

**Submit return in due time  
Avoid penalty**

**IT-11GA**

Put the tick (✓) mark wherever applicable

**Self**

**Normal**

**FORM OF RETURN OF INCOME UNDER THE INCOME TAX  
ORDINANCE, 1984 (XXXVI OF 1984)**

**PART-I**

**Photograph of the  
Assessee**  
(to be attested on the  
photograph)

1. Name of the Assessee: .....

2. Status: Individual  Company  Firm  Association of Persons  Local Authority   
Hindu Undivided Family  Artificial Juridical Person

3. Business/Name of the employer (where applicable) : .....

4. Wife/Husband's Name (if an assessee, please mention): .....

5. Father's Name: .....

6. Mother's Name: .....

7. Date of Birth  
(in case of individual) 

--	--	--	--	--	--	--	--

  
Day Month Year

8. Address (a) Present: .....

.....

.....

(b) Permanent: .....

.....

.....

9. Incorporation/Registration no. 

--

 Date: 

--	--	--	--	--	--	--	--

  
(in case of company) Day Month Year

10. TIN: 

--	--	--	--	--	--	--	--	--	--	--	--

11. (a) Circle: ..... (b) Zone: .....

12. Assessment Year: ..... 13. Residential Status: Resident  / Non-resident

14. Telephone: Office/Business ..... Residential: .....

15. VAT Registration Number (if any): .....

*[Please read the instructions at the last page before completing this form]*

**List of documents furnished**

(i)

(vi)

(ii)

(vii)

(iii)

(viii)

(iv)

(ix)

(v)

(x)

*Incomplete return will not be acceptable*

**PART-II**

**Statement of income and liabilities of the Assessee**

**Statement of income during the income year ended on .....**

Particulars of income	Amount in taka
1. Salaries: u/s 21(as per schedule I)	
2. Interest on Securities: u/s 22	
3. Income from house property: u/s 24 (as per schedule II)	
4. Agricultural income: u/s 26	
5. Income from business or profession: u/s 28	
6. Share of profit in a firm:	
7. Income of the spouse or minor child as applicable: u/s 43(4)	
8. Capital Gains: u/s 31	
9. Income from other source: u/s 33	
10. Total (Serial 1-9)	
11. Foreign Income	
12. Total income (Serial 10 and 11)	
13. Tax leviable on total income	
14. Tax rebate u/s 44(2)(b) (as per schedule -III)	
15. Tax payable (difference between serial 13 and 14)	

<b>16. Pre-assessment tax payment:</b> (a) Tax deducted / Collected at source (submit supporting documents/ statement) Tk .....	
(b) Advance tax u/s 64/68 [attach challan(s)] Tk .....	
(c) Tax paid on the basis of this return (u/s 74) [attach challan/Pay order/Bank draft/cheque] Tk .....	
(d) Adjustment of Tax Refund (if any) Tk .....	
Total of (a) (b), (c) and (d)	Tk.....
17. Income claimed to be exempt from tax.	Tk. ....
18. Income tax paid in the last assessment year	Tk. ....

*If needed, please use separate sheet.*

**PART-III**

**SCHEDULES SHOWING DETAILS OF INCOME**

**Schedule-1 (Salaries)**

Name of the employer/Department :  
Designation/Post :

<b>Pay &amp; Allowance</b>	<b>Amount of income (Tk.)</b>	<b>Amount of exempted income (Tk.)</b>	<b>Net taxable income (Tk.)</b>
Basic Pay			
Special Pay			
Dearness allowance			
Conveyance Allowance			
House rent allowance			
Medical allowance			
Servant allowance			
Leave allowance			
Honorarium/Reward/Fee			
Overtime allowance			
Bonus/Ex-gratia			
Employer's Contribution to Recognized Provident Fund			
Interest accrued on Recognized Provident Fund			
Deemed income for transport facility			
Deemed income for free furnished/unfurnished accommodation			
Others, if any (give detail)			
Net taxable income from Salary			

