

Check List for submission of 3CL documents for FY 2018-19 (AY 2019-20)

Sl No	Description	(√)
1	Submission of Annexure-I along with Appendix-1 and Appendix-2, Section-C (as per page no.26-27 of DSIR revised guidelines)	
2	Submission of Annexure-II for each of the R&D centre and If there is more than one R&D centre then submit consolidated Annexure-II indicating details of all R&D centres, along with Appendix I to Annexure-II	
3	Signature of MD or Board Member in all pages	
4	Copy of Form 3CM issued to the company by DSIR	
5	Chartered Accountant Certificate for claiming expenditure as per DSIR revised format (as per page no.30 of DSIR revised guidelines)	
6	3CLA Certificate uploaded on the Income Tax website and submission of acknowledgement copy	
7	CA Certificate for claiming Electricity/water that the R&D unit has a separate meter and consumption of the utility is duly metered and measured.	
8	Annual Report Reflection of the R&D expenditure (Flag)	
9	Reconciliation statement if there is any difference in amounts in Annual Report and Annexure-II statement	
10	Break up of all the heads even for less than Rs.50,000/-	
11	Apply in Form 3CK, if 3CM extension is due along with recognition certificate	
12	Indicate if there is any change in the company R&D centre, Reg. Office Address	
13	Copy of Recognition letter	
14	Local Income Tax address given or not	
15	Annual Production details for last 3 years	

Note: All pages should be page numbered