

Annexure

Document Template for Tax Appeals

I. Applicant Details

| | |
|--|--|
| Name of the Appellant | |
| Taxpayer Identification Number (TIN/PAN) | |
| Address | |
| Contact Number / Email | |

II. Respondent Details

| | |
|-------------------|--|
| Name / Department | |
| Designation | |
| Office Address | |

III. Appeal Details

| | |
|----------------------------------|--|
| Order/Notice Number Challenged | |
| Date of Order/Notice | |
| Assessment Year / Period | |
| Appeal Reference Number (if any) | |

IV. Grounds of Appeal

- 1.
- 2.
- 3.

V. Relief Sought

VI. List of Documents Attached

- 1.
- 2.

Date: _____
Place: _____

Signature of the Appellant

Name: _____

Important Notes:

- Ensure all fields are filled accurately; incomplete information may delay the appeal process.
- All supporting documents must be attached and properly referenced in the list provided.
- The grounds of appeal must be clearly stated and concise.
- Retain a copy of this document and all annexed papers for future reference.
- This annexure should be submitted along with the main appeal form as per the prescribed procedure.