

**SPECIMEN APPLICATION FOR
RECTIFICATION OF MISTAKE**

Assessing Officer

Ward _____ .

Dear Sir,

Subject : Application for rectification of mistake under section _____ for assessment
year _____ in the case of _____ - Submission
of _____

PERMANENT ACCOUNT NO. : _____ .

While acknowledging receipt of the assessment order and demand notice for assessment
year _____ I find on checking that the said order contains the following mistakes :

All the aforementioned mistakes are apparent from the record and may please be rectified
under section 154 of the Income-tax Act, 1961. Till such time as the rectification is made and
the demand revised, I may not be treated as an assessee in default in respect of the tax
presently demanded for assessment year _____ .

Yours faithfully