UTI Infrastructure Technology And Services Limited
29, N S Road, Ground Floor,Opp Gilander House and
Standard Chattered Bank
Kolkata,West Bengal-700001
Phone No :-033-22435258, Fax No :- 033-22435217

17-Sep-2020

UTIITSL/GSD/PAN/_____/2020-2021

PANKAJ DIGITAL CONSULTANCY PRIVATE LIMITED
HOUSE NO 120 AMBEDKAR COLONY
BODEN NUAPADA
ODISHA-766111

Dear Sir/Madam,

Re: Allotment of PAN Service Agent (PSA) for I T PAN Service Center

We are pleased to offer you Income Tax PAN Service Center, on behalf of **UTI Infrastructure Technology And Services Limited (UTIITSL)** We have allotted a unique PAN Service Agent Code to your office i.e. **PANKAJDIGI-ADMIN**. Please ensure to quote the same in all your correspondence with us.

It is further informed that the agreement signed between yourself and UTIITSL shall be in full force and effect, all the terms and conditions which are already mentioned in the agreement registered dated 17-Sep-2020, shall be applicable during the tenure of the agreement pursuant to allotment of above stated Agent Code.

Option opted by **PANKAJ DIGITAL CONSULTANCY PRIVATE LIMITED** for acceptance of PAN applications along with **Digitization** along with **Scanning of PAN application and supporting documents.**The scope of work and Terms and Conditions are as under:-

Scope of Work:-

1. Receive PAN applications and change request application in prescribed Form on behalf of UTIITSL.
2. Ensure that prescribed supporting documents have been attached with the applications.
3. Ensure that the PAN application forms are complete with respect to mandatory fields and the name, address and date of birth is as provided in the supporting documents.
4. The PSA shall ensure that duly verified and complete application form(s) along with the virtual coupon of requisite value affixed thereon and the relevant documents are digitazitation, upload scan documents and generation of batch on the same day.

Terms and conditions are as under:-

1. E-Coupon will be distributed by the **BHUBANESHWAR - ISW** on advance payment to UTIITSL Account.
2. The forms i.e. F49A & CSF can be distributed to the applicants through all your centers/counters at free of cost.
3. PSA should forward batch of Physical PAN Application forms to the designated Regional Office of UTIITSL, fortnightly / monthly basis.
4. For publishing or advertising any article/press release related to PAN activities in the media, a prior approval permission and consent in writing should be taken from UTIITSL

Please ensure that your offices have sufficient stock of forms and virtual coupons all the time.
Soliciting your active role in the above project

Thanking You,
Yours faithfully

Chanchal Deb
(Dy Vice President)