Form No.AT-1
Application for rectification of mistakes under section 254(2)
[See rule 13 of the Income Tax Appellate Tribunal Rules, 2017]

MA No_____ __( ) 20__
ITA No_____( ) 20__

_____ **Vs** _____
(Applicant) **(Respo**ndent)

1.	Address of the applicant	:	_____ _____
2.	Address of the respondent	:_	_____ _____
3.	E mail address of the applicant	:	_____
4.	Mobile number on the applicant	:	_____
5.	Date and ITA No. of the related appeal, the order in which mistake is claimed to have crept in	:	_____ _____ _____
6.	Date on which the order, referred to in Column 5 above, is served on the applicant	:	_____
7.	Brief nature of mistakes which are said to have crept in the order, and which are liable to be rectified under section 254(2) (Use a separate sheet of paper, if necessary	:	_____ _____ _____ _____ _____ _____ _____
8.	Relief prayed for	:	_____ _____ _____

Signatures
(Authorised representative, if any)

Signatures
(Applicant)

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Verification

I,_____, the applicant, do hereby declare that what is stated above is true to the best of my knowledge and belief.

Verified, today on _____ day of _____,

Signatures
(Applicant)

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Form No AT- 2

Application for a stay on collection/ recovery of tax dues impugned in appeal, or for the stay of related proceedings by the income tax department
[See rule 16 of the Income Tax Appellate Tribunal Rules, 2017]

SA No_____ __( ) 20__
ITA No_____( ) 20__

_____ **Vs** _____
(Applicant) **(Respo**ndent)

1.	Address of the applicant	:	_____ _____
2.	Address of the respondent	:_	_____ _____
3.	E mail address of the applicant	:	_____
4.	Mobile number on the applicant	:	_____
5.	Date and and ITA No (if known) of the related appeal, in respect of which this stay application is filed	:	_____ _____ _____
6.	Short facts regarding the demand (of tax, interest, penalty or any other sum recovery of which is sought to be stayed) or the action which is sought to be stayed (Use a separate sheet of paper, if necessary)	:	_____ _____ _____ _____ _____ _____ _____
7.	Exact amount of tax, penalty and interest, which is payable by the assessee in respect of the impugned demands, and the amount sought to be stayed		_____ _____ _____ _____ _____

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8.	The nature of action, viz penalty proceedings or the assessment as a result of revision order, which is sought to be stayed	:	_____ _____ _____ _____
9.	Whether the applicant is in a position to offer any security or any guarantee, and, if so, in what form		_____ _____ _____
10.	Brief details of financial position as on the date of this application, or the date nearest thereto	:	_____ _____ _____
11.	Relief prayed for	:	_____ _____ _____

Grounds on which the stay is sought
(Use a separate sheet of paper, if necessary)

1.
2.
3,
4.
etc

Signatures
(Authorised representative, if any)

Signatures
(Applicant)

Verification

I,_____, the applicant, do hereby declare that what is stated above is true to the best of my knowledge and belief.

Verified, today on _____day of _____,

Signatures
(Applicant)

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DRAFT FINALIZED ON 11th May, 2017.

Form No. AT- 3
Furnishing of details on which communications can be addressed
[See rule 31 (4) of the Income Tax Appellate Tribunal Rules, 2017]

In ITA/MA No: _____

_____ **Vs** _____

(Appellant) **(Respo**ndent)

1.	Address of the appellant/respondent on which he would like to receive any postal communications in respect to the above ITA or MA by post	_____ _____
2.	Email ID of the appellant/respondent on which he would like to receive any email communications in respect to the above ITA or MA	_____ _____
3.	Mobile number on the appellant/respondent on which he would like to receive any text message alerts in respect of the above ITA or MA	_____ _____ _____

I,_____, the appellant/ respondent , do hereby declare that the particulars given above are correct, and that, in the case of any changes in any of the above particulars, I will update the records of the Tribunal in this respect, by submitting duly revised form 3 containing updated communication details.

Place:_____ Signatures
Date:_____ (Applllant/Respondent)

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DRAFT FINALIZED ON 11th May, 2017.

Form No. AT-4
Indexation and certification of paper book
[See rule 24(3) of the Income Tax Appellate Tribunal Rules, 2017]

BEFORE THE INCOME TAX APPELLATE TRIBUNAL
_____ BENCH(ES), _____

Income Tax Appeal No._____( ) 20_____

In the matter of:

_____ **Vs** _____
(Appellant) (Respondent)

INDEX OF PAPER BOOK

Sl No	Brief description of document	Page Nos	Lower authority before which the document was filed	Relevance of the document

Certified that the information contained in the index and the paper book is true and correct to the best of my knowledge and belief.

Date: _____
Place: _____

Signature_____
Name:_____
Designation:_____

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