

# TAX RESIDENCY CERTIFICATE RENEWAL REQUEST

(For the Assessment Year: \_\_\_\_\_ )

To,  
**The Assessing Officer,**  
Income Tax Department  
[Concerned Jurisdiction]  
[City], [State]

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Subject:** Request for Renewal of Tax Residency Certificate for the Financial Year \_\_\_\_\_

**Respected Sir/Madam,**

I, **[Applicant Name]**, bearing PAN **[XXXXXXXXXX]**, holding Tax Residency Certificate (TRC) number **[Previous TRC Number]**, kindly request the renewal of my Tax Residency Certificate for the assessment year \_\_\_\_\_.

I am an Indian resident as per the provisions of the Income Tax Act, 1961, and require the renewed certificate for the purpose of claiming tax treaty benefits under Double Taxation Avoidance Agreement.

The details as required are as follows:

Full Name	: [Applicant Name]
Father's Name	: [Father's Name]
Address	: [Full Address]
PAN	: [XXXXXXXXXX]
Period of Residence Requested	: [Start Date] to [End Date]

I further declare that:

- I am a resident of India under section 6 of the Income Tax Act, 1961, for the above-mentioned period.
- All the information provided herein is true and correct to the best of my knowledge and belief.
- I undertake to inform the assessing officer of any change in my residential status or the particulars submitted.

Yours faithfully,

\_\_\_\_\_  
[Applicant Name]  
[Contact Number]  
[Email Address]

## Important Notes:

- The TRC is required for availing tax treaty benefits under the Double Taxation Avoidance Agreement (DTAA).
- Ensure all details and supporting documents are up to date before submission.
- Renewal requests should be made before expiration of the previous TRC.
- False information may lead to penalties and disqualification from future applications.