

Date: DD/MM/YYYY

To

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**Subject: Request for issuance of Tax Residency Certificate**

**Dear Sir / Madam,**

I am a resident of \_\_\_\_\_ (*country name*) and details of my residence are given below:

Full Name	
Nationality	
Tax Payer's/Assessee Identification Number*	
Mailing Address	
Contact Number	
Email	
Any other details	

(\* In case no such number, then, a unique number on the basis of which the person is identified by the Govt of the country)

My overseas income (income in India) details are as under:

Period of income	
No. of Days present in India during above period	
Source/Nature of income in India	
Estimate of income in India	
Any other details	

Under the Double Taxation Avoidance Agreement (Treaty) between \_\_\_\_\_ (*country name*) and India I wish to apply for lower withholding tax rate on my income earned in India. In order to avail the same Indian regulations require me to furnish a Tax Residency Certificate containing the below mentioned information:

- Name of the tax payer/assessee
- Status (individual, company, firm etc.) of the tax payer/assessee
- Nationality (in case of individual)
- Country or specified territory of incorporation or registration (in case of other than individuals);
- Tax Payer's/assessee tax identification number in the country or specified territory of residence or in case no such number, then, a unique number on the basis of which the person is identified by the Government of the country or the specified territory
- Residential status for the purposes of tax
- Period for which the certificate is applicable
- Address of the tax payer/assessee for the period for which the certificate is applicable

Hence I request you to issue me a Tax Residency Certificate with the above mentioned details at the earliest in order to be able to avail the benefit of lower withholding rate under the above mentioned Treaty.

Thanking you.

Yours sincerely

\_\_\_\_\_  
Signature of the tax payer/assessee