

## DSSF - NGO Consultancy Service

### Services and relevant documents required.

#### **TAN Application Documents Required :**

##### *1. Online Application (Form 49B)*

- **No physical documents are required to be submitted** with the online application.
- **After submission, you must:**
  - **Print the acknowledgment receipt** generated upon successful submission.
  - **Sign the acknowledgment** and send it to the NSDL office in Pune within 15 days.
  - **Payment:** If you haven't paid the fee online, include a **Demand Draft (DD)** or **Cheque** for ₹65 (₹55 application fee + ₹10 GST) payable to 'NSDL-TIN' at Mumbai.

##### *2. Offline Application (Form 49B)*

- **No supporting documents are required** to be submitted along with the application form.
- **Payment:** The processing fee of ₹65 can be paid in cash at the TIN Facilitation Centre (TIN-FC) when submitting the form.

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#### **Steps to Apply for TAN**

##### *Online Application*

1. **Visit the NSDL-TIN Website:** Go to the official portal for TAN applications.
2. **Select 'Apply for New TAN':** Choose the appropriate option for new TAN registration.
3. **Fill out Form 49B:** Complete the form with accurate details.
4. **Submit the Form:** After reviewing the information, submit the form online.
5. **Payment:** Complete the payment process online.
6. **Download Acknowledgment:** Upon successful submission, download the acknowledgment receipt.
7. **Send Acknowledgment to NSDL:** Print, sign, and send the acknowledgment to the NSDL office in Pune along with the payment (if not paid online).