**FORM NO. 35**

(See rule 45)

Appeal to the Commissioner of Income-tax (Appeals)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | First Name |  | Middle Name |  | Last Name or Name of Entity |  | PAN |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | TAN (if available) |  |  |
| Personal Information |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Flat/ Door/ Block No. |  | Name of Premises/ Building/ Village |  | Road/ Street/ Post Office |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Area/ Locality |  | Town/City/District |  | State |  |  |
|  |  |  |  |  |  |  |  |  |  |  | (Select) |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Country |  | Pin Code |  | Phone No. with STD | Email Address |  |  |
|  | (Select) |  |  |  | code/ Mobile No. |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | Whether notices/ communication may be sent on email? Yes/ No |  |
|  | 1 | Assessment year in connection with which the appeal is preferred/ Enter |  | Assessment Year |  |  |  |
| Order against which Appeal is filed |  | financial year in case appeal is filed against an order where assessment |  |  |  |  |  |  |
|  | year is not relevant |  |  |  | Financial Year |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| 2 | Details of the order appealed against |  |  |  |  |  |  |  |  |
|  | a |  | Section and sub-section of the Income-tax Act,1961 |  |  |  |  |  |  |
|  | b |  | Date of Order |  |  |  |  |  |  |  |  |
|  | c |  | Date of service of Order / Notice of Demand |  |  |  |  |  |  |
|  | 3 | Income-tax Authority passing the order appealed against |  |  |  |  |  |  |
|  | 4 | Whether an appeal in relation to any other assessment year/ financial year is pending in the case of the | Yes/ No |  |
|  |  | appellant with any Commissioner (Appeals) |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Pending Appeal | 4.1 | If reply to 4 is Yes, then give following details.- |  |  |  |  |  |
|  | a |  | Commissioner (Appeals), with whom the appeal is pending |  |  |  |  |  |
|  | b |  | Appeal No. and date of filing of appeal |  |  |  |  |  |
|  |  | c |  | Assessment year/ financial year in connection with which the appeal has been preferred |  |  |
|  | d |  | Income-tax Authority passing the order appealed against |  |  |  |  |  |
|  | e |  | Section and sub-section of the Income-tax Act, 1961, under which the order appealed against has been |  |  |
|  |  |  |  |  |
|  |  |  |  | passed |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | f |  | Date of such Order |  |  |  |  |  |  |  |  |
|  | 5 | Section and sub-section of the Income-tax Act,1961 under which the appeal is preferred |  |  |
|  | 6 | If appeal relates to any assessment |  |  |  |  |  |  |  |  |
| Appeal Details |  | a |  | Amount of Income Assessed (in Rs.) |  |  |  |  |  |
|  | b |  | Total Addition to Income (in Rs.) |  |  |  |  |  |
|  | c |  | In case of Loss, total disallowance of Loss in assessment (in Rs.) |  |  |  |  |  |
|  |  | d |  | Amount of Addition/ Disallowance of Loss disputed in Appeal (in Rs.) |  |  |
|  | e |  | Amount of Disputed Demand (in Rs.) – Enter Nil in case of Loss |  |  |  |  |  |
| 7 | If appeal relates to penalty: |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | a |  | Amount of penalty as per Order (in Rs.) |  |  |  |  |  |
|  |  | b |  | Amount of penalty disputed in Appeal (in Rs.) |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 8 |  | Where a return has been filed by the appellant for the assessment year in connection with which the appeal | Yes/No/ Not |  |
|  |  |  | is filed, whether tax due on income returned has been paid in full |  |  |  |  | Applicable |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 8.1 |  | If reply to 8 is Yes, then enter details of return and taxes paid |  |  |  |  |  |  |  |
|  |  |  | a | Acknowledgement number |  |  |  |  |  |  |  |  |  |
|  |  | b | Date of filing |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | c | Total tax paid |  |  |  |  |  |  |  |  |  |
| 9 |  | Where no return has been filed by the appellant for the assessment year, whether an amount equal to the | Yes/No/ Not |  |
|  |  |  |
|  |  | amount of advance tax as per section 249(4)(b) of the Income-tax Act, 1961 has been paid |  |  | Applicable |  |
| Details of Taxes paid |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| 9.1 |  | If reply to 9 is Yes, then enter details |  |  |  |  |  |  |  |
|  |  | Tax Payments |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | BSR Code |  | Date of payment |  | Sl. No. | Amount |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Total |  |  |  |  |  |  |  |  |  |  |
|  | 10 |  | If the appeal relates to any | tax deductible under section 195 | of the Income-tax Act, 1961 and borne by the deductor, details of | tax |  |
|  |  |  | deposited under section 195(1) |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | BSR Code |  | Date of payment |  | Sl. No. | Amount |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 11 |  | **Statement of Facts** |  |  |  |  |  |  |  |  |  |  |
| Statement of facts, Grounds of Appeal and additional evidence |  |  | Facts of the case in brief (not exceeding 1000 words) |  |  |  |  |  |  |  |
|  |  | List of documentary evidence relied upon |  |  |  |  |  |  |  |
| 12 |  | Whether any documentary evidence other than the evidence produced during |  |  |  |  |  |  |
|  |  | the course of proceedings before the Income-tax Authority has been filed in |  | Yes / No |  |  |  |
|  |  | terms of rule 46A |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| 12.1 |  | If reply to12 is Yes, furnish the list of such documentary evidence |  |  |  |  |  |  |  |
| 13 |  | **Grounds of Appeal** (each ground not exceeding 100 words) |  |  |  |  |  |  |  |
|  | 1. |  |  |  |  |  |  |  |  |  |  |  |
|  | 2. |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 3. |  |  |  |  |  |  |  |  |  |  |  |
| Appeal filing details | 14 |  | Whether there is delay in filing appeal |  |  |  |  | Yes/ No |  |
| 15 |  | If reply to 13 is Yes, enter the grounds for condonation of delay (not exceeding 500 words) |  |  |  |  |  |
| 16 |  | Details of Appeal Fees Paid |  |  |  |  |  |  |  |  |  |
|  |  |  | BSR Code |  | Date of payment |  | Sl. No. | Amount |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 17 |  | Address to which notices | may be sent to the appellant |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

***Form of verification***

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the appellant, do hereby declare that what is stated above is true to the best of my information and belief. It is also certified that no additional evidence other than the evidence stated in row 12.1 above has been filed.

Place Signature Date