



## **IMPORTANT INFORMATION REGARDING RESIDENTIAL STATUS FORM**

- “Residential Status Form” (previously known as Service Tax Form) is required to be submitted to BWW by Platinum and above. This form declares the residential status of the Individual/ Firm/ Company/ etc., along with other details. In case there is any change in status, residential status, address or bank details, the same is to be intimated to BWW in writing along with a copy of your PAN Card.
- Affiliates may be send scanned copies of – Residential Status Form, PAN Card, address proof and other details to [dr@brittindia.com](mailto:dr@brittindia.com) from their official/ personal ids. Forms received from generic ids e.g. [crowncam@gmail.com](mailto:crowncam@gmail.com), [diamondme@yahoo.com](mailto:diamondme@yahoo.com), e.t.c. shall not be accepted.
- Residential Status Form need not be submitted every year. It is be a one time activity. The RSF confirms your status, residential status, address and bank details. You are required to intimate BWW in writing, immediately, if there is any change w.r.t the same. BWW shall give effect to the changed status, residential status, address or bank details from the month immediately following the month in which the Form is received. BWW shall not be responsible for any loss, damage, etc. for non-intimation/ late intimation of the changed status or address or other details. Affiliates are advised, in their own interest, to confirm whether the change has been effected in BWW records. If BWW has acted as per the details provided originally (or as amended) and any subsequent change has not been intimated or timely intimated by the affiliate, BWW shall not be responsible to indemnify any loss, damage, etc. caused by any bonafide act.
- PAN card copy is required to be submitted only once, not every year. As per the govt. regulation non receipt of PAN card number attracts 20% TDS (tax deductible at source) instead of 10% & the same is NOT reversible.
- To serve your convenience, remittance can be credited directly to your account on a month-to-month basis.
  - If you hold an account with ICICI, Axis or HDFC, you can fill the details and send along-with this form, a blank cancelled cheque.
  - If you hold an account with any other bank you can benefit from the NEFT facility. However, there would be a nominal monthly charge, which is the bank service charge
- To find your RTGS/ NEFT IFSC Code, open your cheque book (say HDFC Bank cheque book) and at the bottom, left side, you will notice something like IFSC Code/ RTGS in the form HDFC000XXXX (11 bit alpha numeric code). Affiliates are advised to take utmost care while writing the RTGS/ NEFT IFSC Code in the Residential Status Form.
- To get the credit in their accounts, affiliates should note that Residential Status Forms received prior to 15th shall find credit of breaks in that month itself. However, if the RS Form is received post the 15th, the credit would commence from the following month.
- If you have any query, you can write to [drmgr@brittindia.com](mailto:drmgr@brittindia.com)



# RESIDENTIAL STATUS FORM

(Statutory requirement - Section 66A of the Finance Act, 1994)

Name of affiliate (Individual, Firm, Company, etc.) :	
Affiliate No.:	
Breaks to be Paid in the Name of Self/Spouse (please specify name, only in case of an individual)	
Email id:	Contact No. (Mob.):
Pan Card No. (Attach copy of PAN Card)	
If Individual, Residential Status of Self Residential Status of Spouse	Indian or Other (specify): Indian or Other (specify):
If Firm, Residential Status of Firm/ Proprietor / Partners'	
Billing Address of Individual/ Firm/ Company etc. in India	
Bank Account Details: 1.Bank Name 2.Account No. & Type (Current / Savings) 3.RTGS / NEFT - IFSC Code	1. 2. 3.

**Signature**  
**(Affiliate of BWW India)**

**Signature of Spouse**  
**(Affiliate of BWW India)**

DATE: \_\_\_\_\_