**DRAFT LETTER BY SHAREHOLDER**

Date:

To,

**Birla Corporation Limited,**

Birla Building, 9/1, R.N. Mukherjee Road,

Kolkata – 700 001

Dear Sir,

**Sub: Declaration for non-availability of Permanent Account Number (PAN)**

For the purpose of determination of tax liability under section 195/196D of the Income-tax Act, 1961 (‘the IT Act’), it is hereby provided that I/We does not have PAN and there is no requirement of having PAN as per relevant provisions of IT Act read with Income Tax Rules, 1962.

|  |  |
| --- | --- |
| **Nature of the information** | **Details** |
| Name of the shareholder | << >> |
| Folio No./ DP ID & Client ID | << >> |
| Address in the country of residence | << >> |
| Email ID | << >> |
| Contact Number | << >> |
| Status | << >> |
| Tax Identification Number in the country of residence | << >> |
| Manually filed Form 10F (Yes/No) | << >> |

Thanking you,

Yours Sincerely,

**For <Name of the Shareholder>**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name: <insert authorised person name>**

**<Insert designation>**