

## THE INSTITUTE OF TAXATION

### Notice for Particulars of Offices and Firms

1. Name and address of office of the practicing firm.  
(where there are branches also give addresses of branches).
2. Name and addresses of the partners (being members of the Institute of Taxation).
3. Date from which the partnership was entered into and enclose certified copy of the partnership deed signed by all the partners (relevant portion only).
4. Name of the member in-charge of each office or Managing Partner.
5. Names of the members of the Institute on payroll of the firm.

#### Signature of the Partners

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

#### Note:

1. Separate notice will be submitted for each office.
2. A fresh notice is required to be submitted whenever any change in partnership takes place. Information should be furnished within thirty days of the date of change.