

Checklist of details required for PAN

FOR INDIVIDUALS

- Passport size colour photograph with white background.
- Current address proof. (Bank statement)
- Personal identity proof. (School leaving certificate or birth certificate)
- Copy of aadhar card. (with full address and full date of birth)/Copy of passport

FOR COMPANIES

- Identity and address proof - Certificate of incorporation.

FOR HUF

- Personal identity proof of karta of HUF (Aadhar card with full date of birth)
- Copy of passport of karta of HUF.
- Affidavit of HUF (mandatory)

FOR LLP

- Identity and address proof - Copy of certificate of incorporation / conversion (Self attested i.e signed by partner with the rubber stamp of LLP)

FOR FIRM

- Identity and address proof - copy of partnership deed and deed of addenda.

NOTE:

- 1) All documents should be self-attested .
- 2) Email id and contact no. of each type of assessee should be provided.
- 3) Signature to be done with a black pen.
- 4) Please carefully read all the instructions printed on the form to avoid any mistake.

To download the form, [click here](#)