

## CERTIFICATE in Net Banking & e-FILING

- **Internet Banking**
  - Corporate User (Current Account User), Individual User (Retail/Saving Account)
  - Customizing Account
    - Changing Login/Transaction Password, ATM PIN, etc.
    - Adding/Modifying Nominee Details
  - Downloading, Arranging A/c Statement (Spreadsheet, PDF, TXT file)
  - Beneficiary Management
    - Add, Delete, Modify Beneficiary, Setting transaction Limits
  - Managing Transactions, Scheduling Transactions (NEFT, RTGS, IMPS)
- **Utility Payment through Net Banking**
  - Debit Card, IMPS, e-Wallet (PAYTM, PhonePe, BHIM, UPI, IMPS, etc.)
  - Utilities Online
    - Aadhar Card, Driving License, ESIC Card, Voter ID, Ration Card, etc.
    - Online Shopping through various e-payment mediums
    - Online Insurance Policies (Health Insurance, Vehicle Insurance etc.)
    - Online Bill Payment (Mobile, Electricity, Water, etc.)
    - Digital Locker (Saving Your documents in e-locker)
- **PAN Card (Apply Online, Online Correction in PAN Card)**
  - Linking Aadhar with PAN Card
  - Online **UDYAM Registration for New Business** under MSME
- **ONLINE e-TAX**
  - **e-Filing of Income Tax**
    - **Filing Income Tax Return**[ Form 16-A], e-Filing TDS and GST, etc.
    - Filing Revised Income Tax Returns
    - Online Income Tax Payment (**Challan No. 280**)
  - **Tax Deduction at Source- Tax Collection at Source(TDS/TCS)**
    - Apply Online for TAN Number (TDS Registration)
    - Online TDS Payment (**Challan No. 281**)
    - Filing TDS return
    - Filing revised TDS returns
  - **Goods & Service Tax (GST)**
    - Apply Online for GST Registration (TRN No. Generation)
    - Goods and Service Tax (IGST, CGST, SGST)
    - GST Rates (0%, 3%, 5%, 12%, 18%, 28%)
    - **e-WAY** Bill (Online)
    - Filing of **GSTR-3B** Return, Filing of **GSTR-1**, Annual Return GSTR-9
    - Modification of Invoice
    - Download GST 2-A Summary
    - Preparation of **TDS GST**

<b>10-12 Classes X 1.5-2 Hr</b> <b>1 Month X Alternate Days</b>
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