

## **FORM 49A**

### **Proof of identity:**

#### **Copy of:**

1. Ration card having photograph of the applicant
2. Arm's license
3. AADHAR card issued by the unique identification authority of India
4. Photo identity card issued by the central government or a state government or a public sector undertaking
5. Pensioner card having photograph of the applicant
6. Central government health scheme card or ex-servicemen contributory health scheme photo card
7. Driving license
8. Passport
9. Electors' photo identity card

#### **Original of:**

1. Certificate of identity in original signed by Member of Parliament or member of legislative assembly or municipal councilor or a gazette officer as the case may be **(Certificate format attached as Annexure-A: Given in the bottom part of this document)**
2. Bank certificate in original on letter head from the branch (along with name and stamp of the issuing officer) containing duly attested photograph and the bank account number of the applicant **(Certificate format attached as Annexure-B: Given in the bottom part of this document)**

#### **Note:**

1. In the case of a person being a minor any of the above mentioned documents of the parents or guardian of such minor shall be deemed to be proof of identity and address.
2. For HUF an affidavit by the Karta of Hindu undivided family stating name, father's name and address of all the coparceners on the date of application and copy of any of the above mentioned documents in the name of Karta of HUF is required as proof of identity, address and date of birth.

### **Proof of address:**

#### **Copy of:**

1. Electricity bill
2. Landline telephone or broadband connection bill
3. Water bill
4. Consumer gas connection card or book or piped gas bill
5. Bank account statement
6. Depository account statement

7. Credit card statement
8. Passport
9. Electors photo identity card
10. Driving license
11. Passport of spouse
12. Post office passbook having address of the applicant
13. Latest property tax assessment order
14. Domicile certificate issued by the government
15. AADHAR card issued by the unique identification authority of India
16. Allotment letter of accommodation issued by the central government or state government of not more than 3 years old

**Original of:**

1. Certificate of identity in original signed by Member of Parliament or member of legislative assembly or municipal councilor or a gazette officer as the case may be(**Certificate format attached as Annexure-A: Given in the bottom part of this document**)
2. Employer certificate in original (**Certificate format attached as Annexure-B: Given in the bottom part of this document**)

**Note:**

1. Proof of address is required for residence address
2. Documents mentioned as address proof should not be more than 3 months old on the date of application
3. In case of an Indian citizen residing outside India copy of bank account statement in country of residence or copy of non-resident external (NRE) bank account statements shall be the proof of address.

**Proof of date of birth:**

**Copy of:**

1. Birth certificate issued by the municipal authority or any office authorized 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)
2. Pension payment order
3. Marriage certificate issued by registrar of marriages
4. Matriculation certificate
5. Domicile certificate issued by the government
6. Affidavit sworn before a magistrate stating the date of birth.
7. Driving license
8. Passport

**Other than individuals and HUF:**

1. Company- copy of certificate of registration issued by the registrar of companies

2. Partnership firm- copy of certificate of registration issued by the registrar of firms or copy of partnership deed.
3. Limited liability partnership- copy of certificate of registration issued by the registrar of LLPs
4. Association of persons- copy of trust deed or copy of certificate of registration number issued by Charity commissioner
5. Association of persons, body of individuals, local authority or artificial judicial person- copy of agreement or copy of certificate of registration number issued by charity commissioner or registrar of cooperative society or any other competent authority or any other document originating from any central or state government department establishing identity and address of such person.

## **DOCUMENTS ACCEPTABLE FOR DUPLICATE PAN CARD/ CORRECTION IN PAN CARD**

### **1. Proof of pan card:**

- a. a copy of pan card or copy of pan allotment letter

Note: no other document shall be accepted as a proof of pan. If proof is not provided then application shall be accepted on a good efforts basis.

### **2. Documents acceptable for change of name/fathers name:**

- Married ladies- change of name on account of marriage:
  - a. Marriage certificate or marriage invitation card
  - b. Publication of name change in official gazette or
  - c. Copy of passport showing husband's name
  - d. Certificate issued by a gazette officer (only for change in applicant's name)
- Individual applicants other than married ladies:
  - a. Publication of name change in official gazette or
  - b. Certificate issued by a gazette officer (only for change in applicant's name)
- Companies:
  - a. ROC's certificate for name change
- Firms, limited liability partnerships:
  - a. Revised partnership deed
  - b. Registrar of firms, LLP's certificate for name change
- Association of persons/trust/body of individuals/artificial judicial person/local authority:
  - a. Revised deed/ agreement
  - b. Revised registration certificate

## **FORM 49AA**

### **Proof of identity:**

#### **For individuals and HUF:**

##### **Copy of:**

1. Passport
2. Person of Indian origin (PIO) card issued by government of India or
3. Copy of overseas citizen of India (OCI) card issued by government of India or
3. Copy of other national or citizenship identification number or tax payer identification number duly attested by "Apostille" (in respect of countries which are signatories to the Hague convention of 1961) or by the Indian embassy or high commission or consulate in the country where the applicant is located or authorized officials of overseas branches of scheduled banks registered in India. **(Certificate format attached as Annexure-1: Given in the bottom part of this document)**

