



Alankit Assignments Ltd.

Terms and Conditions for acting as a PAN CENTRE

***Presented on
Monday, April 23, 2012***

Disclaimer

Information given in the work is confidential and therefore no part of this work may be reproduced in any form or by any means, electronic, mechanical, photographic, graphic, optic recording or otherwise translated in language or computer language, without the prior written permission of Alankit due care has been taken to a certain. This document is as accurate as possible. However, Alankit makes no representation or warranties with respect to the content hereof and shall not be responsible for any loss and damage caused to the user of this document. Furthermore, Alankit reserves the right to alter, modify the content hereof without obligation of Alankit to notify any person of such revision

1 Work assigned by NSDL as a Pan Centre

PAN Application- Fresh and Correction- Form 49 A

2 Fee structure

Amount to be collected from Deductors: Rs. 85 per application + 12.36% service tax i.e. Rs.96.

Centre Commission: Rs. 7 per PAN Application + Rs. 3 for Digitization

3 Deposit of fee collection

Collection of fee on account of acceptance PAN Application has to be deposited on the same day in the account of 'ALANKIT ASSIGNMENTS LTD' Account No 00030340049419 with HDFC Bank or 911020003678494 with AXIS Bank or 000705008836 with ICICI Bank.

4 Infrastructure / Manpower required

TIN Centre must have a minimum office space of 150 sq. ft and the office preferably is located at the central location of the city. One Branded Computer System is a must. The In charge of the Centre must have Taxation and Computer Knowledge.

5 Compliance of Rules & Regulations

The TIN PAN Centre must follow the Service Standards prescribed by NSDL

The procedure for acceptance of PAN Applications, maintenance of back-up and Daily register should be followed strictly.

6 Security Deposit

A sum of Rs.50000/- will be kept by the Company as Interest free Refundable Security Deposit. The deposit will be refundable after surrendering all the papers /documents and completion of all pendency relating to forms or NSDL compliances. In case centre is surrendered within 6 months of allotment date, Rs. 10000 will be deducted from security amount as processing fee.

7 Process To Start Operations

NSDL software PAAM shall be used for PAN acceptance Receipt generation.

Proposed centre would send all PAN forms with Acknowledgment receipt to Head office/Regional office for further processing without any delay.



Alankit Assignments Limited
2E/21, Alankit House, New Delhi - 110055
Ph- 011 4254 1234