

**Alankit**

Health & Wealth, We Manage Both

**Alankit Assignments Ltd.**

# A Proposal for TIN Facilitation Centre

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## **TERMS AND CONDITIONS FOR ACTING AS A TIN FACILITATION CENTRE**

### **1 WORK ASSIGNED BY NSDL AS A TIN FACILITATION CENTRE**

- a) Acceptance of PAN Application (Form No 49A)
- b) Acceptance of TAN Application (Form 49B)
- c) Acceptance of e-TDS/e-TCS/AIR/e-TBAF returns in electronic mode from Corporate and Non-Corporate Assesses.
- d) 26 AS PAN Authorization
- e) Digitization of paper returns filed with Income Tax Department

### **2 FEE STRUCTURE**

#### **2.1 Acceptance of e-TDS returns in electronic mode from Corporate Assessee as well as Non-Corporate Assessee.**

<b>Records</b>	<b>Fee Structure</b>	<b>Fee Amount</b>
Up to 100 records	Rs.27.50 + 12.36% service tax	Rs.31/-
101 to 1000 records	Rs.165/- + 12.36% service tax	Rs.185/-
1001 records and above	Rs.550/- +12.36% service tax	Rs.618/-

The above fee is to be collected from Deductors, out of which 15% will be charged by NSDL as upload fee.

#### **2.2 PAN Application (Form No 49A)**

Fee Collected from Deductor: Rs. 85 per application + 12.36% service tax i.e. Rs.96/-. The fee is to be collected from deductors out of which Rs. 55/- per application will be charged by NSDL.

#### **2.3 TAN Application**

Rs. 55/- per application + 12.36% Service Tax i.e. Rs.62/-. The fee is to be collected from Deductors, out of which Rs.35/- per application will be charged by NSDL.

#### **2.4 26AS PAN Authorization**

The TIN-FC may charge for authorization of PAN as follows:

- a) TIN-FC will charge Rs.17 (i.e. Rs.15 + service tax) for authorization of PAN registration request, when the PAN holder personally visits the TIN-FC
- b) TIN-FC will charge Rs.112 (i.e. Rs.100 + service tax) for authorization of PAN registration request in those cases where the PAN holder opts for the TIN-FC to visit him
- c) Above charges are also applicable for authorizing Reset Registration.

### 3 INFRASTRUCTURE / MANPOWER REQUIRED

TIN Centre must have a minimum office space of 250 sq. ft and the office is located at the central location or its nearby location of the city.

The Incharge of the Centre must have the knowledge of taxation.

The operator should have knowledge of operating systems and general hardware knowledge. His minimum qualification should be B.Com / M.Com.

Minimum **two branded computer systems** with following configuration are required:

Windows 2000 Professional /Windows XP Professional		Windows Vista Business Edition/Windows 7 Professional 32 Bit	
Minimum Configuration	Recommended Configuration	Minimum Configuration	Recommended Configuration
Hard Disk:10Gb	Hard Disk:10Gb	Hard Disk:40Gb	Hard Disk:40Gb
Memory: 128MB	Memory: 256MB	Memory :1 GB	Memory :1 GB
CPU : 500Mhz	CPU : 1 GHz	CPU : 1 Ghz	CPU : 1 Ghz
10/100 Mbps network card	10/100 Mbps network card	10/100 Mbps network card	10/100 Mbps network card
Floppy Drive	Floppy Drive	Floppy Drive	Floppy Drive
CD Drive	CD Drive	CD Drive	CD Drive

#### 3.1 Other system requirements:

- a. Operating System Windows 2000
  - b. Anti Virus Software Licensed
  - c. LAN Card
  - d. HP Scanner 3670
- } Copy of license is required by us

*Software for acceptance of Return will be provided by NSDL and software for digitization of 49B and paper returns will be provided by Alankit.*

## 4 SHARING RATIO OF FEES

- **For e-TDS/e-TCS/AIR/e-TBAF return**

Of the total amount collected from Client, 15% is paid to NSDL as upload fee. After payment to NSDL, remaining fees will be shared in the ratio of 50% i.e, 42.5% of basic collection.

- **For PAN Application Forms**

Rs.7/- per PAN Application form + Rs.3/- for Digitization.

- **For TAN Application Forms**

Rs.5/- per TAN Application form + Rs.2/- for Digitization.

- **For Digitization of Paper Return**

- a) IN CASE OF ACCEPTANCE BY SAM

- Rs. 1.875 per records of salary return form 24.

- Rs. 1.125 per records of Non salary return form 26.

- Along with Rs. 7.50 per acceptance charges per return

- **For 26AS**

- a)Rs. 5/- in Case of PAN Holder Visit.

- b)Rs. 60/- in Case of TIN-FC Visit.

## 5 DEPOSIT OF FEE COLLECTION

Collection of fee on account of acceptance of returns/49B/PAN Application has to be deposited in the account of 'ALANKIT ASSIGNMENTS LTD'

- HDFC Bank A/c No. 00030340049419
- ICICI Bank A/c No. 000705008836
- PNB A/C No. 1502001800000021
- Union Bank A/c No. 317901011012408
- Bank of Baroda A/c No. 05860200000896
- AXIS Bank A/c No. 911020003678494

## 6 COMPLIANCE OF RULES & REGULATIONS

The TIN Centre must follow the Service Standards prescribed by NSDL

The procedure for acceptance of returns, maintenance of back-up and purging policy should be followed strictly.

## 7 SECURITY DEPOSIT

A sum of **Rs.1, 00,000/-** will be kept by the Company as **Interest Free Refundable Security** deposit. The deposit will be refundable after surrendering of TFC activity along with all the papers / documents & receipt books and completion of all pendencies relating to forms or NSDL compliances.

## 8 Important Note:

1. The Branch Head and the operators are required to take training of TIN operations at our Delhi office at least for 7 days for TIN-FC
2. Installation of software on computer systems with specific configuration provided by us. You have to bring branded system at Delhi or one of the Regional Offices. (Mumbai/Kolkata/Bangalore/Bareilly/Chandigarh/Indore/Lucknow/Jaipur/Chennai/Hyderabad/Ahemdaba)
3. Your center must have a distance of 1-2 kilometers from our existing TIN-FC except in case of main commercial places.
4. We will visit your office before finalizing the TFC for which you have to pay a sum of Rs. 2500/- as verification charges.

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