

Procedure to file application for Form 10F online on the Income Tax Portal

In case of shareholders having PAN

Steps	Description
1	Login to e-filing website (https://eportal.incometax.gov.in/iec/foervices/#/login) using the PAN Login
2	Select E-file tab, then select Income Tax Forms and select the option File income tax forms
3	Select tab “Person not dependent on any source of Income (Source of Income not relevant)”
4	Select Form 10F
5	From the dropdown provided, select the relevant Assessment Year for which Form 10F is to be filed and then click on continue
6	Fill all the required details in the Form
7	Attach the Tax Residency Certificate and Save the Draft and then Proceed to submit the Form with digital signature (DSC) of the authorized signatory.
8	After the form is filed, go to view filed form, download the copy of Form 10F filed for the relevant AY and submit the same to company along with relevant tax details/documents.

In case of shareholders not having PAN

Steps	Description
1	Visit the e-filing web portal at https://eportal.incometax.gov.in/ and click on “Register” located in the top right corner of the web page.
2	Select “Others” and then choose “Non-residents not holding and not required to have PAN” from the dropdown menu.
3	Fill in the required information, including your full name, date of incorporation/birth, tax identification number, and country of residence.
4	Provide the details of the key person, including their name, date of birth, tax identification number, and designation.
5	Offer contact details for the key person and provide a secondary email and contact details. Please note that you’ll receive a one-time password (OTP) on your primary mobile number and email ID.
6	Attach the Tax Residency Certificate and submit.

FORM NO. 10F

[See sub-rule (1) of rule 21AB]

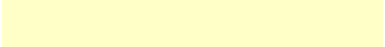
Information to be provided under sub-section (5) of section 90 or sub-section (5) of section 90A of the Income-tax Act, 1961

I *son/daughter of Shri in the capacity of (designation) do provide the following information, relevant to the previous year 2024-25 *in my case/in the case of.....for the purposes of sub-section (5) of *section 90/section 90A:—

<i>Sl.No .</i>	<i>Nature of information</i>	<i>:</i>	<i>Details #</i>
(i)	Status (individual, company, firm etc.) of the assessee	:	
(ii)	Permanent Account Number or Aadhaar Number of the assessee if allotted	:	
(iii)	Nationality (in the case of an individual) or Country or specified territory of incorporation or registration (in the case of others)	:	
(iv)	Assessee's tax identification number in the country or specified territory of residence and if there is no such number, then, a unique number on the basis of which the person is identified by the Government of the country or the specified territory of which the assessee claims to be a resident	:	
(v)	Period for which the residential status as mentioned in the certificate referred to in sub-section (4) of section 90 or sub-section (4) of section 90A is applicable	:	2024-25
(vi)	Address of the assessee in the country or territory outside India during the period for which the certificate, mentioned in (v) above, is applicable	:	

2. I have obtained a certificate referred to in sub-section (4) of section 90 or sub-section (4) of section 90A from the Government of (name of country or specified territory outside India)

Signature:

Name: 

Address:

Permanent Account Number or Aadhaar Number

Verification

I, , do hereby declare that to the best of my knowledge and belief what is stated above is correct, complete and is truly stated.



Verified today the day of

Signature of the person providing the information

Place:

Notes

1. *Delete whichever is not applicable. 2.#Write N.A. if the relevant information forms part of the certificate referred to in sub-section (4) of section 90 or sub-section (4) of section 90A.