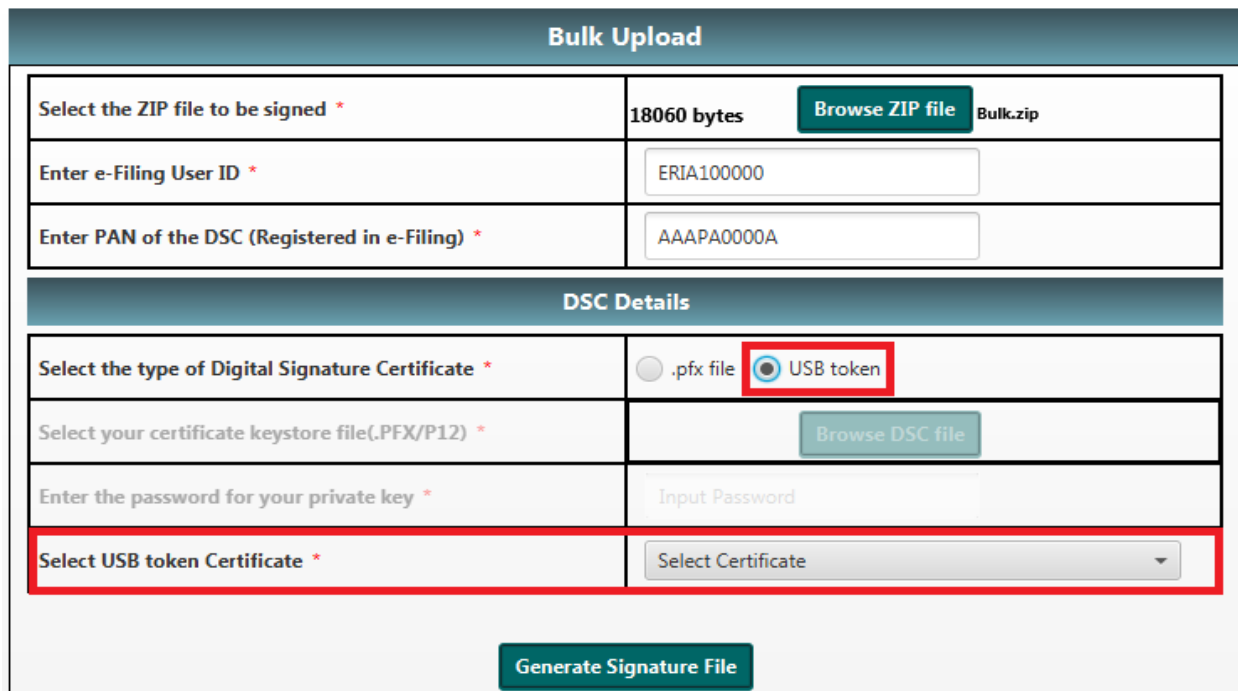
A success message will be displayed and signature file will be generated and saved at the location where ZIP was stored.



Step (iv): Upload the ZIP file along with the generated signature file in e-Filing portal to complete the filing with DSC.

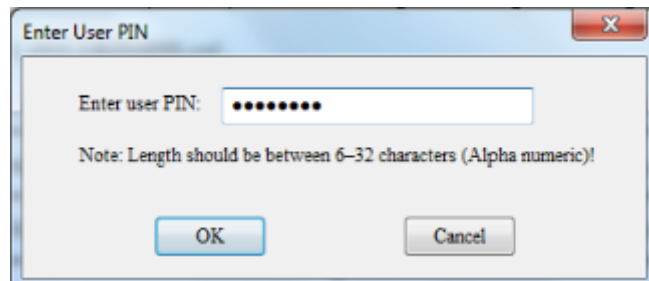
Using USB Token:

Step (i): Select a valid USB token certificate.



The "Bulk Upload" form is divided into two main sections. The top section contains three rows of input fields: "Select the ZIP file to be signed *" with a value of "18060 bytes" and a "Browse ZIP file" button labeled "Bulk.zip"; "Enter e-Filing User ID *" with the value "ERIA100000"; and "Enter PAN of the DSC (Registered in e-Filing) *" with the value "AAAPA0000A". The bottom section, titled "DSC Details", contains four rows: "Select the type of Digital Signature Certificate *" with radio buttons for ".pfx file" and "USB token" (the latter is selected and highlighted with a red box); "Select your certificate keystore file(.PFX/P12) *" with a "Browse DSC file" button; "Enter the password for your private key *" with an "Input Password" field; and "Select USB token Certificate *" with a dropdown menu labeled "Select Certificate" (this row is also highlighted with a red box). At the bottom of the form is a large blue "Generate Signature File" button.

Step (ii): Enter USB token PIN.



A small dialog box titled "Enter User PIN" with a close button (X) in the top right corner. It contains a text input field labeled "Enter user PIN:" with a masked password of "*****". Below the input field is a note: "Note: Length should be between 6-32 characters (Alpha numeric)!". At the bottom, there are two buttons: "OK" and "Cancel".

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Step (iii): Click on 'OK' button.

A success message will be displayed and signature file will be generated and saved at the location where XML was stored.



Success

Signature File - D:\Testing\ERIA10000A_2016-02-18-16-35-03-802.signature has been Generated Successfully.
Please upload this signature file on the e-Filing website- <https://incometaxindiaefiling.gov.in> along with the xml file to complete the Digital Signing process.

Ok

Step (iv): Upload the ZIP file along with the generated signature file in e-Filing portal to complete the filing with DSC.