Annexure-F

Procedure to file application for Form 41 online on Income Tax Portal

In case of shareholder having PAN

Steps	Description
1	Login to e-filing website (https://eportal.incometax.gov.in/iec/foservices/#/login) using the PAN Login
2	Select E-file tab, then select Income Tax Forms and select the option File income tax forms
3	Select tab “Forms as per Income Tax Act 2025”
4	Select Double Taxation Relief (Form 41)
5	From the dropdown provided, select the relevant Tax Year for which Form 41 is to be filed and then click on continue
6	Fill all the required details in the Form
7	Attach the Tax Residency Certificate and Save the Draft and then Proceed to submit the Form with digital signature (DSC) of the authorized signatory.
8	After the form is filed, go to view filed form, download the copy of Form 41 filed for the relevant Tax Year and submit the same to company along with relevant tax details/documents.

In case of shareholder not having PAN

Steps	Description
1	Visit the e-filing web portal at https://eportal.incometax.gov.in/ and click on “Register” located in the top right corner of the web page.
2	Select “Others” and then choose “Non-residents not holding and not required to have PAN” from the dropdown menu.
3	Fill in the required information, including your full name, date of incorporation/birth, tax identification number, and country of residence.
4	Provide the details of the key person, including their name, date of birth, tax identification number, and designation.
5	Offer contact details for the key person and provide a secondary email and contact details. Please note that you’ll receive a one-time password (OTP) on your primary mobile number and email ID.
6	Attach the Tax Residency Certificate and submit.