

## **PAN CARD**

### **For Individuals and HUF**

#### **Identity proof (Copy of)**

- AADHAAR Card issued by the Unique Identification Authority of India
- Elector's photo identity card
- Passport
- Driving License
- Central Government Health Scheme Card or Ex-servicemen Contributory Health Scheme photo card
- Photo identity card issued by the Central Government or a State Government or a Public Sector Undertaking
- Ration card having photograph of the applicant
- Arm's License
- Pensioner Card having photograph of the applicant

#### **Proof of Identity (Original)**

- 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)
- Bank certificate in original on letterhead 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)

(Note: 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.)

### **ADVERTISEMENT**

#### **Address proof (Copy of)**

- AADHAAR Card issued by the Unique Identification Authority of India
- Elector's photo identity card
- Passport
- Driving License

- Electricity bill^
- Landline telephone or broadband connection bill^
- Water bill^
- Consumer gas connection card or book or piped gas bill^
- Bank account statement or as per Note 3^
- Depository account statement^
- Credit card statement
- Domicile certificate issued by the Government
- Passport of the spouse
- Post office passbook having the address of the applicant
- Latest property tax assessment order
- Allotment letter of accommodation issued by the Central Government or State Government of not more than three years old
- Property registration document

**Proof of address (original)**

- Certificate of identity in original signed by Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer, as the case may be (Certificate format attached as Annexure- A)
- Employer certificate in original ( Certificate format attached as Annexure-B)

(Note: 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 the 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)**

- AADHAAR Card issued by the Unique Identification Authority of India
- Elector's photo identity card
- Passport
- Driving License
- Central Government Health Scheme Card or Ex-servicemen Contributory Health Scheme photo card

- Photo identity card issued by the Central Government or a State Government or a Public Sector Undertaking
- 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 Indian Consulate as defined in clause (d) of subsection (1) of section 2 of the Citizenship Act, 1955 (57 of 1955)
- Pension Payment Order
- Marriage certificate issued by Registrar of Marriages
- Matriculation certificate or mark sheet of recognized board
- Affidavit sworn before a magistrate stating the date of birth
- Domicile certificate issued by the Government

#### **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 the 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 the 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.