**Schedule-2 (House Property income)**

<b>Location and description of property</b>	<b>Particulars</b>	<b>Tk.</b>	<b>Tk.</b>
	1. Annual rental income		
	2. Claimed Expenses:		
	Land Revenue		
	Insurance Premium		
	Interest on loan/ Mortgage/Capital charge		
	Municipal or local tax		
	Repair, Collection, etc.		
	Vacancy allowance		
	Other, if any		
	Total =		
	3. Net income (1 minus 2)		

*If needed, please use separate sheet.*

**Schedule-3 (Investment tax credit)**  
(Section 44(2)(b) read with part 'B' of Sixth Schedule)

1. Life insurance premium	Tk. ....
2. Contribution to deferred annuity	Tk. ....
3. Contribution to Provident Fund to which Provident Fund Act, 1925 applies	Tk. ....
4. Self contribution & employer's contribution to Recognized Provident Fund	Tk. ....
5. Contribution to approved Superannuation Fund	Tk. ....
6. Investment in approved debenture or debenture stock, stock or shares	Tk. ....
7. Contribution to deposit pension scheme	Tk. ....
8. Contribution to Benevolent Fund and Group Insurance Premium	Tk. ....
9. Contribution to Zakat Fund	Tk. ....
10. Others, if any (give details)	Tk. ....
<b>Total</b>	<b>Tk. ....</b>

*Please attach the certificate of investment.*

Verification

I ..... father/husband .....  
TIN: ..... solemnly declare that to the best of my knowledge and belief  
the information given in this return and statements and documents annexed herewith is correct and  
complete.

Place: .....  
Date : .....

Signature

(Name in block letters)  
Designation and  
Seal (for other than individual)

.....  
**Acknowledgement Receipt**  
**Taxes Zone-**  
**Circle-**

Date of receipt of return: 

--	--	--	--	--	--	--	--

 Serial No. in return register: 

--

Received the 

Self
------

 / 

Normal
--------

 Income tax return from Mr./Mrs. ....

TIN: 

			---				---				
--	--	--	-----	--	--	--	-----	--	--	--	--

 for the assessment

year .....

**Shown in Return:**

**Total Income:** Tk. ....  
**Tax paid:** Tk. ....  
**Net Wealth:** Tk. ....  
(As per IT-10B)

Signature of Receiving  
officer with seal

## Statement of assets and liabilities (as on -----)

1. **Business Capital** (Closing balance) Tk. ....
2. **Non-Agricultural Property:**  
 (a) Land/House property (at cost including legal charges) Tk. ....  
 (b) Description and location of property
3. **Agricultural Property:**  
 (a) Land property (at cost including legal charges) Tk. ....  
 (b) Total land and location of land.
4. **Investments:**  
 (a) Shares/Debentures Tk. ....  
 (b) Saving Certificate/Unit Certificate/Bond Tk. ....  
 (c) Prize bond/Savings Scheme Tk. ....  
 (d) Loans given Tk. ....  
 (e) Other Investment Tk. ....
- Total = Tk. ....
5. **Motor Vehicles** (purchase price) Tk. ....  
 Type of motor vehicle and Registration number
6. **Jewellery** (purchase price) Tk. ....
7. **Furniture** (purchase price) Tk. ....
8. **Electronic Equipment** (purchase price) Tk. ....

9. **Cash asset Outside Business:**

- (a) Cash in hand Tk. ....  
(b) Cash at bank Tk. ....  
(c) Other deposits Tk. ....

Total = Tk. ....

10. **Any other assets**  
(Give details)

Tk. ....

**Total assets** Tk. ....

11. **Less Liabilities:**

- (a) Mortgages secured on property or land Tk. ....  
(b) Unsecured loans Tk. ....  
(c) Bank loan Tk. ....  
(d) Others Tk. ....

**Total liabilities** Tk. ....

**Net worth** Tk. ....

12. (a) Family expenditure

- (b) Other special expenditures  
(Medical, Festival, Wedding expenditure etc.)

