

Documents required for PAN

NOTIFICATION NO.96/2013, DATED 23-12-2013

| <i>Sl.No.</i> | <i>Applicant</i> | <i>Form</i> | <i>Documents as proof of identity, address and date of birth</i> |
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| <i>(1)</i> | <i>(2)</i> | <i>(3)</i> | <i>(4)</i> |
| 1. | Individual who is a citizen of India | 49A | <p>(A) <i>Proof of identity</i>—</p> <p>(i) <i>Copy of</i>,—</p> <p>(a) elector's photo identity card ; or</p> <p>(b) ration card having photograph of the applicant; or</p> <p>(c) passport; or</p> <p>(d) driving licence; or</p> <p>(e) arm's license; or</p> <p>(f) AADHAR Card issued by the Unique Identification Authority of India; or</p> <p>(g) photo identity card issued by the Central Government or a State Government or a Public Sector Undertaking; or</p> <p>(h) Pensioner Card having photograph of the applicant;</p> <p>or</p> <p>(i) Central Government Health Scheme Card or Ex-servicemen Contributory Health Scheme photo card; or</p> <p>(ii) certificate of identity in original signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer, as the case may be; or</p> <p>(iii) bank certificate in original on letter head from the branch (along with name and stamp of the issuing officer) containing duly attested photograph and bank account number of the applicant.</p> <p>Note: In case of a person being a minor, any of the above documents of any of the parents or guardian of such minor shall be deemed to be the proof of identity.</p> |

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| | | <p>(B) <i>Proof of address—</i></p> <p>(i) <i>copy of the following documents of not more than three months old—</i></p> <ul style="list-style-type: none"> (a) electricity bill; or (b) landline telephone or broadband connection bill; or (c) water bill; or (d) consumer gas connection card or book or piped gas bill; or (e) bank account statement or as per Note 1; or (f) depository account statement ; or (g) credit card statement; or <p>(ii) <i>copy of,</i></p> <ul style="list-style-type: none"> (a) post office pass book having address of the applicant; or (b) passport; or (c) passport of the spouse; or (d) elector's photo identity card; or (e) latest property tax assessment order; or (f) driving licence; or (g) domicile certificate issued by the Government; or (h) AADHAR Card issued by the Unique Identification Authority of India; or (i) allotment letter of accommodation issued by the Central Government or State Government of not more than three years old; or (j) property registration document; or <p>(iii) certificate of address signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer, as the case may be; or</p> <p>(iv) employer certificate in original.</p> |
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| | | | <p>Note 1. In case of an Indian citizen residing outside India, copy of Bank Account Statement in country of residence or copy of Non-resident External bank account statements shall be the proof of address.</p> <p>Note 2: In case of a minor, any of the above documents of any of the parents or guardian of such minor shall be deemed to be the proof of address.</p> <p><i>(C) Proof of date of birth—</i></p> <p><i>copy of,—</i></p> <p>(a) birth certificate issued by the Municipal Authority or any office authorised to issue Birth and Death Certificate by the Registrar of Birth and Deaths or the Indian Consulate as defined in clause (d) of sub-section (1) of section 2 of the Citizenship Act, 1955 (57 of 1955); or</p> <p>(b) pension payment order; or</p> <p>(c) marriage certificate issued by Registrar of Marriages; or</p> <p>(d) matriculation certificate; or</p> <p>(e) passport; or</p> <p>(f) driving licence; or</p> <p>(g) domicile certificate issued by the Government; or</p> <p>(h) affidavit sworn before a magistrate stating the date of birth.</p> |
| 2. | Hindu undivided family | 49A | <p>(a) An affidavit by the karta of the Hindu Undivided Family stating the name, father's name and address of all the coparceners on the date of application; and</p> <p>(b) copy of any document applicable in the case of an individual specified in serial number 1, in respect of karta of the Hindu undivided family, as proof of identity, address and date of birth.</p> |
| 3. | Company registered in India | 49A | Copy of Certificate of Registration issued by the Registrar of Companies. |
| 4. | Firm (including Limited Liability | 49A | (a) Copy of Certificate of Registration issued by the Registrar |