### **Proof of address:**

#### **For individuals and HUF**

##### **Copy of:**

1. Passport
2. Person of Indian origin (PIO) card issued by government of India or
3. Copy of overseas citizen of India (OCI) card issued by government of India or
4. Copy of other national or citizenship identification number or tax payer identification number duly attested by "Apostille" (in respect of countries which are signatories to the Hague convention of 1961) or by the Indian embassy or high commission or consulate in the country where the applicant is located or authorized officials of overseas branches of scheduled banks registered in India or
5. Copy of bank account statement in the country of residence or
6. Copy of non-resident external (NRE) bank account statement in India or
7. Copy of certificate of residence in India or residential permit issued by the state police authorities or
8. Copy of registration certificate issued by the foreigner's registration office showing Indian address or
9. Copy of Visa granted or copy of appointment letter or contract from Indian company and certificate (in original) of Indian address issued by the employer.

### **For other than individuals:**

#### **Proof of identity/Proof of address-**

1. 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

convention of 1961) or by the Indian embassy or high commission or consulate in the country where the applicant is located or authorized officials of overseas branches of scheduled banks registered in India(**Certificate format is attached as Annexure-1: Given in the bottom part of this document**)

2. Copy of registration certificate issued in India or of approval granted to set up office in India by Indian authorities.

### Annexure -A

*(Certificate to be used by a Member of Parliament/Member of Legislative Assembly/Municipal Councillor or  
Gazetted Officer under sub-rule (4) of rule 114 of the Income-tax Rules, 1962)*

*(Affix same photograph as  
affixed on PAN application  
form*

*(To be attested by issuing authority with his/her  
signature & rubber stamp appearing half on the  
photograph and half on the certificate)*

I hereby certify that I know Sh./Smt/Kum....  
son/daughter of .....and his/her personal particulars as given below  
are correct to the best of my knowledge and belief. I recommend issue of PAN card by the  
Income-tax Department to him/her.

Name	
Father's Name (even in case of married ladies father's name is to be provided)	
Date of Birth	
Residence Address (if applicant has resided at more than one place during last one year then all such address with dates should be mentioned)	
Office Address	
Previous Name (in case of change in name)	

#### **Details of issuer of certificate**

Office address with location

Office Seal

Date :

Place:

(Signature)

Full Name:

Designation:

Department/Organization/Constituency:

Identity card No:

(Enclose a photocopy of I-card)

Telephone:

Mobile:

**Annexure -B**

*(Certificate to be used by the Employer on the letter head of the organisation/institution under sub-rule (4) of rule 114 of the Income-tax Rules, 1962)*

(Affix same photograph as  
affixed on PAN application  
form)

*(To be attested by issuing authority with his/her  
signature & rubber stamp appearing half on the  
photograph and half on the certificate)*

It is hereby certified that Sh./Smt/Kum... son/daughter  
of ..... is employed with us since ..... He/She is presently  
working at the following address of the organisation:-

Office Address .....

.....

.....

The residential address of the applicant as verified by us is given below:

Residential Address .....

.....

.....

Registration Number of the Company/Institution etc.....

PAN of the Company/Institution:

**Details of the Individual issuing the certificate**

Full Name:

Designation:

PAN of the Individual:

Office address with location:

Telephone:

Mobile:

(Signature)

Office Seal

Date:

Place:



**Annexure -C**

*(Certificate of identification by Bank on the letter head of the bank under sub-rule (4) of rule 114 of the  
Income-tax Rules, 1962)*

(Affix same photograph as  
affixed on PAN application  
form)

*(To be attested by issuing authority with his/her  
signature & rubber stamp appearing half on the  
photograph and half on the certificate)*

This is to certify that Sh./Smt/Kum... .. son/daughter of  
..... whose photograph is attested above is holding an account  
having account number ..... with this branch of the bank.

**Details of the Individual issuing the certificate**

Full Name:

Designation:

PAN of the Individual:

Office address with location:

Telephone:

Mobile:

(Signature)

Office Seal

Date:

Place:

**Annexure-1**

*(Certification under sub-rule (4) of rule 114 of the Income-tax Rules, 1962 in case of individuals not being a Citizen of India & entities incorporated outside India filling form 49AA)*

This document \_\_\_\_\_ (type of document) has been certified by \_\_\_\_\_  
(name of certifying person) acting in the capacity of \_\_\_\_\_ at \_\_\_\_\_  
(place) on \_\_\_\_\_ (date).

Official Seal \_\_\_\_\_ Signature

Full Name, Address and Telephone number of the Overseas Bank Branch of Scheduled Bank  
registered \_\_\_\_\_ in \_\_\_\_\_ India

\_\_\_\_\_  
\_\_\_\_\_