

Rent Receipt

Received ₹ _____ Per month (_____)

from Mr. / Ms / Mrs. _____ towards rent of the premises

as mentioned in the below for the Period From _____ To _____

Address of the Rental Property* : _____

Pin Code : _____ Highlight the City: Chennai / Mumbai/ Kolkata/ Delhi / Non- metro (other cities)

Work Location : _____ (Office location).

Name of the Landlord* : _____

Address of the Landlord* : _____

PAN of the Landlord* :

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Signature of the Landlord * #

* If the Rent amount is more than Rs. 8333/- P.M, then landlord PAN is mandatory. Refer Income Circular No.

08/2013 F.No.275/192/2013-IT (B). From the Website www.incometaxindia.gov.in Affix.

The House Rent Payment along with Landlord PAN ID will be reported as per Income Tax Regulations.

Future Declaration

Below mentioned is the rent that are due for payment after the cutoff date but are payable before the financial year-end March 31, 2025. Please consider rent payable for the tax benefit in the current financial 2024 -2025.

Amount: _____ (Per month)

Period: From: _____ To: _____

Associate Declaration

I hereby declare that the information provided above is true and correct and I will be solely responsible for any situation arising out of non-payment of the above payments before 31st Mar 2025.

Date:

Signature of the employee

HRA Declaration - FY 2024-25

(to be submitted as supporting document for HRA Exemption)

I the undersigned hereby declare that the following information and supporting document submitted for House Rent Allowance (HRA) Exemption calculation during Investment proof documentation is **factual and authentic.**

- Landlord(s) Name and Address details

- Landlord PAN ID details (***Mandatory** and supported with a PAN Card - Scanned / clear photocopy)

- Monthly House Rent Details as per House Rent Receipt / Certificate / Bank Statement

- Signature of Landlord on Rent Receipt and Landlord PAN Copy submitted by me is same
K. Sita Mahadevi

(Please Note - In case of any mismatch of signature on PAN card and rent receipt your HRA exemption will not be considered.)

I understand that, as per Income Tax Regulatory requirement the House Rent amount for the rented period along with Landlord PAN are updated by Employer on TRACES. The House Rent amount will also reflect in Landlord's AIS (Annual Income Statement) in Income Tax E-Portal under Employer's Name (BA Continnum India Pvt. Ltd.).

In case of Information mismatch / Notice / enquiry initiated or reported by relevant Authorities on account of information/documents submitted by me, I hereby agree to submit / furnish all relevant details requested by BACI or Statutory Authorities for satisfactory closure of such enquiry / notice response within the required timelines.

In case of any income tax shortfall or any interest as levied by tax authorities arising on account of information mismatch arising out of House Rent Allowance details submitted by me, the same would be recoverable as Payroll dues from me. Further in such cases, I also agree to amend my Personal Income Tax Return (ITR) for the relevant years' as per any Income Tax Notice for rectifying and/or excluding any excessive HRA Exemptions.

I also understand that if at any stage it is found that the information/documents submitted by me are incorrect/forged/fake then; strict disciplinary action (leading up to termination) will be initiated against me as per The Corrective Action Procedure of the Company

Employee Signature: _____

Employee Name : _____

Person Number : _____

Note : In absence of Landlord's PAN details, the HRA Exemption would be computed by restricting considering the Monthly Rent of INR 8333/per month or INR 100000/per year.

Confidential

आयकर विभाग
INCOME TAX DEPARTMENT

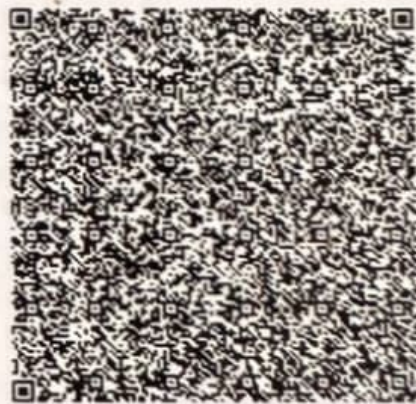


भारत सरकार
GOVT. OF INDIA



स्थायी लेखा संख्या कार्ड
Permanent Account Number Card

AVRPA7874J



नाम / Name

KOTHA SEETHAMAHALAKSHMI

पिता का नाम / Father's Name

ADAPA PENTARAO ADAPA

जन्म की तारीख / Date of Birth

21/01/1961

K. Sita Mahadevi

हस्ताक्षर / Signature

90530