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| | Partnership) formed or registered in India | | of Firms/Limited Liability Partnerships; or (b) copy of Partnership Deed. |
| 5. | Association of persons (Trusts) formed or registered in India | 49A | (a) Copy of trust deed; or (b) copy of Certificate of Registration Number issued by Charity Commissioner. |
| 6. | Association of persons (other than Trusts) or body of individuals or local authority or artificial juridical person formed or registered in India | 49A | (a) Copy of Agreement; or (b) copy of Certificate of Registration Number issued by Charity Commissioner or Registrar of Co-operative Society or any other Competent Authority; or (c) any other document originating from any Central Government or State Government Department establishing Identity and address of such person. |
| 7. | Individuals not being a citizen of India | 49AA | (i) <i>Proof of identity</i> :— (a) copy of Passport; or (b) copy of person of Indian Origin card issued by the Government of India; or (c) copy of Overseas Citizenship of India Card issued by Government of India; or (d) copy of other national or citizenship Identification Number or Taxpayer Identification Number duly attested by "Apostille" (in respect of countries which are signatories to the Hague Apostille Convention of 1961) or by Indian embassy or High Commission or Consulate in the country where the applicant is located or authorised officials of overseas branches of Scheduled Banks registered in India. (ii) <i>Proof of address</i> :— (a) copy of Passport; or (b) copy of person of Indian Origin card issued by the Government of India; or (c) copy of Overseas Citizenship of India Card issued by Government of India; or |

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| | | | <p>(d) copy of other national or citizenship Identification Number or Taxpayer Identification Number duly attested by "Apostille" (in respect of countries which are signatories to the Hague Apostille Convention of 1961) or by Indian embassy or High Commission or Consulate in the country where the applicant is located or authorised officials of overseas branches of Scheduled Banks registered in India; or</p> <p>(e) copy of bank account statement in the country of residence; or</p> <p>(f) copy of Non-resident External bank account statement in India; or</p> <p>(g) copy of certificate of residence in India or Residential permit issued by the State Police Authority; or</p> <p>(h) copy of the registration certificate issued by the Foreigner's Registration Office showing Indian address; or</p> <p>(i) copy of Visa granted and copy of appointment letter or contract from Indian Company and Certificate (in original) of Indian Address issued by the employer.</p> |
| 8. | LLP registered outside India | 49AA | <p>(a) Copy of Certificate of Registration issued in the country where the applicant is located, duly attested by "Apostille" (in respect of countries which are signatories to the Hague Apostille Convention of 1961) or by Indian embassy or High Commission or Consulate in the country where the applicant is located or authorised officials of overseas branches of Scheduled Banks registered in India; or</p> <p>(b) copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.</p> |
| 9. | Company registered outside India | 49AA | <p>(a) Copy of Certificate of Registration issued in the country where the applicant is located, duly attested by "Apostille" (in respect of countries which are signatories to the Hague Apostille Convention of 1961) or by Indian embassy or High Commission or Consulate in the country where the applicant is located or authorised officials of overseas branches of Scheduled Banks registered in India; or</p> <p>(b) copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.</p> |

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| 10. | Firm formed or registered outside India | 49AA | <p>(a) Copy of Certificate of Registration issued in the country where the applicant is located, duly attested by "Apostille" (in respect of countries which are signatories to the Hague Apostille Convention of 1961) or by Indian embassy or High Commission or Consulate in the country where the applicant is located or authorised officials of overseas branches of Scheduled Banks registered in India; or</p> <p>(b) copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.</p> |
| 11. | Association of persons (Trusts) formed outside India | 49AA | <p>(a) Copy of Certificate of Registration issued in the country where the applicant is located, duly attested by "Apostille" (in respect of countries which are signatories to the Hague Apostille Convention of 1961) or by Indian embassy or High Commission or Consulate in the country where the applicant is located or authorised officials of overseas branches of Scheduled Banks registered in India; or</p> <p>(b) copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.</p> |
| 12. | Association of persons (other than Trusts) or body of individuals or local authority or person formed or any other entity (by whatever name called) registered outside India | 49AA | <p>(a) Copy of Certificate of Registration issued in the country where the applicant is located, duly attested by "Apostille" (in respect of countries which are signatories to the Hague Apostille Convention of 1961) or by Indian embassy or High Commission or Consulate in the country where the applicant is located or authorised officials of overseas branches of Scheduled Banks registered in India; or</p> <p>(b) copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.</p> |