**RENT RECEIPT**

Choose from the drop box

Monthly

Quarterly *(divide quarterly rent amount by 3 and give p.m rent amount below)*

Half Yearly *(divide half yearly rent amount by 6 and give p.m rent amount below)*

Received a sum of Rs. **15,000/-** **per month** (in words **FIFTEEN THOUSAND ONLY**) from Mr./~~Ms/Mrs~~.**J.JOHN MANOJ KUMAR** towards rent of the premises as mentioned in the below for the month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or if ~~quarterly~~ /half-yearly From **APR 2020** To **SEP 2020**.

Address of the House Landlord’s Address for which Rent is paid

**44, PHASE-I, SIXTH AVENUE 23, MGR NAGAR**

**CHETTINAD ENCLAVE, SECOND CROSS STREET,**

**PALLIKARANAI, VELACHERY**

**CHENNAI - 100 CHENNAI - 42**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of the Landlord**

**(K. RAJESH)**

**RENT RECEIPT**

Choose from the drop box

Monthly

Quarterly *(divide quarterly rent amount by 3 and give p.m rent amount below)*

Half Yearly *(divide half yearly rent amount by 6 and give p.m rent amount below)*

Received a sum of Rs. **15,000/-** **per month** (in words **FIFTEEN THOUSAND ONLY**) from Mr./~~Ms/Mrs~~.**J.JOHN MANOJ KUMAR** towards rent of the premises as mentioned in the below for the month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or if quarterly /~~half-yearly~~ From **OCT 2020** To **DEC 2020** .

Address of the House Landlord’s Address for which Rent is paid

**44, PHASE-I, SIXTH AVENUE 23, MGR NAGAR**

**CHETTINAD ENCLAVE, SECOND CROSS STREET,**

**PALLIKARANAI, VELACHERY**

**CHENNAI - 100 CHENNAI - 42**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of the Landlord**

**(K. RAJESH)**

**ANNEXURE: For claiming HRA exemption**

**NAME OF EMPLOYEE : J JOHN MANOJ KUMAR**

**BANK ID : 1375381**

I, hereby declare that I will pay a monthly rent of Rs.**15000/-** (in figures) **FIFTEEN THOUSAND ONLY** (in words) towards rent for my residential accommodation for the period January’21 to March’21.

I, hereby request Standard Chartered Global Business Services Private Limited to grant the HRA exemption u/s 10 of the Income Tax Act for the months of January’21 to March’21 based on this declaration.

Name of Owner Mr. /~~Ms~~. **K. RAJESH**

Employee Residential Address: - **44, PHASE-I, SIXTH AVENUE, CHETTINAD ENCLAVE, PALLIKARANAI,CHENNAI - 100**

I also undertake to indemnify the company for any loss/liability that may arise in the event of the above declaration being incorrect.

Place:**CHENNAI**

Date:**21/JAN/2021**

…………………………………………………………….

**Signature of the Employee**

**Note: This declaration form is mandatory for those employees who want to claim HRA Exemption for the period January'21 to March’21.**