Tax Payer

User - Manual

For Form 2A / other actions
Taxpayer’s login:

Step 1: The taxpayer clicks on the “Apply SVLDRS Scheme” & the taxpayer enters his Login ID and Password.
Step 2: The taxpayer clicks on the “View SVLDRS” from Menu >> SVLDRS >> View SVLDRS.
Step 3: The taxpayer will be shown the following “SVLDRS- Track application” screen. The Status of the application is under “Application Status” column and the taxpayer can filter the same as per his/her requirement.
Step 4: If SVLDRS-2 form was issued to the taxpayer by the tax officer then, he/she will be able to see it.
Step 5: The taxpayer will be able to see all the details as mentioned by the officer in SVLDRS-2 i.e. Duty Details, Description of goods/services columns etc. But the taxpayer won’t be able to edit in the SVLDRS-2 form. If he/she doesn’t agree or fully agree with SVLDRS-2 form, then on the bottom of the SVLDRS-2 form “Reply” button is there.

- The taxpayer clicks on “reply” button. The tax payer will be able to see SVLDRS-2A form.
Step 6: If the taxpayer clicks “Yes” in the “Do you agree with the Estimate in SVLDRS-2 Number” then the taxpayer is not required to fill any other detail & he/she can submit SVLDRS-2A form.

- In case, the taxpayer doesn’t agree with estimate of SVLDRS-2. Then the taxpayer fill the form accordingly.

Caution: The Taxpayer can upload a maximum of 5 files with a size of Max. 2MB (Per file). The supported file formats are only “.jpeg” and “.pdf”. 
In the field value “Do you want to waive personal hearing”, if the taxpayer selects “Yes”, then he/she won’t be able to appear for any PH and an Alert message will be shown to the taxpayer.

In the field value “Do you want to waive personal hearing”, if the taxpayer selects “No”, then he/she will be shown an option “Do you want to seek an adjournment of personal hearing offered to you?” and preferred date for hearing in case he/she select “Yes”.

Do you want to waive personal hearing?  Yes No

Do you want to seek an adjournment of personal hearing offered to you?  Yes No

Indicate a preferred date for hearing

Name of declarant/authorized representative:

Date: 13/09/2019
Step 7: The tax payer can preview SVLDRS-2A form and can download the same in .pdf format.

Step 8: On click on the “submit “ button, a confirmation box will appear if the tax payer confirms the same, then the SVLDRS-2A will be Submitted.
Step 9: The taxpayer can check the updated status of the application in the “SVLDRS - Track Application Status”.

<table>
<thead>
<tr>
<th>No</th>
<th>Registration Number</th>
<th>Duty Type</th>
<th>APM</th>
<th>AMR Date</th>
<th>Application Status</th>
<th>Acknowledged Receipt</th>
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<td>CE</td>
<td>LD0091950001071</td>
<td>30/09/2019</td>
<td>Disagreed with PM</td>
<td></td>
</tr>
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</table>
**SVLDRS-2B Form**

**Step 1:** The taxpayer will be shown the following “SVLDRS-Track application” screen. The Status of the application is under “Application Status” column and the taxpayer can filter with value “Issued SVLDRS 2B”.

![SVLDRS-2B Track Application Status](image)

**Step 2:** The taxpayer can only view SVLDRS-2B and will be able to see Adjournment PH details.

![SVLDRS Scheme](image)
SVLDRS-3 Form

**Step 1:** The taxpayer will be shown the following “SVLDRS- Track application “screen . The Status of the application is under “ Application Status” column and the taxpayer can filter with value “Issued SVLDRS 3” .

Step 2: By clicking on the ARN , the taxpayer will be able to see SVLDRS-3 form issued by the tax officers.
Step 3: If the tax payer agrees with the SVLDRS-3 form details then he clicks on “Create Challan” button and challan for duty details as mentioned in SVLDRS-3 will be created for the taxpayer.
Step 4: After the challan generation a new button will appear in the VSLDRS-3 form “Make Payment”. When the taxpayer clicks on “Make Payment” then he/she will be able to make payment via ICEGATE payment gateway through NEFT/RTGS options.