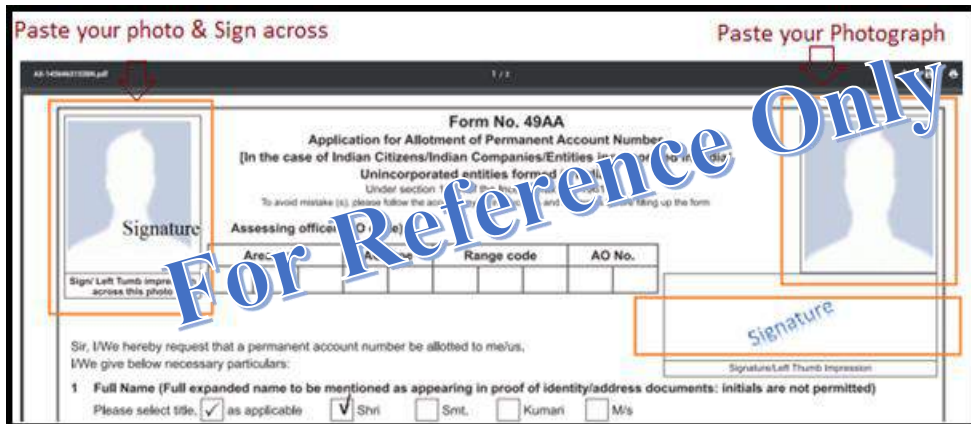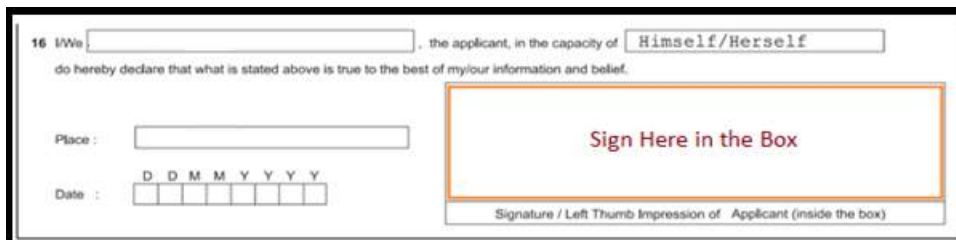# PROCESS FURTHER

Please refer the following steps after Application Form is downloaded and printed.

1. Once the Application Form is downloaded you should print the same, attach your recent, coloured Passport size (3.5cm X 2.5cm) photographs on the prescribed boxes in the form.

Kindly Sign Across the 'Left' photograph (signature should not be done on the face). Sign beneath the 'Right' Photograph in the box provided.

2. If the applicant is unable to sign and choose to put a thumb impression, then the same should be attested by Notary on the form. Make sure that Thumb impression or Notary stamp should not be on the right photograph.

3. Once the form is duly signed and photograph is attached on the form, it should be sent along with self-attested document proofs for Identity, Address and Date of Birth by Courier/Speed post to the mentioned address i.e.

   The Manager,
   PANIND Services Unit,
   No. 5, Site 4, Vikaspuri,
   New Delhi-110018
   India

4. The PAN Application process would start once we receive the duly signed form along with all the document proofs.

5. You would be intimated by an email your Coupon/Ack number after receiving the signed application form along with ID Proof, DOB Proof and Address Proof.

INSTRUCTION MANUAL

- Name on PAN Card will be as per Document Proofs Submitted as ID Proof.

- PAN card would be delivered to the Address mentioned in the Address Proof.

- Address Proof should only be in the Name of Applicant.

- Document Proofs with Initials in Name of Applicant are not accepted other than Voter ID Card and Passport.

- Please send a Valid ID, Address and DOB Proof. (*Refer List of Documents Proofs Accepted*)

- For PAN Card delivery at Office Address kindly send *Annexure B* as Office Address Proof.

Kindly do not send this page with Application Form

LIST OF DOCUMENT PROOFS

One ID, Address and DOB Proof is supposed to be sent along with Application form.

Proofs that can be submitted	Template	Identity	Address	DOB
PAN Card Copy		✓	✗	✓
Passport (In Copy)		✓	✓	✓
Voters ID card (In Copy)		✓	✓	✓
Driving License (In Copy)		✓	✓	✓
AADHAAR Card issued by UIDAI (In Copy)		✓	✓	✓
Bank certificate in original on letter head of the branch (along with name & stamp of issuing officer) containing duly attested photograph and bank A/c no of the Applicant (**Annexure-C**)	Download	✓	✗	✗
Photo ID card issued by Government (In Copy)		✓	✗	✓
Health Scheme Card (CGHS/ECHS) (In Copy)		✓	✗	✓
Verification Certificate signed by Gazetted Officer/MP/MLA/Municipal Councillor (**Annexure-A**). [ORIGINAL]	Download	✓	✓	✗
Pensioner ID Card (In Copy)		✓	✗	✓
Ration Card having photograph of the applicant. (In Copy)		✓	✗	✗
Arms License (In Copy)		✓	✗	✗
Allotment letter of accommodation issued by Government (In Copy)		✗	✓	✗
Bank Account Statement (In Copy)		✗	✓	✗
Consumer Gas connection card or book or piped gas bill (In Copy)		✗	✓	✗
Copy Electricity bill. (In Copy)		✗	✓	✗
Copy Land Line telephone Bill or Broad band connection bill. (In Copy)		✗	✓	✗
Credit card statement. (In Copy)		✗	✓	✗
Depository account statement not more than 3 months old (In Copy)		✗	✓	✗
Domicile certificate issued by Government (In Copy)		✗	✓	✗
Employer certificate in ORIGINAL (**Annexure-B**)	Download	✗	✓	✗
Latest Property tax assessment order (In Copy)		✗	✓	✗
Passport of the Spouse (In Copy)		✗	✓	✗
Post office pass book having address of applicant (In Copy)		✗	✓	✗
Property registration document (In Copy)		✗	✓	✗
Water Bill not more than 3 months old (In Copy)		✗	✓	✗
Affidavit sworn before Magistrate stating Date of Birth (In Copy)		✗	✗	✓
Birth Certificate issued by Municipal Authority.		✗	✗	✓
Marriage Certificate issued by Registrar of Marriages (In Copy)		✗	✗	✓
Matriculation certificate or mark sheet of recognised board (In Copy)		✗	✗	✓
Pension payment order (In Copy)		✗	✗	✓

Note: Aadhaar Card having Initials in Name of applicant is not acceptable as Valid Proof.
Driving license is acceptable only when short form is there in Middle Name.