

**Receipt and Payment Policy OF Institutional Clients who withhold
Advance tax and Sales Tax**

IMS mark the client SST withholding client in back office, who deduct the SST and Advance Tax, then system will deduct tax automatically. After closing of month Ops department will send hard copy of monthly commission bill to all institutional clients.

Foreigner Tax %	<input type="text"/>	Comm. Dist. With E
Comm. WithHeld %	<input type="text"/>	Only Report <input type="checkbox"/>
SST WithHeld %	<input type="text" value="20"/>	WHT on SST <input checked="" type="checkbox"/>

Corporate clients made payments through "A/c Payee Only" crossed cheque, bank drafts and pay orders after deduction of tax adjustment.

IMS shall make all the payments through crossed Cheque / pay orders instruments after deduction of tax adjustment.

Copies of these payment instruments including Cheque, pay orders and online instructions shall be kept in record for a minimum period of five years.