**On click of Need Help**

|  |  |  |
| --- | --- | --- |
| **Instructions for filling Schedule AL-2 - Assets and liabilities as at the end of the year (applicable for start-ups only)**  **Table Name – F - Details of motor vehicle, aircraft, yacht or other mode of transport, the actual cost of which exceeds ten lakh rupees acquired since incorporation** | | |
| **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-2. | | |
| **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 ‘Particulars of asset’ enter “M” for Motor Vehicle, enter “A” for Aircraft, enter “Y” for Yacht or enter “O” for others.
2. For column 2 ‘Description’ should be alphanumeric with any special characters **(Not Allowed special characters +{}[]"<>?$) (Allowed special characters ~!@#%^&\*()\_-=|\:;',./)**. Fill this column only if “other” is selected from column 1.
3. For column 3 ‘Registration number of vehicle’, should be alphanumeric.
4. For Column 4 ‘Cost of acquisition’ should be numeric, non- negative and non-decimal.
5. For Column 5 ‘Date of acquisition’ should be YYYY-MM-DD format only.
6. For Column 6 ‘Purpose for which used’ enter “OU” for Own Business Use, enter “EU” for Employees Use, enter “DU” for Director Use, enter “ST” for Stock in trade, enter “IN” for Investment, enter “RE” Renting, enter “LE” for Leasing 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.
7. For Column 7 ‘Whether transferred’ enter “Y” for yes or “N” for no.
8. For Column 8 ‘Date of transfer’ should be YYYY-MM-DD format only. If No is entered in Col 7 then leave this field as blank.