

# E-Filing of Return

(20 Hours)

## E-PAN Application

About E-PAN – Importance of PAN – Steps to Apply for PAN – Download the PAN – How to Make Changes/Corrections in PAN

(40 Minutes)

## E-Filing of Income Tax

About ITR – Five Heads of Income - PAN registration for ITR (Income Tax Return) – ITR Forms – IT Return Preparation Software & Instructions – Filing of ITR 1 – ITR 2 – ITR 3 – ITR 4 – ITR 5 – ITR 6 – ITR 7 – Acknowledgment

(8 Hours)

## TDS (Tax Deducted at Source)

About TDS – Significant of TDS – Types of TDS Collection – Rate of TDS – Filing of TDS

(1.30 Hours)

## GST (Goods & Service Tax)

About GST – GST Rules – Debit & Credit Note - Threshold limit – Composition – Registration - GST Forms – GSTR 1 –GSTR 2A & Cumulative Excess ITC –GSTR3B & Nil Return – GSTR 4 – GST CMP-08 – GSTR 4A- GSTR 5 – GSTR 7 (TDS) – GSTR 8 – GSTR 10 – GSTR 9 - GSTR 9A

(6 Hours)

## Customs Duty

About Customs Duty – IEC- IEC Online Application

(40 Minutes)

## ESIC (Employees State Insurance Corporation)

About ESIC – Types to be Applied – Documents for ESIC Return – Registration

(40 minutes)

## PF (Provident Fund)

About PF – Applicability / Non-Applicability of PF – Online Application for PF – About LIN – Registration of LIN - Acknowledgment

(1.30 Hours)

## Digital Signature

About Digital Signature – Importance of Digital Signature – How it Works – Procedure for Application

(1 Hours)