

**Annexure-1**  
**Income-tax Rules, 1962**  
**FORM NO.60**

[See second proviso to rule 114B]

Form for declaration to be filed by an individual or a person (not being a company or firm) who does not have a permanent account number and who enters into any transaction specified in rule 114B

1	First Name		Middle Name		Surname	
2	Date of Birth / Incorporation of declarant					
3	Father's Name (in case of individual)					
4	Flat No./Floor No.					
5	Name of premises / Block Name & No.					
6	Road / Street / Lane					
7	Area / Locality					
8.	Town/District/State					
9	Pin code					
10	Telephone Number (with STD code)					
11	Mobile Number					
12	Amount of Transaction (Rs.)					
13	Date of transaction					
14	In case of transaction in joint names, number of persons involved in the transaction					
15	Mode of transaction	Cash	Cheque	Card	Draft/Banker's Cheque	Online transfer Other
16	Aadhaar Number issued by UIDAI (if available) :					
17	If applied for PAN and it is not yet generated enter date of application and acknowledgement number : _____ Date : _____					
18	If PAN not applied, fill estimated total income (including income of spouse, minor child etc., as per section 64 of Income-tax Act, 1961) for the financial year in which the above transaction is held (a) Agricultural income (Rs.) _____ (b) Other than Agr Income (Rs.) _____					
19	Details of document being produced in support of identify in Column 1 (Refer Instruction overleaf)			Document code	Document identification number	Name and address of the authority issuing the document
20	Details of document being produced in support of identify in Column 4 to 13 (Refer Instruction overleaf)			Document code	Document identification number	Name and address of the authority issuing the document

## Verification

I, \_\_\_\_\_ do hereby declare that what is stated above is true to the best of my knowledge and belief. I further declare that I do not have a Permanent Account Number and my / our estimated total income (including income of spouse, minor child etc., as per section 64 of Income Tax Act, 1961) computed in accordance with the provisions of Income tax Act, 1961 for the financial year in which the above transaction is held will be less than maximum amount not chargeable to tax.

Verified today the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Place :

(Signature of declarant)

### Note:

1. Before signing the declaration, the declarant should satisfy himself that the information furnished in this form is true, correct and complete in all respects. Any person making a false statement in the declaration shall be liable to prosecution under section 277 of the Income-tax Act, 1961 and on conviction be punishable,
  - (i) in a case where tax sought to be evaded exceeds twenty-five lakh rupees, with rigorous imprisonment which shall not be less than six months but which may extend to seven years and with fine;
  - (ii) in any other case, with rigorous imprisonment which shall not be less than three months but which may extend to two years and with fine.
2. The person accepting the declaration shall not accept the declaration where the amount of income of the nature referred to in item 22b exceeds the maximum amount which is not chargeable to tax, unless PAN is applied for and column 21 is duly filled.

### Instruction:

- (1) Documents which can be produced in support of identity and address (not required if applied for PAN and item 20 is filled): -

Sl. No.	Nature of Documents	Document Code	Proof of Identity	Proof of Address
A	<b>For Individuals and HUF</b>			
1	AADHAR card	01	Yes	Yes
2	Bank/Post office passbook bearing photograph of the person	02	Yes	Yes
3	Elector's photo identity card	03	Yes	Yes
4	Ration/Public Distribution System card bearing photograph of the person	04	Yes	Yes
5	Driving License	05	Yes	Yes
6	Passport	06	Yes	Yes
7	Pensioner Photo card	07	Yes	Yes
8	National Rural Employment Guarantee Scheme (NREGS) Job Card	08	Yes	Yes
9	Caste or Domicile certificate bearing photo of the person	09	Yes	Yes
10	Certificate of identity/address signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer as per annexure A prescribed in Form 49A	10	Yes	Yes

Sl. No.	Nature of Documents	Document Code	Proof of Identity	Proof of Address
11	Certificate from employer as per annexure B prescribed in Form 49A	11	Yes	Yes
12	Kisan passbook bearing photo	12	Yes	No
13	Arm's license	13	Yes	No
14	Central Government Health Scheme/ Ex -Service men contributory Health Scheme	14	Yes	No
15	Photo identity card issued by the government/Public Sector Undertaking	15	Yes	No
16	Electricity bill ( <i>Not more than 3 months old</i> )	16	No	Yes
17	Landline Telephone bill ( <i>Not more than 3 months old</i> )	17	No	Yes
18	Water bill ( <i>Not more than 3 months old</i> )	18	No	Yes
19	Consumer gas card/book or piped gas bill ( <i>Not more than 3 months old</i> )	19	No	Yes
20	Bank Account Statement ( <i>Not more than 3 months old</i> )	20	No	Yes
21	Credit Card statement ( <i>Not more than 3 months old</i> )	21	No	Yes
22	Depository Account Statement ( <i>Not more than 3 months old</i> )	22	No	Yes
23	Property registration document	23	No	Yes
24	Allotment letter of accommodation from Government	24	No	Yes
25	Passport of spouse bearing name of the person	25	No	Yes
26	Property tax payment receipt ( <i>Not more than one year old</i> )	26	No	Yes
B	<b>For Association of persons (Trusts)</b>			
	Copy of trust deed or copy of certificate of registration issued by Charity Commissioner	27	Yes	Yes
C	<b>For Association of persons (other than Trusts) or Body of Individuals or Local authority or Artificial Juridical Person)</b>			
	Copy of Agreement or copy of certificate of registration 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.	28	Yes	Yes

- (2) In case of a transaction in the name of a Minor, any of the above-mentioned documents as proof of Identity and Address of any of parents/guardians of such minor shall be deemed to be the proof of identity and address for the minor declarant, and the declaration should be signed by the parent/guardian.
- (3) For HUF any document in the name of Karta of HUF is required.
- (4) In case the transaction is in the name of more than one person the total number of persons should be mentioned in Sl. No. 18 and the total amount of transaction is to be filled in Sl. No. 16.

In case the estimated total income in column 22b exceeds the maximum amount not chargeable to tax the person should apply for PAN, fill out item 21 and furnish proof of submission of application.