

Notice Reply Checklist (India)

1. Copy of the notice with DIN/Reference Number
2. Notice issue date and response due date
3. PAN, GSTIN or CIN/LLPIN, as applicable
4. Understand the section/law under which the notice is issued
5. Collect all supporting documents and evidence
6. Reconcile figures with books of accounts, AIS, Form 26AS and GST records, where applicable
7. Prepare a point-wise reply addressing every query raised
8. Attach supporting documents in clear and readable format
9. Verify all facts, figures and calculations before submission
10. Submit the reply through the prescribed online portal or authority
11. Download and save the acknowledgement/ARN after submission
12. Maintain a copy of the notice, reply and supporting documents for future reference
13. Track further communications and comply within the prescribed timelines