

**DETAILS TO BE FURNISHED WHILE APPLYING FOR LOWER
DEDUCTION CERTIFICATES U/S. 197
OR U/S. 206C(9) OF THE INCOME TAX ACT 1961.**

1. FORM NO. 13 DULY FILLED IN COMPLETE, CORRECT & TRUE IN ALL RESPECTS INCLUDING CHECK SHEET.
2. COPIES OF ACKNOWLEDGMENTS OF RETURN OF LAST THREE YEARS AND SELF DECLARATION FOR NON TAXABLE INCOME IN ANY YEAR IN LAST THREE YEARS.
3. COPIES OF PROVISIONAL P&L ACCOUNT AND BALANCE SHEET, INCOME/EXPENDITURE FOR F.Y. 2012-13, CORRESPONDING TO A.Y. 2013-14.
4. COMPUTATION OF TAX FOR F.Y. 2012-13, CORRESPONDING TO A.Y. 2013-14.
5. SELF DECLARATION ON LETTER HEAD IN RESPECT OF OUTSTANDING DEMAND OF IT/WT/TDS.
6. NAME, ADDRESS AND RESPECTIVE AMOUNT OF RECEIPTS FROM THE DEDUCTOR SHOULD CLEARLY MENTION TAN/TANS.
7. LETTER OF AUTHORITY/ POWER OF ATTORNEY.
8. CORRECT CALCULATION OF TAX AND COPY OF 26AS TO SHOW TDS ALREADY DEDUCTED.
9. IN CASE OF TRUST, COPY OF CERTIFICATE U/S. 12A, 80G AND TRUST DEED.
10. IF LOWER CERTIFICATE REQUIRED FOR RENT (194-I) COPY OF RENT AGREEMENT.
11. LAST 3 YEAR'S P&L A/C, BALANCE SHEET & AUDIT REPORT, IF ANY.
12. COPIES OF TDS STATEMENTS & DEDUCTION OF TDS FOR 2 YEARS & FOR CURRENT YEAR UP TO DATE.