Income tax return for seafarers

Documents to send us, as a ready checklist

You stay at sea, we take care of the paperwork. Tick each item as you collect it, then send everything in one email. The chartered accountant engaged by LEX DUX prepares and files your return from these documents.

Send by email to: tax.lexdux@gmail.com
Subject line: Tax return, your full name, tax year (example: Tax return, Rahul Sharma, 2025-26)
Send from: the Gmail ID you use in the SeafarerSafe app, so that we can match your booking.
Which period: the tax year runs from 1 April to 31 March. Send documents for that full year.

Part A. Needed from every seafarer

Please send all ten items.

- [ ] **1. PAN card**
  A clear copy of the front side.
- [ ] **2. Aadhaar card**
  Front and back.
- [ ] **3. Passport**
  The first and last pages, and every page that has an India departure or arrival stamp for the year.
- [ ] **4. CDC (Continuous Discharge Certificate)**
  The page with your details, and every page with a sign-on or sign-off entry for the year. Include a contract that began before 1 April or ended after 31 March.
- [ ] **5. Employment contract for each ship**
  The Seafarer Employment Agreement, or the company's contract letter, for each ship you served on in the year.
- [ ] **6. Salary record for each contract**
  Monthly wage slips or the final wage account, or a salary certificate from the company or manning agent.
- [ ] **7. Bank statements for the full year, 1 April to 31 March**
  For every account in your name: NRE, NRO and resident savings. Joint accounts too. PDF from the bank is best.
- [ ] **8. Form 26AS and AIS for the year**
  Both are downloaded from the income tax portal. If you cannot download them, tell us in your email.
- [ ] **9. Last year's return**
  The filed return and its acknowledgement (ITR-V), if you filed one. If this is your first return, say so.
- [ ] **10. Your details sheet**
  The short list of details in Part C, typed in the email itself.

Part B. Send only if it applies to you

Skip what does not apply. If you are not sure, send it.

- [ ] **Fixed deposits and other interest**
  Interest certificates from each bank for the year, and any TDS certificate (Form 16A) the bank gave you.
- [ ] **Service on an Indian flag ship, coastal ship or a job ashore in India**
  Form 16 from that employer, and the salary slips.
- [ ] **Rent received from a house, flat or shop**
  The rent agreement, the total rent received in the year, the tenant's name and PAN, and the house tax receipt.
- [ ] **Home loan**
  The bank's interest certificate for the year, showing principal and interest paid.

- [ ] **Sale of a house, flat or land**
  The sale deed and the original purchase deed, with dates and amounts, and bills for any major improvement.
- [ ] **Shares and mutual funds: sales and dividends**
  The capital gains statement and the dividend statement for the year, from your broker or the mutual fund registrar.
- [ ] **Savings and insurance paid in the year**
  Receipts for life insurance, PPF, ELSS, pension schemes, health insurance, children's school tuition fees and donations. The chartered accountant decides which of these can be used.
- [ ] **Tax already paid by you**
  Challans for any advance tax or self-assessment tax paid for the year.
- [ ] **Bank account, shares or property outside India**
  A short note of what you hold and where.
- [ ] **Any letter or notice from the Income Tax Department**
  A copy of the notice and of any reply already sent.

Part C. Your details sheet

Type these in your email. It takes five minutes and saves many questions later.

Full name, exactly as on the PAN card	Date of birth
Mobile number, with WhatsApp if different	Postal address in India, with PIN code
Rank, and the name of your company or manning agent	The tax year this return is for
For each ship in the year: ship's name, flag, sign-on date and port, sign-off date and port	For each trip: the date you left India and the date you came back
Which bank account should receive a refund, if one is due (bank name and last four digits are enough)	Anything unusual in the year: a long stay at home, a change of company, a new property

How to send

- Send scans or clear photos. Every corner of the page should be visible and every word readable. PDF is best.
- Name each file by what it is, for example **01-PAN.pdf**, **04-CDC.pdf**, **07-NRE-statement.pdf**.
- One email is best. Gmail allows 25 MB in one email. If your files are bigger, send a second email with the same subject line.
- If a bank statement PDF asks for a password to open, please send a copy that opens without one.
- A family member can collect and send the documents for you. Please ask them to use the same subject line.
- Keep your originals with you. Do not send anything by post.

> **Never send a password or an OTP.** Not for your bank, not for the income tax portal, and not to us. Nobody from SeafarerSafe or LEX DUX will ever ask you for one.

What happens next: we check your documents against this list and write back if anything is missing. The chartered accountant then checks your days in India and your income, and may ask a few questions before the return is filed.

This checklist is a general guide to help you prepare. It is not tax advice. The chartered accountant may ask for more documents, depending on your case.