Annexure N4

Covering letter for DDO Registration Application Forms
(To be submitted by PAO/CDDO in duplicate on official stationery)

To NSDL CRA,

From:         Date:

PAO/CDDO Registration Number:
PAO/CDDO Name:
Pr. AO Name:
PAO’s / CDDO’s contact No.:

Enclosed please find DDO Registration Forms from the respective DDO’s for the purpose of registration in the CRA system. The details of the DDO are as listed below

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<th>Sr. No.</th>
<th>Name of the DDO office</th>
<th>Name of the Department</th>
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Total Number of Forms Attached:

I the authorized signatory do hereby declare that what is stated above is correct and complete.

Yours faithfully,

Stamp/Signature/Name of authorised Signatory of PAO/ CDDO  Acceptance Date and Stamp of CRA

Instructions:
1. This covering letter is to be provided by the PAO/CDDDO along with the DDO registration form.
2. Details of DDO should be same as mentioned in the application forms.
3. The application forms should be arranged in same order as mentioned in the covering letter.