Instruction for filling the AIN application form

1. Form is to be filled legibly in **ENGLISH** in **BLOCK LETTERS**.
2. While filling the form, each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
3. The application for AIN allotment is to be sent to the jurisdictional CIT (TDS) by the PAO/DTO / CDDO. Details of the CIT (TDS) are to be mentioned in the application for allotment of AIN.
4. Form should be filled up completely.
5. Fields marked with (*) are mandatory.

Item No.	Item Details	Guideline for filling up the form
1	Category of the applicant	Tick in appropriate box (i.e. either Central Government or State Government)
2	Name of Ministry	If PAO/DTO/CDDO Category is 'Central Government' mention the Ministry code corresponding to the Ministry as per list provided in Annexure I. For example if Ministry is 'Railway', mention code '02'.
2.1	Sub Ministry Name	In case Name of Ministry is 'Civil (01)', it is mandatory to provide the code corresponding to Sub Ministry as per list provided in Annexure II. For example if Sub Ministry is 'Agriculture' mention code '01', if Sub Ministry is 'Atomic Energy' mention code '02'. If Sub Ministry Name is not present in Annexure II, mention code '99'.
2.2	Sub Ministry Name (Other)	In case code '99' is mentioned in field no. 2.1 i.e. Sub Ministry Name, it is mandatory to mention the Sub Ministry Name. In such cases the Sub Ministry Name should be other than that in Annexure II.
3	Name of State	If PAO/DTO/CDDO Category is 'State Government' mention the State code as per list provided in Annexure III. For example if State is 'Uttar Pradesh', mention code '31'.
4	Name of Office	Provide the Name of Office of PAO/DTO/CDDO. Example if name of office is 'DIRECTORATE OF INCOME TAX (SYSTEMS)' it should be mentioned as below. <table><tr><td>D</td><td>I</td><td>R</td><td>E</td><td>C</td><td>T</td><td>O</td><td>R</td></tr><tr><td>A</td><td>T</td><td>E</td><td></td><td>O</td><td>F</td><td></td><td>I</td></tr><tr><td>N</td><td>C</td><td>M</td><td>E</td><td></td><td>T</td><td>A</td><td>X</td></tr><tr><td></td><td>(</td><td>S</td><td>Y</td><td>S</td><td>T</td><td>E</td><td>M</td></tr><tr><td>S</td><td>)</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>
5	Name of Department	Provide the Name of Department of PAO/DTO/CDDO. Example if name of office is 'DEPARTMENT OF REVENUE' it should be mention as below. <table><tr><td>D</td><td>E</td><td>P</td><td>A</td><td>R</td><td>T</td><td>M</td><td>E</td></tr><tr><td>N</td><td>T</td><td></td><td>O</td><td>F</td><td></td><td>R</td><td>E</td></tr><tr><td>V</td><td>E</td><td>N</td><td>U</td><td>E</td><td></td><td></td><td></td></tr></table>
6	PAO/DTO/CDDO Code	Mention PAO/DTO/CDDO code provided by Ministry / State Government. For example in PAO/DTO/CDDO is 0046 it should ne mention as below. <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0</td><td>0</td><td>4</td><td>6</td></tr></table>

7	PAO/DTO/CDDO Registration Number	Mention the 7 digit PAO Registration Number provided by Central Record Keeping Agency. Example if PAO/DTO/CDDO Registration No. 1003686 | 1 | 0 | 0 | 3 | 6 | 6 |
8	PAO/DTO/CDDO TAN	Mention the 10 digit TAN issued by the Income Tax Department. Example if TAN is CALA08845E | C | A | L | A | 0 | 8 | 8 | 4 | 5 | E |
9	Address of Applicant	PAO/DTO/CDDO should mention the office address. It is mandatory to provide details of at least two out of four fields i.e. Flat/Door/Block No., Name of Premises /Building / Village, Road/ Street/ Lane/Post Office and Area/ Locality /Taluka/Sub Division. It is mandatory to provide details of Town/City/ District, State/ Union Territory and PIN Code.
9	Telephone Number and Mobile	(1) If Telephone Number is mentioned, STD Code is mandatory. For example - STD Code | | | 0 | 2 | 2 | Phone No. | | | 2 | 4 | 9 | 9 | 4 | 2 | 0 | 0 | (2) It is mandatory for applicants to mention either their telephone number or mobile number.
10	E-mail Id	It is mandatory to provide valid email id.

General Information AIN applicants

1. The application form can be downloaded from the Income Tax Department website (www.incometaxindia.gov.in) or the TIN website www.tin-nsdl.com or from the office of the Income Tax Department.
2. In case PAO/DTO/CDDO has already been allotted AIN, it should not apply again.
3. For more information
   - Visit us at www.tin-nsdl.com
   - Call TIN Call Centre at 020-27218080.
   - E-mail us at tininfo@nsdl.co.in
   - Write to: National Securities Depository Limited, 3rd Floor, Sapphire Chambers, Near Baner Telephone Exchange, Baner, Pune – 411045

Application for allotment of Accounts Office Identification Number (AIN)

To,

CIT (TDS)

Name of CIT Office:

Address of CIT Office:

Sir,

We hereby request that an Accounts Office Identification number be allotted to us.
We give below necessary particulars.

*[Fields marked with * are mandatory. Please refer the instructions before filling the form]*

1. Category of the applicant *
    (Tick as applicable)

Central Government		State Government	

2. Name of Ministry (Applicable for Central Government)
    (Mention Ministry code as per Annexure I)

3. Name of State (Applicable for State Government):
    (Mention code as per Annexure III)

4. Name of Office:*

5. Name of Department:

6. PAO/DTO/CDDO Code:

7. PAO/DTO/CDDO Registration No.:
    (Provided by Central Record Keeping Agency)

8. PAO/DTO/CDDO TAN:
    (Provided by Income tax Department)

9. Address of Applicant:

Flat / Door / Block No.

Name of Premises / Building / Village

Road / Street / Lane / Post village

Area / Locality / Taluka / Sub-Division

Town / City / District*

State / Union Territory*

PIN Code:*

STD Code:

Phone No:

Mobile No:

(Either telephone number or mobile number is mandatory.)

10. E-Mail Id:*

*I/We ……………………….in my/our capacity as ………………...do hereby declare that what is stated above is true to the best of my/our knowledge and belief.

Date: Signature

Place: (Seal of the office)

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For CIT (TDS) office use

Verification by CIT (TDS)

The above application is completely filled and recommended for AIN allotment.

Date: Signature of CIT (TDS) …………………………………..

Place: Name of CIT (TDS): …………………………………

Address of CIT (TDS): ………………………………

Seal of the office:

Duly verified form should be forwarded by CIT (TDS) to below address.

National Securities Depository Limited

2nd Floor, Times Tower

Kamala Mills Compound,

Senapati Bapat Marg,

Lower Parel

Mumbai - 400013