**On click of Need Help**

|  |  |  |
| --- | --- | --- |
| **Instructions for filling Schedule AL-1 - Assets and liabilities as at the end of the year**  **Table Name – A - Details of building or land appurtenant there to, or both, being a residential house** | | |
| **Option 1 – Upload through CSV** | | |
|  | 1. | Download the template through the link | | |
|  | 2. | Click on the template; provide a file name to save the CSV. | | |
|  | 3. | Update the data as per the headings provided in the CSV template (Refer instructions below to fill the csv file). | | |
|  | 4. | Save the date and upload the CSV file in the utility | | |
| **Option 2 – Fill Data directly in utility** | | |  |  |
|  | 1. | Enter all the required details. To add rows select "Add" and update the details. To delete rows select the row which is to be deleted and then click on "Delete". | | |
|  | 2. | Click on "Save" to go back to schedule AL-1. | | |
| **Note:** | This option shall be used if there is limited number of entries in this schedule. | | |  |

**Important Note:**

1. Please use the appropriate data type to avoid errors at the time of upload/ possible data loss.
2. Please check the data carefully, after uploading.

**Instructions to fill csv file:**

1. For column 1 ‘Address’ should be alphanumeric with any special characters **(Not Allowed special characters +{}[]"<>?$) (Allowed special characters ~!@#%^&\*()\_-=|\:;',./)**..
2. For column 2 ‘Pin code’ should be numeric only. Please ensure that correct Pin code is entered.
3. For column 3 ‘Date of acquisition’, should be YYYY-MM-DD format only.
4. For Column 4 ‘Cost of acquisition’ should be numeric, non- negative and non-decimal.
5. For Column 5 ‘Purpose for which used’ enter “GH” for Guest House, enter “DQ” for Director Quarter, enter “DU” for Director Use, enter “SQ” for Staff Quarters, enter “OO” for Own Office, enter “RE” Renting, enter “LE” for Leasing, enter “ST” for Stock in trade, enter “IN” for Investment or enter “BO” for Persons who were beneficial owners of shares holding not less than 10% of the voting power at any time of the previous year.