**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.

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<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name</td>
</tr>
</tbody>
</table>

Deductor/Collector should fill the details of its name depending on its category in **only one** of the fields (a) to (h) specified in the form.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (a)</td>
<td>Central / State Government/ Local Authority</td>
</tr>
</tbody>
</table>

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:

- **Name of Office**: DIRECTORATE OF INCOME TAX (SYSTEMS)
- **Name of Organisation**: INCOME TAX DEPARTMENT
- **Name of Department**: DEPARTMENT OF REVENUE
- **Name of Ministry**: MINISTRY OF FINANCE

- Category of Central/State Government/Local Authority deductor/collector Applicant should select its appropriate entry by ticking in the relevant box.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (b)</td>
<td>Statutory / Autonomous Bodies</td>
</tr>
</tbody>
</table>

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:

- **Name of Office**: LIFE INSURANCE CORPORATION OF INDIA, BANDRA
- **Name of Organisation**: LIFE INSURANCE CORPORATION OF INDIA

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (c)</td>
<td>Company</td>
</tr>
</tbody>
</table>

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 **not allowed**. It should be 'Private Limited' or 'Limited' only. For example -

- **Name of Company**: ABC PRIVATE LIMITED

- Category of company - Deductor/Collector should select its appropriate entry by ticking in the relevant box.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (d)</td>
<td>Branch/ Division of a Company</td>
</tr>
</tbody>
</table>

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:

- **Name of Company**: ABC PRIVATE LIMITED
- **Name of Division**: CEMENT DIVISION
- **Name/Location of Branch**: ANDHERI BRANCH

OR,

- **Name of Company**: ABC BANK OF INDIA
- **Name of Division**: NARIMAN POINT BRANCH, MUMBAI

- Category of company - Deductor/Collector should select its appropriate entry by ticking in the relevant box.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (e)</td>
<td>Individual/Hindu Undivided Family (Karta)</td>
</tr>
</tbody>
</table>

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.

Individuals/ HUFs (Karta) must state their fully expanded name and fill in the appropriate fields for Last, Middle and First Name.

For example, Dinesh Kumar Garg will be written as:

- **Last Name/Surname**: GARG
- **First Name**: DINESH
- **Middle Name**: KUMAR

- If a Sole Proprietor/HUF 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. Deductor/Collector should select its appropriate entry (i.e. Individual / Hindu Undivided Family) by ticking in the relevant box.

- Individuals should select appropriate title by ticking in the relevant box for 'Shri', 'Smt', 'Kumari'. HUF will leave the mentioned fields blank.
GENERAL INFORMATION FOR TAN APPLICANTS

(a) Deductor/Collector can obtain Form No. 49B in the format prescribed by Income Tax Department from TIN-FCs, any other stationery vendor providing such forms or freely download it from NSDL website (www.tin-nsdl.com) or from Income Tax Department website (www.incometaxindia.gov.in).

(b) The fee for processing of TAN application to be paid to TIN-FCs is ₹55/- (plus goods & service tax, as applicable).

(c) In case the applicant has already been allotted a ten digit alphanumeric TAN, it should not apply again as having or using more than one TAN is illegal. However, different branches/divisions of a deductor/collector may apply for separate TAN for each branch/division.

(d) In case deductor/collector has already been allotted TAN and wants any change in particulars (e.g. name, address etc.), it should fill 'Form for changes for Correction in TAN data for TAN allotted' and submit the same at any TIN-Facilitation Centre.

(e) Deductor/Collector will receive an acknowledgment containing a 14 digit unique number from the TIN-FC on submission of Form No. 49B. This acknowledgment number can be used by the deductor/collector for tracking the status of its application.

(f) For more information/ application status enquiry
   - Visit us at www.tin-nsdl.com
   - Call PAN/TDS Call Centre at 020-27218080.
   - e-mail us at tininfo@nsdl.co.in
   - SMS NSDLTAN <space> acknowledgement no. & send to 57575 to obtain application status.
   - Call PAN/TDS Call Centre at 020-27218080.

   Write to : NSDL e-Governance Infrastructure Limited, 5th Floor, Mantri Sterling, Plot No. 341, Survey No. 997/8, Model Colony, Near Deep Bunglow Chowk, Pune - 411 016.
Form No. 49B

[See section 203A and rule 114A]  
Form of application for allotment of Tax Deduction and Collection Account Number  
under Section 203A of the Income Tax Act, 1961

To,

Assessing Officer (TDS / TCS)

Assessing Officer Code (TDS / TCS)

<table>
<thead>
<tr>
<th>Area Code</th>
<th>AC Type</th>
<th>Range Code</th>
<th>AC Number</th>
</tr>
</thead>
</table>

Sir,

Whereas we are unable to *deduct/collect or deduct tax and collect tax in accordance with Chapter XVII under the heading "B. Deduction at source" or "B. Collection at source" of the Income Tax Act, 1961; And whereas no Tax Deduction Account Number/Tax Collection Account Number or Tax Deduction Account Number and Tax Collection Account Number has been allotted to us;

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.)

