

# Indexing Format for Tax Appeal Submissions

## Appeal Details

Particulars	Details
Name of Appellant	
Assessment Year	
Appellate Authority	
Appeal Reference No.	
Date of Filing	

## Index of Submissions

S. No.	Particulars	Page No.
1	Statement of Facts	
2	Grounds of Appeal	
3	Statement of Law	
4	Copy of Order Appealed Against	
5	Copy of Assessment Order	
6	Copies of Relevant Documents/Annexures	
7	Written Submissions	
8	Other Supporting Documents	

## Important Notes

- Ensure all documents are arranged in the same order as listed in the index.
- Every page must be numbered consecutively.
- Submit only legible and authenticated copies of all original documents.
- Verify that all statutory requirements for appeal filing are fulfilled.
- Sign and date the submission at the end of the compilation.