

## Instructions for filling up Form No. 49B

- (a) Form is to be filled legibly in **ENGLISH** in **BLOCK LETTERS**.
- (b) While filling the form, each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- (c) Left hand thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer, under official seal and stamp.
- (d) Deductors/ Collectors are required to provide details of Assessing Officer (TDS /TCS) in the application. These details can be obtained from the Income Tax Office.
- (e) The deductor/collector must fill up Area Code, AO Type, Range Code and AO Number. These details can be obtained from the Income Tax office or TIN Facilitation Centre (TIN-FC) may assist in doing so.
- (f) Form should be filled up completely.
- (g) 'Designation of the person responsible for making payment/collecting tax' field is mandatory to fill up, wherever applicable.
- (h) The address of applicant should be an Indian address only.

Item No.	Item Details	Guidelines for filling up the form												
1	Name	Deductor/Collector should fill the details of its name depending on its category in <b>only one</b> of the fields 1 (a) to 1 (h) specified in the form.												
1 (a)	Central / State Government/ Local Authority	<p>Central / State Government / Local Authority deductor/collector should fill up the name in this field. Name of Office is mandatory. Name of Organisation/Department/Ministry may be filled with relevant details. For example, if Directorate of Income Tax (systems) in Income Tax Department is applying for a TAN, it should fill the Name fields as:</p> <p><b>Name of Office : DIRECTORATE OF INCOME TAX (SYSTEMS)</b>  <b>Name of Organisation : INCOME TAX DEPARTMENT</b>  <b>Name of Department : DEPARTMENT OF REVENUE</b>  <b>Name of Ministry : MINISTRY OF FINANCE</b></p> <p>Category of Central/State Government/Local Authority deductor/collector Applicant should select its appropriate entry by ticking in the relevant box.</p>												
1 (b)	Statutory / Autonomous Bodies	<p>Name of Office is Mandatory.  Relevant Box for Statutory Body or Autonomous Body should be ticked by the deductor/collector. For example, if Bandra office of Life Insurance Corporation of India is applying for a TAN, it should fill the Name fields as :</p> <p><b>Name of Office : LIFE INSURANCE CORPORATION OF INDIA, BANDRA</b>  <b>Name of Organisation : LIFE INSURANCE CORPORATION OF INDIA</b></p>												
1 (c)	Company	<p>Details in this field should be filled by the company if it is applying for TAN for the company as a whole. In case company wants to apply different TANs for different divisions/branches, point 1(d) should be filled. Name should be provided without any abbreviations. Different variations of 'Private Limited' viz. Pvt Ltd, Private Ltd, Pvt Limited, P Ltd, P. Ltd., P. Ltd are <b>not allowed</b>. It should be 'Private Limited' or 'Limited' only. For example -</p> <p><b>Name of Company : ABC PRIVATE LIMITED</b></p> <p>Category of company - Deductor/Collector should select its appropriate entry by ticking in the relevant box.</p>												
1(d)	Branch/ Division of a Company	<p>If Branch/Division of a Company is applying for its separate TAN, it is mandatory to fill the 'Name of Company' and either the Name of Division or the Name/ Location of the Branch (in whose name TAN is sought) in this field. Different Branches of a company applying for separate TANs should fill this field. For example, Cement Division of ABC Private Limited located at Andheri should fill as:</p> <p><b>Name of Company : ABC PRIVATE LIMITED</b>  <b>Name of Division : CEMENT DIVISION</b>  <b>Name/Location of Branch: ANDHERI BRANCH</b></p> <p><b>OR,</b></p> <p><b>ABC Bank of India, Nariman Point Branch, Mumbai</b> should be written as:</p> <p><b>Name of Company : ABC BANK OF INDIA</b>  <b>Name of Division :</b>  <b>Name/Location of Branch: NARIMAN POINT BRANCH, MUMBAI</b></p> <p>Category of company- Deductor/Collector should select its appropriate entry by ticking in the relevant box.</p>												
1 (e)	Individual/Hindu Undivided Family (Karta)	<p>First Name is Mandatory. Name of the deductor/collector should be written in full and not in abbreviated form. As an exception, very large Middle names may be abbreviated. Name should not be prefixed with Shri, Smt., M/s, Kumari, Late, Major, Dr., etc.</p> <p>Individuals/ HUFs (Karta) must state their fully expanded name and fill in the appropriate fields for Last, Middle and First Name.</p> <p>For example, <b>Dinesh Kumar Garg</b> will be written as:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><b>Last Name/Surname</b></td> <td style="width: 33%;"><b>First Name</b></td> <td style="width: 33%;"><b>Middle Name</b></td> </tr> <tr> <td><b>GARG</b></td> <td><b>DINESH</b></td> <td><b>KUMAR</b></td> </tr> </table> <p><b>Or,</b> if middle name is not there, it will be left blank. For example, <b>Gunjan Bansal</b> will be written as :</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><b>Last Name/Surname</b></td> <td style="width: 33%;"><b>First Name</b></td> <td style="width: 33%;"><b>Middle Name</b></td> </tr> <tr> <td><b>BANSAL</b></td> <td><b>GUNJAN</b></td> <td></td> </tr> </table> <p>If a <b>Sole Proprietor/HUF</b> wants to obtain a single TAN in his/her name for all businesses run by him/her/it, then he/she/it should fill name in this field.</p> <p>Deductor/Collector should select its appropriate entry (i.e. Individual / Hindu Undivided Family) by ticking in the relevant box.</p> <p>Individuals should select appropriate title by ticking in the relevant box for 'Shri', 'Smt', 'Kumari'. HUF will leave the mentioned fields blank.</p>	<b>Last Name/Surname</b>	<b>First Name</b>	<b>Middle Name</b>	<b>GARG</b>	<b>DINESH</b>	<b>KUMAR</b>	<b>Last Name/Surname</b>	<b>First Name</b>	<b>Middle Name</b>	<b>BANSAL</b>	<b>GUNJAN</b>	
<b>Last Name/Surname</b>	<b>First Name</b>	<b>Middle Name</b>												
<b>GARG</b>	<b>DINESH</b>	<b>KUMAR</b>												
<b>Last Name/Surname</b>	<b>First Name</b>	<b>Middle Name</b>												
<b>BANSAL</b>	<b>GUNJAN</b>													



Form of application for allotment of Tax Deduction and Collection Account Number  
under Section 203A of the Income Tax Act, 1961

**Assessing Officer (TDS / TCS)**

Assessing Officer Code (TDS / TCS)	
Area code	
AO Type	
Range Code	
AO Number	

Whereas 'I/we 'am/are' liable to 'deduct/collect or deduct tax and collect tax in accordance with Chapter XVII under the heading 'B. – Deduction at source' or 'BB. – Collection at source' of the Income tax Act, 1961;

<sup>4</sup> We give below the necessary particulars:

[ Please refer to instructions before filling up the form ]

1. Name - (Fill only one of the columns 'a' to 'h', whichever is applicable.)

Tick the appropriate entry

Central Government ☐ State Government ☐ Local Authority (Central Govt.) ☐  
Local Authority (State Govt.) ☐

Name of Office

[illegible]

Name of Organisation

[illegible]

Name of Department

[illegible]

Name of Ministry

[illegible]

Designation of the person responsible  
for \* making payment / collecting tax

[illegible]

Tick the appropriate entry

Statutory Body ☐ Autonomous Body ☐

Name of Office

[illegible]

Name of Organisation

[illegible]

Designation of the person responsible for \* making payment / collecting tax

[illegible]



