



CENTRAL INSURANCE REPOSITORY LIMITED

Aaj Digital... Toh kal Befikar

CIRL COMMUNIQUÉ

CIRL/OPS/IC/GENRL/09

October 01, 2014

TRANSACTION OF BILLS PAYABLE TO CIRL

We invite the attention of all the Insurers and seek their esteemed co-operation in the matter of deduction of tax (TDS) while making payment of bills raised by CIRL from time to time.

It has been observed that some of the Insurers are deducting applicable TDS while making payment to CIRL for amount in excess of the specified statutory limits. Such Insurers are requested to intimate the TDS amount as per **Annexure A**. If the amount payable is below the specified statutory limit, we request the insurers not to deduct the TDS amount.

Queries regarding this communiqué may be addressed to:

CIRL Toll free no: 1800 200 5533 / AP – Helpdesk on (022) 2272 5194 / 5187

Emails may be sent to: **insurancehelpdesk@cdslindia.com**

sd/-

Shajitha Neves Lobo

VP – Operations



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Company letter head Annexure A

Date- Month- Year

To,
The Vice President
Central Insurance Repository Limited
16th Floor, P J Towers Dalal Street,
Fort, Mumbai – 400 001

Dear Sir/Madam,

Attached is our cheque/DD being payment towards the Transaction Bill raised by CIRL,
details of which are as under:

Bill Number		
Bill Date		
Total Amount Payable		
Less: TDS Deducted @ 2%		
Less: Any other deduction (please mention details)		
Total Amount Paid		
Payment Details	NEFT	
	Date	
	Bank Name	
	Bank Branch	

Thanking you.

Yours faithfully,

For Insurance Company Name

Authorized Signatory

Encl: as above

ICs may email their queries to: insurancehelpdesk@cdslindia.com

KEYWORD: Bill details