

**Annexure –II Request Format**  
**(On the letterhead of the customer)**

Date:

To,

Branch Manager / Customer Service officer  
<< Address of branch >>

Dear Sir / Madam,

Sub: Refund for the TDS paid on payment to your company as per the certificates attached herewith.

I am / We are attaching herewith original TDS certificates (downloaded from Income-tax TRACES website) for the amount of Rs. \_\_\_\_\_ which has been paid to the Income Tax Authorities by me / our company (\_\_\_\_\_) on payment to Fullerton India Credit Company Limited and TDS return has also been duly filed

LAN	
TAN	
Interest	
TDS Refund	
Email ID	
Financial Year	
Quarter	
In case the banking details are different, Please fill the below	
Bank Name	
Bank A/c No	
Beneficiary Name	
IFSC Code	

Request you to please process the refund at the earliest and credit the amount to my / our account details of which as furnished above / available in your record basis earlier refund.

Thanking you,

Yours truly,

For \_\_\_\_\_

(Authorized Signatory)