

BIO – DATA OF FIRM

NAME OF THE FIRM	
DATE OF ESTABLISHMENT	
NAME OF THE INCHARGE	
PAN NO. OF THE INCHARGE	
NAME OF THE COMMISSION CHQ.	
PAN NO. OF ABOVE	
OFFICE ADDRESS	
• First Line	
• Second Line	
• Nearest Landmark	
• City	
• District	
• State	
• PIN-Code	
• Land Line No. with STD Code	
• Mobile No.	
Main Activities of the Firm	
OTHER ACTIVITIES of the Firm & Partners	IF YES, TO WHOM WITH YOU ASSOCIATED
Share & Stock Broking	
Commodity Broking	
Depository Participant	
Investment Advisory	
Insurance - Life & Non life	
e-Return Intermediary	
Digital Signature Certificates	
Any other financial service or Technical services offered	
LAND MARK OF ADDRESS	
TOTAL NO. OF PARTNERS	
TOTAL NO. OF ARTICLE CLERK	
TOTAL NO. OF PAID STAF	
NO. OF STAFF FOR TIN	

OFFICE SPACE IN SQ. MTR.	
DETAIL OF INFRASTRUCTURE LIKE COMPUTER, PRINTER, UPS, STORAGE ETC.	PLEASE FILL THE ATTACHED ANNEXURE
MAIN COMMERCIAL PLACE OF THE CITY	
DISTANCE FROM MAIN COMMERCIAL PLACE	

Details of Income Tax Department's Offices having jurisdiction on TIN
FC Location

Particulars	Additional/Joint Commissioner of Income Tax having Jurisdiction over the location	Commissioner of Income Tax having Jurisdiction over the location
Name		
Complete Address with PAN CODE		
Telephone nos with STD CODE		

PERSONAL BIO – DATA OF PARTNERS

(for each partner)

NAME	
FATHER'S NAME	
RESIDENCE ADDRESS	
DATE OF PASSING C.A.	
DATE OF CERTIFICATE OF PRACTICE	
MEMBERSHIP NO.	
EXPERIENCE <i>(No of year with work profile)</i> <i>(if required, attach additional sheet)</i>	

WORK PROFILE (TO BE FILLED BY C.A. FIRM)

Statutory Audit	Internal Audit	Bank Audit	Tax Audit	Tax Assessment

Please provide a detailed information (if required, attach additional sheets)

NON C.A. FIRM SHOULD ATTACH A SEPARATE SHEET FOR DETAILED WORK PROFILE

Annexure-1

Detail of Paid Staff

Name	Date of Birth	Qualification	Date of Joining	Job Profile

DETAIL OF STAFF DEPUTED TO TIN ACTIVITY

Name	Date of Birth	Qualification	Date of Joining	Job Profile

Detail of Article Clerk (TO BE FILLED BY C.A. FIRM)

Name	Date of Birth	CA exams passed	Date of starting articleship	Job Profile

Annexure-2

System Requirement for TIN System

Please mark Operating System installed and provides the Status against each configuration

Windows 2000 Professional/Windows XP Professional		Windows Vista Business Edition		Status (Y/N)
Minimum Configuration	Recommended Configuration	Minimum Configuration	Recommended Configuration	
Two Hard Disk:40GB	Two Hard Disk:40Gb	Two Hard Disk:40Gb	Two Hard Disk:40Gb	
File System: Fat32 Or NTFS (Incase of multiple hard disks file systems must be of same type)	File System: Fat32 Or NTFS (Incase of multiple hard disks file systems must be of same type)	File System: Fat32 Or NTFS (Incase of multiple hard disks file systems must be of same type)	File System: Fat32 Or NTFS (Incase of multiple hard disks file systems must be of same type)	
Memory: 512MB	Memory: 512MB	Memory :1 GB	Memory :1 GB	
CPU : 1Ghz	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	

Other Hardware Requirement

Scanner Model any of i. HP- HP Scan jet 3670 ii. UMAX -UMAX Astra 3600 iii. Cannon - Canoscan D646U ex iv. Kodak I50- For bulk scanning	
DeskJet / Laser Printer	
CD writer / DAT / DLT / LTO Drive (for backup)/USB drive	
UPS	

Other Requirement

Compression Utility	
Name of Antivirus Installed	
License No. of Antivirus	
AO Code List for PAN	
AO Code List for TAN>Returns	