

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.