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To

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Dated:

Sub: Urgent- Updation of email and mobile number at Income tax E-filing Website

Ref: Your email/telephonic conversation/discussion

Dear Sir/Madam,

This is with respect to Your email/telephonic conversation/discussion on the above subject. You have informed us that you do not have an active email id. The mobile provided by you is as under:

Mobile No.: 99187xxxx6

Please note that now it is mandatory that every e-filer assessee must update its profile with a valid email. Without updating an email id, you would not be able to login to your user account which would result as restriction on e-filing of your Income Tax Return(ITR).

Therefore you are advised to have an email id immediately. However, if you would like us to create and maintain an active email id along with its password on your behalf and update it as a primary email on income tax e-filing website along with mobile no. provided by you, our professional fee would be as under:

Creating and maintaining an email id (see terms)	Rs.	p.a.(recurring)
Updating email and mobile at income tax e-filing website	Rs.	(One time)

You are requested to send your consent to the above before we could create your email and update your contact (email and mobile) as above..

Thanking you

Sincerely

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**Terms for creating and maintaining an email id on your behalf**

That abc and Co, chartered accountants shall create an email id of yours with details as under:

Name	As given by you
Address	As given by you
Password	To be decided by us
Email	As decided by us as per availability
Secret questions (if required)	As decided by us as per availability
Mobile No.	99187xxxx6 (As provided by you)

That password shall be communicated to you after creation of email id.

That we will keep the email active throughout the financial year.....

That email shall be used exclusively for updation and receiving communication from income-tax e-filing website only.

That we shall keep you updated of all emails received from income tax department on the email through the financial year as above.

That you will pay the agreed charges in advance for the full financial year.