Reporting Financial Institution User Manual
Register as Reporting Financial Institution
A user other than Individual and HUF who has already registered in e-Filing portal can register as a Reporting Financial Institution to e-File Form No. 61B.

Functionalities
The below table provides the functionalities of a user registered as Reporting Financial Institution

<table>
<thead>
<tr>
<th>S.No</th>
<th>Process</th>
<th>Available For Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit Form 61B/Nil Statement</td>
<td>Designated Director</td>
</tr>
<tr>
<td>2</td>
<td>View Form 61B</td>
<td>Reporting Financial Institution</td>
</tr>
<tr>
<td>3</td>
<td>De-register</td>
<td>Reporting Financial Institution</td>
</tr>
</tbody>
</table>

Steps involved in Register as Reporting Financial Institution

Step 1 – Login to e-Filing portal using User ID (PAN of the Reporting Financial Institution), e-Filing Password and DOI.
Step 2 – My Account → Reporting Financial Institution
Step 3 – Enter the details of Reporting Entity Details
  - Reporting Entity PAN – Auto Populated
  - Reporting Entity Name – Auto Populated
  - Date of Incorporation – Auto Populated
  - GIIN – User enterable (Non-Mandatory)
  - Reporting Entity Category - User enterable (Mandatory)
  - Reporting Entity Type - User enterable (Mandatory)
  - Regulator Name - User enterable (Mandatory)
  - Registration number (if any) - User enterable (Non-Mandatory)

Step 4 – Enter the details of Sponsored Entity or Trustee Documented Trust (If Applicable)
  - Name of Sponsored Entity or Trustee Documented
  - PAN
  - GIIN
  - Flat/Door/Building
  - Road/Street
  - Area/Locality
  - Town/City/District
  - Pincode
  - State
  - Country

Step 5 – Enter the details of Details of Designated Director
  - Designated Director PAN - User enterable (Mandatory)
  - Designation - User enterable (Mandatory)
  - Designated Director Surname - User enterable (Mandatory)
  - Designated Director Middle Name - User enterable (Non-Mandatory)
  - Designated Director First Name - User enterable (Non-Mandatory)
  - Designated Director Date of Birth - User enterable (Mandatory)
  - Designated Director Mobile Number - User enterable (Mandatory)
  - Designated Director Email ID - User enterable (Mandatory)
Step 6 – Enter the details of **Details of Principal Officer**
- Principal Officer PAN - User enterable (Mandatory)
- Principal Officer Designation - User enterable (Mandatory)
- Principal Officer Surname - User enterable (Mandatory)
- Principal Officer Middle Name - User enterable (Non-Mandatory)
- Principal Officer First Name - User enterable (Non-Mandatory)
- Principal Officer Date of Birth - User enterable (Mandatory)
- Principal Officer Mobile Number - User enterable (Mandatory)
- Principal Officer Email ID - User enterable (Mandatory)

**Step 7** – I certify that *<Name of Designated Director>* having Permanent Account Number *<PAN of Designated Director>*, is the designated director as per Explanation (a) to sub Rule 10 of Rule 115G of the Income-tax Rules, 1962.

**Step 8** – Click Submit *(Registration Success message displayed)*

**Upload of Form No. 61B**

**Step 1** – Login to e-Filing portal using User ID *(PAN of the Designated Director)*, e-Filing Password and DOB → e-File → Submit Form 61B/Nil Statement

**Step 2** – Verify and Select
- Reporting Entity PAN – Select from dropdown (Mandatory)
- Form Name – Auto Populated
- Calendar Year – Select from dropdown (Mandatory)
- Reporting Entity Category - Select from dropdown (Mandatory)
- Type of Filing - Select from dropdown (Mandatory)

**Step 3** – If Submit Nil Statement is selected from Type of Filing dropdown, select the appropriate options from the declaration.

**Step 4** – If Submit Form 61B is selected from Type of Filing dropdown, upload the corresponding Form 61B XML.

**Step 5** – Upload a valid DSC

**Step 6** – Submit

**View Form 61B**

**Step 1** – Login to e-Filing portal using User ID *(PAN of the Reporting Financial Institution)*, e-Filing Password and DOI.

**Step 2** – My Account → View Form 61B to view the forms submitted by Designated Director.

**De-register as Reporting Financial Institution**

**Step 1** – Login to e-Filing portal using User ID *(PAN of the Reporting Financial Institution)*, e-Filing Password and DOI.

**Step 2** – My Account → Reporting Financial Institution.

**Step 3** – Registered Reporting Entity Category list is displayed along with the checkbox to de-register.

**Step 4** – Check the record and click “De-register”. Success message is displayed.

**Step 5** – To register with Reporting Entity Category click “Click Here to Register”. It redirects to Register as Reporting Financial Institution page.