



MALANKARA MAR THOMA SYRIAN CHURCH

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Sabha Secretary

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28.03.2025/No.

To All the Parishes, Dioceses, Organisations and Institutions which are filing Income Tax returns through Sabha, through respective Clergy in charge

Dear Achen,


The Sabha has received Income Tax refund for the Financial Years 2022-23 & 2023-24. Hence the Sabha Council has decided to refund the TDS deducted by Banks from Fixed Deposits of parishes/organisations/ institutions for the financial year 2022-23 & 2023-24. To claim TDS refund, parishes/organisations/institutions have to apply to Sabha Office in the given Microsoft excel format along with **INTEREST CERTIFICATE OF FIXED DEPOSIT** from banks. **Please ensure that the Interest Certificate contains the PAN of the Church and the TDS amount for the respective financial year.**

Below are the steps to be followed to claim refund of TDS by each parish / institution /organisation that has submitted Audit Report in Form 10B for consolidation through the Sabha for the Financial Years 2022-23 & 2023-24. TDS refund is eligible only if the PAN of Sabha is linked to the bank accounts of parishes/institutions under your care.

- 1) Each parish and its organization having separate bank accounts should file this form separately.
- 2) Please fill the details in the attached Excel File (TDS Refund 2022-24.xls)
 - a) The Excel file contains two worksheets referring to FY 2022-23 and FY 2023-24. Use the two worksheets wherever necessary.
 - b) The Microsoft Excel sheet requested must also include the opening and closing balances of each Fixed Deposit.
 - c) The cells highlighted in Purple colour are locked that users cannot edit it.
 - d) The cells highlighted in Orange colour are to be filled by users.
 - e) Each row has to be filled in based on the Interest Certificate received from the bank.
 - f) Interest Certificate from the bank also to be enclosed along with above mentioned Excel worksheet.
 - g) **The bank officials must endorse the PAN associated with the specific bank account in their Interest Certificate.**
 - h) **The signature of a bank official and the bank's seal must be included on every Interest Certificate submitted.**
 - i) All the fields in a row are mandatory.

You are required to send both the documents (Excel File and scanned of copy Interest Certificate with TDS Details) to refunds@marthoma.in with the subject line **Reg. TDS REFUND 2022-24 {Name of Parish/Diocese/Organisation/Institution} on or before 31.08.2025. No need of sending hard copy of the documents.**

Yours Sincerely,


Rev. Abey T. Mammen
Sabha Secretary



Attachment- Microsoft Excel File namely, TDS Refund 2022-24.xls to fill the data