(a) Central / State Government:

Tick the appropriate entry

<table>
<thead>
<tr>
<th>Central Government</th>
<th>State Government</th>
<th>Local Authority (Central Govt)</th>
<th>Local Authority (State Govt)</th>
</tr>
</thead>
</table>

Name of Office

Name of Organisation

Name of Department

Name of Ministry

Designation of the person responsible for making payment / collecting tax

(b) Statutory / Autonomous Bodies:

Tick the appropriate entry

<table>
<thead>
<tr>
<th>Statutory Body</th>
<th>Autonomous Body</th>
</tr>
</thead>
</table>

Name of Office

Name of Organisation

Designation of the person responsible for making payment / collecting tax
(c) Company (See Notes 1):
Tick the appropriate entry
Government Company/Corporation  Government Company/Corporation  Other
established by a Central Act  established by a State Act

Title (Ms) (tick if applicable) ____________________________________________
Name of Company ______________________________________________________

Designation of the person responsible for making payment / collecting tax
____________________________________________________________________

(d) Branch/Division of a Company:
Tick the appropriate entry
Government Company/Corporation  Government Company/Corporation  Other
established by a Central Act  established by a State Act

Title (Ms) (tick if applicable) ____________________________________________
Name of Company ______________________________________________________

Name of Division ______________________________________________________

Name/Location of Branch ________________________________________________

Designation of the person responsible for making payment / collecting tax
____________________________________________________________________

(e) Individual / Hindu Undivided Family (Karta) - (See Note 2):
Tick the appropriate entry
Individual  Hindu Undivided Family

Title (tick the appropriate entry for individual) Shri  Smt.  Kumari

Last Name / Surname ____________________________________________________
First Name __________________________________________________________
Middle Name _________________________________________________________

(f) Branch of individual Business (Sole proprietorship concern) / Hindu Undivided Family (Karta)

Tick the appropriate entry
Branch of Individual business  Branch of Hindu Undivided Family

Individual / Hindu Undivided Family (Karta):

Title (tick the appropriate entry for individual) Shri  Smt.  Kumari

Last Name / Surname ____________________________________________________
First Name __________________________________________________________
Middle Name _________________________________________________________
Name/Location of branch ________________________________________________

(g) Firm / Association of Persons / Association of Persons (Trusts) / Body of Individuals / Artificial Juridical Person (See Note 3):

Name ________________________________________________________________
____________________________________________________________________
(h) Branch of Firm / Association of Persons / Association of Persons (Trusts) / Body of Individuals / Artificial Juridical Person:

<table>
<thead>
<tr>
<th>Name of Firm / Association of Persons / Association of Persons (Trusts) / Body of Individuals / Artificial Juridical Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Name/Location of branch</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

2 Address

<table>
<thead>
<tr>
<th>Flat / Door / Block No.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Possessor / Building / Village</td>
<td></td>
</tr>
<tr>
<td>Road / Street / Lane / Post Office</td>
<td></td>
</tr>
<tr>
<td>Area / Locality / Taluka / Sub-Division</td>
<td></td>
</tr>
<tr>
<td>Town / City / District</td>
<td></td>
</tr>
<tr>
<td>State / Union Territory</td>
<td></td>
</tr>
<tr>
<td>PIN code</td>
<td></td>
</tr>
<tr>
<td>Telephone No</td>
<td>STD Code</td>
</tr>
<tr>
<td>e-mail ID a)</td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td></td>
</tr>
</tbody>
</table>

3 Nationality of Deductor (Tick the appropriate entry)

<table>
<thead>
<tr>
<th>Indian</th>
<th>Foreign</th>
</tr>
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</table>

4 Permanent Account Number (PAN) - (specify wherever applicable)

<p>| |</p>
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<th></th>
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5 Existing Tax Deduction Account Number (if any)

<p>| |</p>
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<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

6 Existing Tax Collection Account Number (if any)

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

7 Date (DD-MM-YYYY)

| 01-01-2023 | 02-02-2023 |

Verification

Surname........................... in my/our capacity as............................do hereby declare that what is stated above is true to the best of my/our knowledge and belief.

Verified: today the [d] [m] [y] (applicable for electronic submission)

Signed (Applicant)

(Signature/Left Thumb Impression of Applicant)

Notes:

1. This column is applicable only if a single TAN is applied for the whole company. If separate TANs are applied for different divisions/branches, please fill details in (d).
2. For branch of individual business/Hindu Undivided Family, please fill details in (f).
3. For branch of firm/Association Of Persons/Association Of Persons (Trust) / Body Of Individuals / Artificial Juridical Person, please fill details in (f).
4. * Delete whichever is inapplicable.