

Note : 1 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 and address for the minor applicant

Note: 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.

(B). Proof of Address:--I> Copy of the following documents of not more than three months old -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 Note2 Or f>Depository Account Statement Or g> Credit Card Statement Or II> Copy of--a> Post office passbook 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 License Or g> Domicile Certificate issued by the Government Or h> AADHAAR 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 III>Certificate of Address in original signed by Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer as the case may be Or IV> Employer certificate in original.

Note 1. Proof of Address is required for residence address mentioned in item no 7. 2. 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 (not more than three months old) shall be the proof of address.

(C).Proof of Date of Birth: Copy of :- a>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); Or b> Pension payment order; Or c> Marriage Certificate issued by Registrar of Marriages; Or d> Matriculation Certificate; or marksheet of recognized board; or e >Passport or f>Driving license or g>Domicile certificate issued by the Government or h>Aadhar Card issued by Unique Identification Authority of India or i>Elector's Photo identity card or j>Photo identity card issued by Central Government or State Government or central public section undertaking or state public sector undertaking or k> Central Government Health Service Scheme photo card or Ex-servicemen Contributory Health Scheme Photo card or l>Affidavit sworn before a magistrate stating the date of birth.

For Proof of Issuance of PAN (Copy Of) :--i> PAN Card ii> PAN Allotment Letter (No other document is acceptable as proof of issuance of PAN. If proof is not provided then application shall be accepted on a 'good effort basis')

Other than Individuals (Indian companies/Entities incorporated in India/Unincorporated entities formed in India)

1	Company registered in India	Copy of Certificate of Registration issued by the Registrar of Companies
2	Firm(including Limited Liability Partnership) formed or registered in India	a> Copy of Certificate of Registration issued by the Registrar of Firms /Limited Liability Partnership Or b> Copy of partnership deed
3	Association of persons (Trusts) formed or registered in India	a> Copy of trust deed Or b> copy of certificate of registration number issued by Charity Commissioner
4	Association of Persons, (other than Trusts) or Body of Individuals, or Local Authority, or Artificial Juridical Person forms or registered in India	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 Central Government or State Government Department establishing identity and address of such person

Individuals Not being Citizen of India

(i) Proof of Identity:--a> Copy of passport or b> Copy of Person of Indian Origin Card issued by 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 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.

(ii) Proof of Address:--a> Copy of Passport Or b> Copy of Person of Indian Origin card issued by 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 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 e> Copy of Bank Account Statement in the country of Residence Or f> Copy of Non-resident External Bank Account Statement in India Or g> Copy of Certificate of Residence in India or Residential Permit issued by the State Police Authorities. Or h> Copy of Registration Certificate issued by the Foreigner's Registration Office showing Indian address Or 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.

For other than individuals (Foreign companies/Entities incorporated outside India/Unincorporated entities formed outside India)

(A) proof of Identity :- a> 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 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 ii> Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.

(B). Proof of Address:--a> 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 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 ii> Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.

Supporting documents required for change in PAN data

Case/Applicant Type	Documents acceptable for change of name/Father's name
i>Married ladies- change of name on account of marriage	- Marriage Certificate or marriage invitation card
	- Publication of name change in official gazette or
	- Copy of passport showing husband's name
	- A Certificate issued by a gazetted officer (only for change in applicant name)
	Publication of name change in official gazette or
ii> Individual applicant other than married ladies	A Certificate issued by a gazetted officer (only for change in applicant name)
iii> Companies- ROC's certificate for name change, iv> Firms/LLP-- Revised partnership deed, Registrar of Firm/LLP's certificate for name change v> AOP/TRUST/BOI/AJP/ LOCAL Authority --Revised registration certificate/deed or agreement	