**On click of Need Help**

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| **Instructions for filling Schedule AL-2 - Assets and liabilities as at the end of the year (applicable for start-ups only)**  **Table Name – H - Details of archaeological collections, drawings, paintings, sculptures, any work of art or bullion acquired since incorporation** | | |
| **Option 1 – Upload through CSV** | | |
|  | 1. | Download the template through the link | | |
|  | 2. | Click on the template; provide a file name to save the CSV. | | |
|  | 3. | Update the data as per the headings provided in the CSV template (Refer instructions below to fill the csv file). | | |
|  | 4. | Save the date and upload the CSV file in the utility | | |
| **Option 2 – Fill Data directly in utility** | | |  |  |
|  | 1. | Enter all the required details. To add rows select "Add" and update the details. To delete rows select the row which is to be deleted and then click on "Delete". | | |
|  | 2. | Click on "Save" to go back to schedule AL-2. | | |
| **Note:** | This option shall be used if there is limited number of entries in this schedule. | | |  |

**Important Note:**

1. Please use the appropriate data type to avoid errors at the time of upload/ possible data loss.
2. Please check the data carefully, after uploading.

**Instructions to fill csv file:**

1. For Column 1 ‘Particulars of asset’ enter “AC” for Archaeological Collections, enter “DR” for Drawings, enter “PA” for Paintings, enter “SC” for Sculptures, enter “WA” for Work of Art. enter “BN” for Bullion or enter “OT” for Others
2. For Column 2 ‘Description’ should be alphanumeric with any special characters **(Not Allowed special characters +{}[]"<>?$) (Allowed special characters ~!@#%^&\*()\_-=|\:;',./)**. Fill this column only if “other” is selected from column 1.
3. For Column 3 ‘Quantity’, should be numeric, non- negative and non-decimal.
4. For Column 4 ‘Cost of acquisition’ should be numeric, non- negative and non-decimal.
5. For Column 5 ‘Date of acquisition’ should be YYYY-MM-DD format only.
6. For Column 6 ‘Purpose for which used’ enter “ST” for Stock in trade or enter “IN” for Investment.
7. For Column 7 ‘Whether transferred’ enter “Y” for yes or “N” for no.
8. For Column 8 ‘Date of transfer’ should be YYYY-MM-DD format only. If No is entered in Col 7 then leave this field as blank.
9. For Column 9 ‘Closing balance as at the end of the previous year, if any’ should be numeric, non- negative and non-decimal.