

**Documents for establishing proof of address: Resident Individuals**

- 1) Passport {Not Expired}.
- 2) Permanent Driving license {Not Expired}. (except driving license issued by the Govt of Maharashtra)
- 3) Landline telephone bill/Electricity bill of Public and approved Private operators in the State [Not older than 3 months ]
- 4) Bank account statement of a PSU / Private Sector / Foreign bank [Not older than 3 months]
- 5) Ration card
- 6) TAN Allotment letter
- 7) PAN Correction Letter
- 8) Election card / Voters ID [if it has address].
- 9) Letter / Monthly outgoings bill (only from Registered societies) <sup>4</sup>
- 10) Copy of title deeds. (Wherein original title deeds are registered and stamped)
- 11) Rent agreement indicating address of the customer duly registered with State Government or similar registration authority
- 12) Latest Property tax or water tax bill / Property tax paid Receipt
- 13) Senior citizens card issued by the State /Central Govt. of India (if it has address)
- 14) Mobile post paid bill of public / private operators in the State. (Not older than 3 months )
- 15) Consumer gas connection card / book OR latest pipe gas bill.<sup>5</sup>
- 16) Domicile certificate with communication address issued by Municipal Corporation.
- 17) Arms License issued by the State/Central Govt. of India authority which contains photograph of applicant
- 18) Photo ID card with photograph (issued by J&K & Goa State Govt.)<sup>6</sup>
- 19) Photo Social Security Card issued by the Central/ State govt. /Union territories.
- 20) Pension payment card issued by State/Central Govt. of India with photograph of the applicant
- 21) IRIS scanned household Card with photograph (issued by Andhra Pradesh govt.)
- 22) Credit card statement where customer is a primary holder. This needs to be supported by photocopy of credit card. Credit card should not be expired. Credit card statement date not to be older than 2 months .
- 23) Insurance paid premium receipt not older than 3 months . Receipt should be other than the first paid premium receipt.

---

<sup>4</sup> On the letterhead, which carries the society's Registration number. The letter should carry the applicant's name & full address as well as the signatories' full name, designation (Secretary, President) and address.  
(Maintenance charges receipt issued by the society NOT acceptable)

<sup>5</sup> Gas charges paid receipt not acceptable

<sup>6</sup> Id card issued by the State Govt. of J&K is acceptable if they carry the connot Jammu & Kashmir, Civil Secretariat, Srinagar/Jammu']

- 24) Photo ID card issued by any of the following organizations/Institutions provided it contains address:
- i) Central Government or any of its Ministries.
  - ii) Statutory / Regulatory authorities
  - iii) State Govt. or any of its Ministries
  - iv) Public Sector Undertaking (established under GOI or State Govt)
  - v) State Govt. of J&K<sup>7</sup>
  - vi) Bar council
  - vii) Senior Citizen card issued by State/Central Govt.
  - viii) Govt. of India to Persons of Indian Origin [PIO card]
  - ix) Defence Dept / Ministry of defence for Defence personnel & their dependants
  - x) Public Financial institutions
- 25) Caste certificate issued by district collector of Meghalaya containing name, photo and address of the applicant.
- 26) PAN (Permanent Account Number) intimation letter addressed to the customer intimating the PAN.
- 27) Latest certificate from post office / Post office savings bank passbook - Applicable only for RURAL areas.
- 28) For rural branches letter of introduction with photograph, name and address of the customer duly certified by Block Development officer / Head of village Panchayat / Post master of post office concerned.
- 29) Defence Accounts (Indian Army, Navy & Air Force)
- Transfer / Movement order issued by the defence ministry / unit of defence ministry mentioning the name and address of the applicant.
  - House Allotment letter issued by the defence ministry / unit of defence ministry mentioning the name and address of the applicant.
  - Certificate on the defence letterhead issued by the defence ministry / unit of defence ministry mentioning the name and address of the applicant.
- 30) Gas subscription voucher along with refill voucher not more than 3 months old (Only provided by companies which are Govt. undertaking).  
Broadband Bill of Approved Public and Private Operators i.e. BSNL, MTNL, Tata Indicom, Reliance Communication, Airtel ONLY [Not older than 3 months ]
- 31) Aadhaar card / letter issued by government of India.
- 32) NREGA card.
- 

<sup>7</sup> Id card issued by the State Govt. of J&K is acceptable if they carry the connotation - 'Government of Jammu & Kashmir, Civil Secretariat, Srinagar/Jammu']