(c) Number of dependant children of the family:

Adult

Child

I solemnly declare that to the best of my knowledge and belief the information given in the IT-10B is correct and complete.

Name & signature of the Assessee  
Date .....

- *Assets and liabilities of self, spouse (if she/he is not an assessee), minor children and dependant(s) to be shown in the above statements.*
- *If needed, please use separate sheet.*



**FORM**

**Form No. IT-10BB**

**Statement under section 75(2)(d)(i) and section 80 of the Income Tax Ordinance, 1984 (XXXVI of 1984) regarding particulars of life style**

[please tick in the correct box below wherever necessary]

- 1. Information about residence:
  - (a) resides in the house owned by the assessee
  - (b) resides in a rented house
  - (c) rent is borne by the assessee  Annual amount of rent
  - (d) resides in a house provided by the employer
  - (e) furnished by the employer  self furnished
  
- 2. Information regarding vehicle:
  - (a) vehicle is owned by the assessee  vehicle is owned by the employer
  - (b) expenses for maintenance of the vehicle borne by the assessee
  - (c) expenses for maintenance of the vehicle borne by the employer
  - (d) type of vehicle: Jeep  ..... C.C Car  ..... C.C
  - (e) total annual expense for fuel and maintenance of the vehicle: Tk. ....
  
- 3.
  - (a) annual expense on electricity: Tk. ....
  - (b) annual expense on telephone: Tk. ....
  
- 4. (a) information regarding children studying in a local private school/college/ university:

Name of the Institution	Number of Children	Expenditure during the year

(b) Expenditure during the year for children studying abroad: Tk. ....

- 5. Information regarding foreign visit(s) during the year:

expenses borne by assessee		expenses not borne by assessee		
Number of visit(s)	Name of the country(ies)	Number of visit(s)	Name of the country(ies)	who bore the expense

I solemnly declare that to the best of my knowledge and belief the information given in this IT-10BB is correct and complete.

Name & signature of the Assessee  
Date.....

*If needed, please use separate sheet.*

## Instructions to fill up the form

### Instructions:

- (1) Strike out if not applicable.
- (2) This return of income shall be signed and verified by the individual assessee or person as prescribed u/s 75 of the Income Tax Ordinance, 1984.
- (3) In case of income from salary and house property, fill up the schedule-I and schedule-II respectively.
- (4) Enclose where applicable: -
  - (a) Statement of income and expenditure; Manufacturing A/C, Trading & Profit & Loss A/C and Balance sheet;
  - (b) Auditor's Certificate/audited accounts in the case of company;
  - (c) Depreciation chart claiming depreciation as per THIRD SCHEDULE of the Income Tax Ordinance, 1984;
  - (d) Computation of income according to Income tax Law;
- (5) Enclose separate statement for:
  - (a) any income of the spouse of the assessee (if she/he is not an assessee), minor children and dependent;
  - (b) any income from other source e.g. bank interest, dividend etc.
  - (c) tax exempted income.
- (6) Fulfilment of the conditions laid down in rule -38 is mandatory for submission of a return under "Self Assessment".
- (7) Submit proper and necessary documents in support of income.
- (8) Documents furnished to support the declaration should be signed by the assessee or his authorised representative.
- (9) The assessee shall submit his/her photograph with return after every five year.
- (10) Furnish the following information:
  - (a) Name, address & TIN of the partners if the assessee is a firm;
  - (b) Name of firm, address & TIN if the assessee is a partner;
  - (c) Name, address & TIN of the directors if the assessee is a company;
  - (d) Name of the company, address & TIN if the assessee is a director.
- (11) Assets and liabilities of self, spouse (if she/he is not an assessee), minor children and dependant(s) to be shown in the IT-10B.
- (12) Signature at page 6 is mandatory for all and for individual in I.T-10B & I.T-10BB.
- (13) If needed, please use separate sheet.