

**Request for issuance of TRC may be submitted to your tax/government authority in the following format:**

Date:

To:

\_\_\_\_\_

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:

1. Full name:
2. Nationality:
3. \*Tax Payer's Identification Number:
4. Mailing address:
5. Contact No.:
6. E-mail:

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

My overseas income details are as under:

1. Period:
2. No. of days present in \_\_\_\_\_ during above period:
3. Nature of overseas income:
4. Estimate of overseas income:

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.

Hence, I request you to issue me a Tax Residency Certificate 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,

x \_\_\_\_\_

x Signature of the tax payer

**Disclaimer:** The above format is provided only for your convenience. You are advised to confirm whether there is any prescribed format for applying for a TRC in your country, and use the same instead of the above format.