

Document acceptable as Proof of Identity, Address and Date of Birth for Form 49A/ CSF/ Form 49AA

F49A & CSF

Document acceptable as Proof of Identity , Proof of Address and Proof of Date of Birth as per Rule 114 (4) of Income Tax Rules, 1962			
For Individuals and HUF			
Sr. No	Proof of Identity (Copy of)	Proof of address (copy of)	Proof of date of birth (copy of)
1	AADHAAR Card issued by the Unique Identification Authority of India	AADHAAR Card issued by the Unique Identification Authority of India	AADHAAR Card issued by the Unique Identification Authority of India
2	Elector's photo identity card	Elector's photo identity card	Elector's photo identity card
3	Passport	Passport	Passport
4	Driving License	Driving License	Driving License
5	Central Government Health Scheme Card or Ex-servicemen Contributory Health Scheme photo card	Electricity Bill [^]	Central Government Health Scheme Card or Ex-servicemen Contributory Health Scheme photo card
6	Photo identity card issued by the Central Government or a State Government or a Public Sector Undertaking	Landline telephone or broadband connection bill [^]	Photo identity card issued by the Central Government or a State Government or a Public Sector Undertaking
7	Ration card having photograph of the applicant	Water Bill [^]	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

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			Indian Consulate as defined in clause (d) of sub-section (1) of section 2 of the Citizenship Act, 1955 (57 of 1955)
8	Arm's License	Consumer gas connection card or book or piped gas bill^	Pension Payment Order
9	Pensioner Card having photograph of the applicant	Bank account statement or as per Note 3^	Marriage certificate issued by Registrar of Marriages
10		Depository account statement^	Matriculation certificate or mark sheet of recognized board
11		Credit card statement^	Affidavit sworn before a magistrate stating the date of birth.
12		Domicile certificate issued by the Government	Domicile certificate issued by the Government
13		Passport of the spouse	
14		Post office pass book having address of the applicant.	
15		Latest property tax assessment order	
16		Allotment letter of accommodation issued	

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		by the Central Government or State Government of not more than three years old	
17		Property registration document	
	Proof of Identity (Original)	Proof of address (original)	
1	Certificate of identity in original signed by Member of Parliament or Member of Legislative Assembly or Municipal Councilor or a Gazetted Officer ,as the case may be (Certificate format attached as Annexure- A)		
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 bank account number of the applicant (Certificate format attached as Annexure-C)	Employer certificate in original (Certificate format attached as Annexure-B)	

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<p>Note :-</p> <ol style="list-style-type: none"> 1. In 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. 	<p>Note:</p> <ol style="list-style-type: none"> 1. Proof of Address is required for residence address mentioned in item no. 7. 2. Documents followed by '^' should not be more than three 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. 	
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 (Trust)	Copy of trust deed or copy of certificate of registration number issued by Charity Commissioner.
5	Association of Person, Body of Individuals, Local Authority, or Artificial Juridical 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.

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Documents acceptable for Change/Correction in PAN Data

<p><u>Proof of PAN</u> :- a> Copy of PAN Card or Copy of PAN allotment letter.</p> <p>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 Effort Basis'</p>	
<p>Document acceptable for change of name/father name</p>	
<p>i> Married ladies- change of name on account of marriage</p>	<ol style="list-style-type: none"> 1. Marriage certificate or marriage invitation card 2. Publication of name change in official gazette or 3. Copy of passport showing husband's name, 4. Certificate issued by a Gazetted officer (only for change in applicant's name)
<p>ii> Individual applicants other than married ladies</p>	<ol style="list-style-type: none"> 1. Publication of name change in official gazette or 2. Certificate issued by a Gazetted officer (only for change in applicant's name)
<p>iii> Companies</p>	<p>ROC's certificate for name change</p>
<p>iv> Firms / Limited Liability Partnerships</p>	<ol style="list-style-type: none"> 1. Revised partnership deed 2. Registrar of Firm/LLP's certificate for name change
<p>v> AOP/Trust/BOI/AJP/LOCAL authority</p>	<ol style="list-style-type: none"> 1. Revised Deed/ Agreement 2. Revised registration certificate

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For Individuals and HUF	
Proof of Identity (Copy of)	Proof of address (copy of)
<p>1. Copy of passport, or</p> <p>2. Copy of Person of Indian Origin (PIO) card issued by Government of India, or</p> <p>3. Copy of Overseas Citizen of India (OCI) card issued by Government of India, Or</p> <p>4. 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 Convention of 1961) or by the 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.</p> <p>(Certificate format attached as Annexure- D)</p>	<p>1. Copy of Passport, or</p> <p>2. Copy of Person of Indian Origin (PIO) card issued by Government of India, or</p> <p>3. Copy of Overseas Citizen of India (OCI) card issued by Government of India, or</p> <p>4. Copy of other national or citizenship Identification Number or Taxpayer Identification Number duly attested by “Apostille” (in respect of the 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 authorised officials of overseas branches of Scheduled Banks registered in India or</p> <p>5. Copy of Bank account statement in the country of residence, or</p> <p>6. Copy of Non-resident External (NRE) bank account statement in India, or</p>

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	<p>7. Copy of Certificate of Residence in India or Residential permit issued by the State Police Authorities, or</p> <p>8. Copy of Registration certificate issued by the Foreigner's Registration Office showing Indian address, or</p> <p>9. Copy of Visa granted & Copy of appointment letter or contract from Indian Company & Certificate (in original) of Indian address issued by the employer.</p>
For other than Individuals	
Proof of Identity	Proof of Address
<p>1. Copy of Certificate of Registration issued in the country where the applicant is located, duly attested by "Apostille" (in respect of the 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- D)</p> <p>2. Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.</p>	
