
ANNUAL SALARY CERTIFICATE

Name of the Employee : (Name of the applicant)

Designation :

Address :

PAN No. of Employee :

TAN No. of Employer :

Details of Annual salary paid in cash (INR) in India during the period from April..... to March as detailed below:

Basic salary (INR) : Rs. _____

Bonus : Rs. _____

*Allowances : Rs. _____

Other Perquisites : Rs. _____

Gross Salary : Rs. _____

Less: Professional Tax : Rs. _____

Net Salary : Rs. _____

Income Tax deducted at source: Rs. _____

Total : Rs. _____

(Rupees)

For and on behalf of
Company's Name

(Signature with Company Seal)

1. This certificate shall be provided for extension of Employment/Business Visa containing the details of salary etc., received during the preceding year.
2. This certificate is to be produced in the Company's Letter Head and duly signed by Authorized signatory whose ID proof (PAN Card/passport/Voter ID) to be attached along with this certificate.
3. Proportionate portion of emoluments to be paid annually on a later date may not be included in monthly salary certificate.
4. Flexi/variable allowance, if any, shown should be elaborated and the minimum assured allowance to be paid may only be reflected and not the maximum possible allowance.