

Annexure- I

**Document acceptable as Proof of Identity, Address and
Date of Birth for Form49A/ 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	AADHAR Card issued by the Unique Identification Authority of India	AADHAR Card issued by the Unique Identification Authority of India	AADHAR 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 Service Scheme photo 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 Central Public Sector Undertaking or State Public Sector Undertaking

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7	Ration card having photograph of the applicant	Water Bill^	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)
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.	

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15		Latest property tax assessment order	
16		Allotment letter of accommodation issued 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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CSF

**Documents acceptable for Change/Correction in PAN
Data**

<u>Proof of PAN</u> :-- 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 Effort Basis'	
Document acceptable for change of name/father name	
i> Married ladies- change of name on account of marriage	<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)
ii> Individual applicants other than married ladies	<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)
iii> Companies	ROC's certificate for name change
iv> Firms / Limited Liability Partnerships	<ol style="list-style-type: none"> 1. Revised partnership deed 2. Registrar of Firm/LLP's certificate for name change
V> AOP/Trust/BOI/AJP/LOCAL authority	<ol style="list-style-type: none"> 1. Revised Deed/ Agreement 2. Revised registration certificate

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Date of Birth for Form 49A/ CSF/ Form 49AA**

F-49AA

Document acceptable as Proof of Identity and Proof of Address as per Rule 114(4) of Income Tax Rules, 1962	
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>

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

	<p>6. Copy of Non-resident External (NRE) bank account statement in India, or</p> <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>	

Annexure- II**Guidelines to be followed by Branches and PSA for Aadhaar Authentication with PAN application:**• **Scenario-I**

- 1. PAN application where Aadhaar is mentioned and copy of Aadhaar card as POI, POA and PDOB or only as POI and POA is submitted OR**
- 2. PAN application where Aadhaar is not mentioned but copy of Aadhaar card as POI, POA and PDOB or only as POI and POA is submitted. (applicant should be advised to mention Aadhaar in PAN application)**

Details for Aadhaar no., Name, Father's name, Gender and DOB as per PAN application form only, should be entered through module provided. If,

Aadhaar authentication result is YES	Aadhaar authentication result is NO
<p>a. PAN application should be accepted acknowledgement receipt should be generated.</p> <p>b. Acknowledgement copy with an appropriate remark will be generated in duplicate.</p> <p>c. One copy should be attached with PAN application and other acknowledgement copy should be given to the applicant.</p> <p>d. After generation of Inward sheet, PAN application should be forwarded to respective PDC for further processing.</p>	<p>a. PAN application can be accepted after deleting Aadhaar from PAN application, if applicant desires so and acknowledgement receipt should be generated.</p> <p>b. Acknowledgement copy with an appropriate remark will be generated in duplicate.</p> <p>c. One copy should be attached with PAN application and other acknowledgement copy should be given to the applicant.</p> <p>d. Such type of cases will be marked under objection.</p> <p>e. Applicant should be asked to submit alternate document other than Aadhaar, as POI/POA and PDOB, as per prescribed documents as per rule 114(4) of Income Tax Rules,1962</p> <p>f. On submission of alternate document other than Aadhaar towards POI, POA and PDOB by the applicant, branches/PSA should accept the same and issue acknowledgment through the module provided.</p> <p>g. Acknowledgement in duplicate will be</p>

	<p>generated, one should be attached with the resubmitted documents and other acknowledgement copy should be given to the applicant.</p> <p>h. Resubmitted documents should be forwarded to respective PDC for objection clearance</p>
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- **Scenario-II**

3. PAN application where Aadhaar is not mentioned and copy of POI, POA and PDOB other than Aadhaar is submitted

- a. Details i.e. Name, Father's name, Gender and DOB as per PAN application form only, should be entered through module provided.
- b. PAN application should be accepted acknowledgement receipt should be generated.
- c. Acknowledgement copy with an appropriate remark will be generated in duplicate.
- d. One copy should be attached with PAN application and other acknowledgement copy should be given to the applicant.
- e. After generation of Inward sheet, PAN application should be forwarded to respective PDC for further processing.

- **Scenario-III**

4. PAN application where Aadhaar is mentioned and copy of POI, POA and PDOB other than Aadhaar is submitted

- a. Applicant should be asked to submit copy of Aadhaar.
(In this situation, process at Scenario I should be followed)

OR

- b. PAN application can be accepted after deleting Aadhaar from PAN application.
(In this situation, process at Scenario II should be followed)

Annexure- III

To,

Branch In charge
UTI Infrastructure And Technology Services Ltd
(Controlling Branch)

Date:

Sir/Madam,

Sub: - Permission to Organize PAN Camp.

I (PSA Name along with PSA code) (PSA Location) has arranged PAN Camp as per details mentioned below. The said camp has been arranged through _____ (Name of the organizer to be mentioned)

Camp Address: _____

Camp Date: _____ Timing: From _____ to _____

We undertake that:

- Supporting documents will be accepted as per guidelines issued.
- PAN Processing Fee will be accepted at prescribed rate i.e. ₹ 107/- only.
- Daily report of collection of PAN application in the said camp will be furnished to the UTIITSL _____ (Branch Office name) on daily basis.
- All PAN application accepted during the camp will be submitted to UTIITSL _____ (Branch / Regional Office name) on daily basis for processing.

Kindly permit us to conduct the abovementioned camp.

Regards,

Name of the proprietor name
Signature with PSA stamp

CORPORATE SLA

Annexure – IV

PSA CAMP Daily Report dated _____

Name of the PSA: _____

Date of the Camp: _____

Address of PAN Camp: _____

Name of the Organizer: _____

PAN Coupon range utilized: _____

Sr no	Coupon no	Application no	Form Type	Name of the applicant	Mobile no of the applicant

Signature of PSA

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

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:

CORPORATE SLA

Annexure-D

(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

