

Annual Statement under section 285 of the Income-tax Act, 1961

Sl. No.							
1.	Financial year for which the Statement is being submitted						
2.	Details pertaining to non-resident person having liaison office in India						
(i)	Name						
(ii)	Details of head office						
	Email Id	Contact / mobile number		Address			
(iii)	Details of Principal Office in India						
	Email Id	Contact / mobile number		Address			
(iv)	Permanent Account Number (if Allotted)						
(v)	Tax Identification No., if any, of country of Incorporation or residence						
(vi)	Date of submitting Annual Activity Certificate for the financial year to the Reserve Bank of India						
3.	Details of the Chartered Accountant signing the Annual Activity Certificate as prescribed by the Reserve Bank of India						
(i)	Name						
(ii)	Email Id						
(iii)	Contact / mobile number						
(iv)	Address						
(v)	Membership number						
4.	Details of officer In charge for each office of the non-resident person in India						
	Sl.No.	Name	Designation	Email Id	Contact / mobile number	Address of office	
5.	Details of any salary or compensation of any sort payable outside India to any employee working in India or for services rendered in India						
	Sl.No.	Name of employee	PAN (if allotted)	Email Id	Contact / mobile number	Address of employee in India, if any	Amount of salary or compensation (in Rs.)

6.	Details of agents or representatives or distributors of the non-resident person in India.							
	Sl.No.	Name of agent or representative or distributor	PAN	Email Id	Contact / mobile number	Address		
7.	Details of Liaison Office of the non-resident person (data in Sl. No. 8 to Sl. No. 20. to be furnished Liaison Office wise, multiple sets can be filled based on the number of Liaison Office)							
8.	Liaison Office Registration No. granted by the Reserve Bank of India							
9.	Nature of activities undertaken by Liaison Office							
10.	Date of opening of Liaison Office in India							
11.	Date of the Reserve Bank of India approval for Liaison Office opening							
12.	Address of Liaison Office in India							
	Email Id		Contact / mobile number			Address		
13.	Total number of employees working in the Liaison Office during the year							
14.	Details of products or services for which liaisoning activity is done by the Liaison Office							
	Sl.No.	Liaisoning activity is done for products or services				Description of products or services		
15.	Whether there are other group entity or entities operating from the same premises as the office of the Liaison Office?					Yes/No		
16.	If yes in Sl. No. 15, provide the following details in respect of such entity or entities:-							
	Sl.No.	Name of the entity	PAN of the entity	Email Id	Contact / mobile number	Address of the entity	Nature of activity undertaken by the entity	
17.	Does the Liaison Office perform liaisoning activity for any other entity or entities?					Yes/No		
18.	If yes in Sl.No. 17, provide the following details in respect of such entity or entities:-							
	Sl.No.	Name of the entity	PAN of the entity	Email Id	Contact / mobile number	Address of the entity		
19.	Details of employees working in the Liaison Office drawing salary of Rs. 50,000 or above per month							
	Sl.No.	Name of employee	PAN (if allotted)	Email Id	Contact / mobile number	Designation	Amount of salary or compensation (in Rs.)	Address of sitting location
20.	Details of the top five parties in India with whom the Liaison Office has been doing the liaisoning							
	Sl.No.	Name of the party	PAN of the party	Email Id	Contact / mobile number	Address of the party		
Other details								
21.	India specific financial details for the financial year i.e., receipts and expenses of the non-resident person from or in India (not only of the Liaison Office(s))							

In respect of the Liaison Office(s):							
Sl.No.	Liaison Office Registration No.			Receipts		Expenses	
In respect of the non-resident person, including of Liaison Office(s) mentioned above:							
Sl.No.	Receipts		Expenses attributable to receipts from India				
22.	Details of all purchases, sales of material, and services from/to Indian parties during the year by the non-resident person (not limited to transactions made by Liaison Office (s))						
In respect of the Liaison Office(s):							
Sl.No.	Nature of transaction	Name of the Indian party with whom transaction is done	PAN of the Indian party	Email Id	Contact / mobile number	Address of the Indian party	Amount of transaction (in Rs.)
In respect of the non-resident person, including of Liaison Office(s) mentioned above:							
Sl.No.	Nature of transaction	Name of the Indian party with whom transaction is done	PAN of the Indian party	Email Id	Contact/ mobile number	Address of the Indian party	Amount of transaction (in Rs.)
23.	Whether there is any group entity or entities (including Indian entity/entities of the group or permanent establishment of foreign entity or entities of the group in India) present in India as Branch Office or Companies or Limited Liability Partnerships etc.?					Yes/No	
24.	If yes in Sl.No. 23, provide the following details:-						
Sl.No.	Name of the entity	PAN of the entity	Email Id	Contact / mobile number	Address of the entity	Nature of business activities	
25.	Whether there are other Liaison Offices of the group entities in India?					Yes/No	
26.	If yes in Sl.No. 25, provide the following details:-						
Sl.No.	Name of the entity having the Liaison Office(s)	PAN of the entity	Email Id	Contact / mobile number	Address of the entity	Nature of activities undertaken by the Liaison Office(s)	

Verification

I, [full name in block letters] son/daughter of
holding Permanent Account Number or Aadhaar Number..... solemnly declare that
to the best of my knowledge and belief, the information given in the form is correct and complete and that the other
particulars shown therein are truly stated. I further declare that I am submitting this form in my capacity as
..... and I am also competent to make this submission and verify it.

Verified today the day of

Place

Signature of Authorised Signatory
Name