

Instructions for Filing Form

Please do not enter "!", "^", "<" and ">" in any of the field.

Item No.	Item Details	Instructions for filling the form
1.	Status of the Applicant	<ul style="list-style-type: none"> Select the applicable status from the drop down menu.
2.	Name of the Organisation / Person	<ul style="list-style-type: none"> Select appropriate Title. Name of the Organisation / Person must be fully expanded. For Public Sector Company/ A company in which public is substantially interested, "Name of the Organisation" must be same as registered with Registrar of Companies. For A Firm of Chartered Accountants /Cost Accountant/ Company Secretaries / Advocates, "Name of the Firm" must be same as mentioned in the Registration Certificate. For "Chartered Accountant", "Cost Accountant", "Advocate", "Company Secretary", "Tax Return Preparers" or "A Drawing and Disbursement Officer", Name of the Applicant should be mentioned.
3.	Address	<ul style="list-style-type: none"> Atleast two fields out of first four address fields are compulsory. City/District, State/Union Territory, Pin Code, Telephone No. and atleast one e-mail id are mandatory. Address details of the "Registered Office" shall be provided in case applicant is "Company" and "Registered Firm". Address details of the "Head Office" shall be provided in case applicant is "Chartered Accountant", "Cost Accountant", "Company Secretary", "Tax Return Preparers" or "Advocate" and "Un Registered Firm". In case of WLL (i.e. Reliance / Tata Indicom) mobile number, STD code should be mentioned. For other mobile numbers, country code (91) should be mentioned as STD code.
4.	Details of Authorised Person	<ul style="list-style-type: none"> "A Public Sector Company / any other company in which public are substantially interested and any subsidiary of those companies", "A Company incorporated in India, including a Bank, having a net worth of rupees one crore or more", "A Firm of Chartered Accountants /Cost Accountant/ Company Secretaries / Advocates" to give full name of the authorised signatory and his designation" "Chartered Accountant", "Cost Accountant", "Company Secretary", "Tax Return Preparers", "Advocate" or "A Drawing and Disbursement Officer" to mention their own name, should be same as that mentioned in Item no.2 above.
5.	Permanent Account Number (PAN) of the applicant	<ul style="list-style-type: none"> It is mandatory to mention valid PAN of the company/firm in case of "A Public Sector Company / any other company in which public are substantially interested and any subsidiary of those companies", "A Firm of Chartered Accountants /Cost Accountant/ Company Secretaries / Advocates". It is mandatory to mention valid PAN of the applicant in case of "Chartered Accountant", "Cost Accountant", "Company Secretary" or "Advocate" and "Tax Return Preparers"
6.	Networth of the Company (Amount in ₹)	<ul style="list-style-type: none"> "It is mandatory to mention the Networth of the company if status of the applicant is "A Company incorporated in India, including a Bank, having a net worth of rupees one crore or more"
7.	Registration Number	<ul style="list-style-type: none"> Registration Number is mandatory for status "A Public Sector Company / A company in which public is substantially interested " and "A Firm of Chartered Accountants"
8.	Date of Incorporation / Partnership deed / Establishment	<ul style="list-style-type: none"> Date of Incorporation / Partnership Deed / Establishment is mandatory for the status "A Public Sector Company / A company in which public is substantially interested" , "A Firm of Chartered Accountants" and "A Firm of Advocates"

9.	Tax Deduction & Collection Account Number (TAN) of the applicant	<ul style="list-style-type: none"> It is mandatory to mention valid TAN if status of applicant is "A Drawing and Disbursement Officer".
10.	Details of Partners / Sole Proprietor -Name of the Partner / Sole Proprietor	<ul style="list-style-type: none"> In case of a "Chartered Accountant", "Cost Accountant", "Company Secretary", "Advocate" and " Tax Return Preparers" it is mandatory to mention their name as mentioned in item no. 2 above In case of "A Firm of Chartered Accountants","Cost Accountant", "A Firm of Company Secretaries" and "A Firm of Advocates" It is mandatory to mention the name of the partners / sole proprietor and their Membership / Bar Council Number.
11.	Name of the certifying body issuing digital signature certificate.	<ul style="list-style-type: none"> Name of the Certifying Authority from which you have obtained the Digital Signature Certificate will be displayed in this field.
12.	Details of entity issuing Due Diligence Certificate	<ul style="list-style-type: none"> It is mandatory to provide details of entity issuing due diligence certificate i.e. Name of the entity issuing Due Diligence Certificate and date of issue of the due diligence certificate.
13.	Payment Details	<ul style="list-style-type: none"> It is mandatory to provide payment details. Payment can be made either by Demand Draft or Cheque.
14.	Documents enclosed in support of fulfillment of prescribed eligibility criteria	<ul style="list-style-type: none"> Relevant documents to be provided in support of fulfillment of prescribed eligibility criteria If digital signature is not in the name of applicant, then, an authorisation letter in the prescribed format is to be submitted.