Rs. 5
Stamp

APPLICATION FOR PERMANENT ACCOUNT NUMBER (PAN)

TDS Withholding Agents

The Chief of the Inland Revenue Office ……..
I, with the following details, want to be registered as a TDS Withholding Agent.
The details declared in this form are correct and latest to the best of my knowledge.

PAN | | | | | | | | | |
Official Use only

Fill fields marked with * only if applicable

1. APPLICANT'S IDENTIFICATION

A) NAME OF THE ORGANISATION

Nepali	
English	

B) REGISTRATION DETAILS*

Registration Date	Office and Place	Registration No.

C) WORK START DATE OR EXPECTED START DATE

2. ADDRESS OF HEAD OFFICE

	Location		Mailing Address*
House No./Block No.			
Ward No.			
Street			
☐ Metropolitan / ☐ Sub-Metropolitan ☐ Municipality / ☐ VDC			
District			
Area			
Telephone			P.O. Box
Fax*		E-mail*	

3. TYPE OF ORGANIZATION

☐ Government Organisation ☐ Donor Agency ☐ Diplomatic Mission

4. RESPONSIBLE PERSON FOR TDS

A) NAME

	First Name	Middle Name	Last Name
Nepali			
English			

B) POSITION

C) NATIONALITY

5. APPLICATION DATE

6. SIGNATURE OF APPLICANT	7. ORGANISATION STAMP

A) NAME OF THE AUTHORISED SIGNATORY

	First Name	Middle Name	Last Name
Nepali			
English			

B) POSITION

8. OFFICIAL USE ONLY

(Not to be filled by Applicant)

Income Tax

Effective Date of Registration					
Approving Officer		Date			
Tax Office					

DIRECTIVES

WHAT IS PAN (PERMANENT ACCOUNT NUMBER)

1. PAN is a unique identification number, which is issued to all the taxpayers and TDS withholding agents throughout the kingdom. PAN identifies each taxpayer and TDS withholding agents uniquely countrywide.
2. PAN is necessary to process taxpayers and TDS withholding agents using computer systems.
3. PAN is allotted only once in the lifetime of a taxpayer or TDS withholding agent. It never changes.

As you are withholding taxes on behalf of others such as contractors or employees, we need to provide you with PAN in order to clearly identify and track your payments in our computer system.
You are neither a taxpayer not do you need to file an income tax return or VAT return.

WHERE DO YOU REGISTER

Register in your Inland Revenue Office.

WHAT ELSE MUST BE SUBMITTED WHEN REGISTERING

Sketched map of the location of your main office.

HOW DO YOU REGISTER

1. Fill in the “Application for Permanent Account Number (PAN)” and submit it along with the sketched map of the location of your main office to your Inland Revenue Office.
2. An inland revenue official vets your application with regard to correctness and completeness.
3. If found correct and complete, you will receive a “Temporary Account Number Registration Certificate”. It is valid for 3 months.
4. Fetch your “PAN Card” from your Inland Revenue Office within 3 months.

NOTE: You may send any authorised person to submit the application form and to fetch the “Permanent Account Number (PAN) Registration Certificate”. However, you must send an authorisation letter (as per prescribed rule) with that person.

HOW DO YOU FILL IN THE FORM

Section 1,B Fill in details of the registration obtained from the company/firm registration certificate.
Section 2 No need to fill in the mailing address if it is identical to the location address.
Area means the area in which some districts are subdivided into. You may need to ask an inland revenue official for the correct area code.