

## Declaration for Premiums, SIP's due after the cutoff date for submission.

### Undertaking for Premium on Insurance policy/Mutual Fund payable in Jan, Feb and Mar.

This is to state that I, \_\_\_\_\_, undertake to honor the payments in respect of premium on Insurance Policies/SIP in mutual funds/Tuition fee/Rent, details of which are listed below:

Sr.No.	Name of policy/unit holder	Policy No/Folio No.	Expected Payment date	Amount

Copy of premium receipts/Mutual fund statements of previous months are attached separately.

Further, I am also attaching the previous year's receipts as a proof for the Investments that is due in Jan, Feb & March. This is employee's responsibility to preserve the original receipts and same shall be produced as and when requested by the Company in future.

You are requested to allow me benefit of Income Tax deduction against the above listed Investments. I take full responsibility to deposit the above-mentioned payments on time and if I miss to do so, I can be held responsible for that

Employee Name:

Employee's Signature

Employee Code:

Date:

## Declaration for tuition fee after cutoff date for submission.

### Undertaking for Tuition fee payable in Jan, Feb and Mar.

This is to state that I, \_\_\_\_\_, undertake to honor the payments in respect of Tuition fee details of which are listed below:

Sr.No.	Name of Student	Month	Expected Payment date	Amount

Copy of Tuition fee receipt of previous months are attached separately.

Further, I am also attaching the previous year's receipts as a proof for the payments that is due in Jan, Feb & March. This is employee's responsibility to preserve the original receipts and same shall be produced as and when requested by the Company in future.

You are requested to allow me benefit of Income Tax deduction against the above listed payments. I take full responsibility to deposit the above-mentioned payments on time and if I miss to do so, I can be held responsible for that

Employee Name:

Employee's Signature

Employee Code:

Date:

**Declaration for Rent payable after cutoff date for submission.**

**Undertaking for Rent payable in Jan, Feb and Mar.**

This is to state that I, \_\_\_\_\_, undertake to honor the payments in respect of Rent details of which are listed below:

Sr.No.	Name of Landlord	Month	Expected Payment date	Amount

Copy of Rent receipt of previous months are attached separately.

Further, I am also attaching the previous year's receipts as a proof for the payments that is due in Jan, Feb & March. This is employee's responsibility to preserve the original receipts and same shall be produced as and when requested by the Company in future.

You are requested to allow me benefit of Income Tax deduction against the above listed payments. I take full responsibility to deposit the above-mentioned payments on time and if I miss to do so, I can be held responsible for that

Employee Name:

Employee's Signature

Employee Code:

Date: