

**PRELIMINARY CHECK LIST FOR FOREIGN REMITTANCE U/S 195 OF THE I.T. ACT**  
**(To be furnished by the Recipient of remittance in consultation with their Tax Advisors)**

1. Particulars of the **Beneficial Owner** of the proposed remittance as under:
  - 1.1. DP-Client Id/Folio No Full name and address.
  - 1.2. **Country** where the remittance is to be sent.
  - 1.3. **Status** of the Beneficial Owner for the purpose of taxation in the country of **Residence**.  
(Whether Individual, Partnership Firm, Incorporated Company, Trust, Association of Persons (Society etc), Bank or Government or a Government Body or any other status)  
**[Taxability and Rate of tax depends upon the Status of the payee]**
  - 1.4. If the Payee is a company, is it a Branch of the company/ entity which a Resident of another Tax Jurisdiction? (e.g. an Entity based in Singapore could be a Branch of a company incorporated in U.S.A. or U.K. or Japan etc.)
  - 1.5. Principal Place of Business (City and Country) .
  - 1.6. Email Address.
  - 1.7. Telephone No(s). with ISD code.
  - 1.8. **Tax Residency Certificate (TRC)** issued to the Beneficial Owner by the Tax Authorities of the country where it is **liable to tax**. If it is a Branch, TRC of the Parent Company. If the Beneficial Owner is not a Taxable Unit/ Entity not liable/subjected to tax, (i.e. it is a transparent or pass – through entity) please furnish the names, shares and TRC’s of the persons who are the partners/ members/ beneficiaries liable to tax on their respective share of income distributed.- **Please submit TRC and Form 10F- prescribed format attached**
2. Whether the Beneficial Owner is assessed to Income Tax in India? **YES/No**
  - 3.1 If ‘Yes’, please provide a photo copy of the **Income Tax PAN ( i.e. Permanent Account Number)** issued by the Indian Income Tax Authorities.
  - 3.2 In case the beneficial owner is not assessed to income tax in India, but has obtained / has been allotted Income tax PAN, please provide a photo copy of the same. If not, please mention '**Not Applicable**'
3. Please state whether you have any Place of management, Branch, Office, Factory, Warehouse, Sales-outlet, Installation or Assembly Projects or Supervisory Activities connected therewith in India which constitutes its permanent establishment in India or Service PE or Agency PE in India as per Article 5 of DTAA between India and the Country of its residence. **Please furnish a declaration in this regard.- No PE declaration format attached**

3.1 In case you have a Permanent Establishment (PE) in India. Please state whether the aforesaid remittance is “effectively connected with or attributable to the business activities” of such Permanent Establishment in India.

4. Country where the **“Place of Effective Management of the Enterprise”** is situated?