

FAQs on Comply to Notice



e-Filing *Anywhere Anytime*
Income Tax Department, Government of India

Question 1:

What is the use of “Comply to Notice” functionality?

Resolution:

The “Comply to Notice” is a pre-login functionality given to the assessee, on the income tax portal, to submit response to the notices issued.

Question 2:

Can we submit response to any notice using this functionality?

Resolution:

No, this functionality can be used to submit response to only below mentioned notices:

- Any ITBA notice/ document issued which is not linked to any PAN/TAN
- ITBA notices u/s 133(6) to be responded by authorized users who may not have access to e-filing account of the entity to which notice is issued

Question 3:

Should I enter the complete DIN or last some digits of the DIN?

Resolution:

Yes, the assessee is required to enter the complete DIN as mentioned in the notice/letter pdf.

Question 4:

Which mobile number and email ID should be entered for validation?

Resolution:

The mobile number and email ID needs to be in active state as the OTP will be sent on both for validations.

Question 5:

Can I add Authorized Representative to respond to the notice using this functionality?

Resolution:

No, you cannot add Authorized Representative to respond to the notice using this functionality.

Question 6:

Can I seek adjournment for responding to the notice using this functionality?

Resolution:

No, you cannot seek adjournment for responding to the notice using this functionality.

Question 7:

What should be the format and size of attachment?

Resolution:

The format of the document should be PDF/XLS/XLSX/CSV and the size of each attachment should not exceed 5 MB. The assessee can attach up to 10 files at a time.

Question 8:

Is it mandatory to enter the Aadhar details for verification of response?

Resolution:

Yes, the assessee is required to select the capacity in which the person is filing the response and should enter the correct Aadhar details as per the UIDAI.

Question 9:

Can I view my response once I have submitted my response to the notice issued to me?

Resolution:

Yes, you can view the response submitted by you by clicking on “View Submitted Response” and then validating the DIN with the same mobile number and mail ID which the assessee used for submitting the response.

Question 10:

Can I edit my response after responding to a notice?

Resolution:

No, you cannot edit your response once submitted. You may submit another response for the notice until the proceeding has been blocked or closed by the assessing officer.

Disclaimer: These FAQs are for informational purposes only. Nothing in this document constitutes legal advice.