

# AHMED ASSOCIATES

## Documents Requisition List for Filing the Annual Income Tax Return for Tax Year 2024 (01 July 2023 to 30 June 2024)

Dear Valued Taxpayer,

This is to bring in your kind notice that Tax Year 2023-24 (01-07-2023 to 30-06-2024) has been completed. Every Taxable person i.e. Salaried/Business Individual/AOP/Company is required to file Annual Return of Income and Statement of Assets **on or before 30<sup>th</sup> September 2024.**

In respect of this, the following information and documentary evidences are required:

S #	Particulars
1	Details of entire income (Pakistan and Foreign source), and expenses (Profit and loss account) along with documentary evidences for the Tax Year.
2	All Bank Statements of Business as well as Personal, (foreign currency accounts, if any) for the Tax Year.
3	Challans of Income Tax paid / deducted during the tax year or Certificate of collection or deduction of Income Tax from Companies/Banks/Third Parties.
4	Details of residential expenses including Utility Bills; a. Electricity, Telephone, Water and Gas bills; b. Motor vehicle, educational; c. and other household / personal expenses.
5	Any Life Insurance premium paid during the Tax Year.
6	Any Mutual Funds Investment done during the Tax Year.
7	Details of any Business as well as Personal assets purchased/gifted/sold/exchanged by the taxpayer himself or spouse or minor children during the Tax Year. And also provide the Documents and tax paid challan at the time of transfer.
8	Details of any business or personal loan/liability along with the nature and timeline of the loan/liability.
9	Please provide sales and purchase along with expenditures' summaries in accordance with filed Sales Tax Returns and photocopies of Sales Tax Invoices in case you are registered for sales tax (FBR/SRB/PRA/BRA/KPRA).
10	Any other detail or information which you may consider necessary for finalization of the return.

**Please make arrangement of the same as soon as possible**

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