

Easy Steps to File Online Form 10F for NRIs

To assist non-residents in navigating the electronic filing process for Form 10F, here is a step-by-step guide:

Step 1: Access the E-Filing Web Portal

- Go to the e-filing web portal at <https://eportal.incometax.gov.in/>
- To start the registration process, simply click on the “Register” button positioned at the upper right-hand corner of the webpage.

Step 2: Registration Category

- Choose the “Others” option and click on “Non-residents not holding and not required to have PAN” from the provided list of choices in the drop-down menu.

The screenshot shows the e-filing portal interface. At the top, there is a navigation bar with links for Home, Individual/HUF, Company, Non-Company, Tax Professionals & Others, Downloads, and Help. Below the navigation bar is a progress indicator with four steps: 1. Get Started, 2. Fill Details, 3. Verify Details, and 4. Secure Your Account. The main content area features a registration form with a dropdown menu for selecting a registration category. The selected category is "Non-Residents not holding and not required to have PAN". Below the dropdown are "Continue" and "Cancel" buttons. To the right of the dropdown is a graphic of a person's profile with a PAN card icon. Below the graphic, there is a list of roles: Chartered Accountant / External Agency / Tax Deductor and Collector / e-return Intermediary / TIN 2.0 Stakeholders. A note at the bottom right of the form area states "* Indicates mandatory fields".

Step 3: Taxpayer Information

- Fill in the necessary details, including your full name, date of incorporation/birth, tax identification number, and country of residence.

Please provide required details for each section.

* Indicates mandatory fields

Basic Details Key Person Details Contact Details Attachments

Category of Taxpayer *
 Individual Other than Individual

Full Name *

Date of Incorporation*

Tax Identification Number * *i* Country of Residence *

Please Note
Taxpayers who have already registered on the portal once and have login credentials are not required to register themselves again. The Tax Identification Number (TIN) and Tax Residency certificate (TRC) can be updated by the taxpayer through their My Profile post login to e-filing portal.

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Step 4: Key Person Details

- Furnish the relevant information concerning the key person, which includes their full name, date of birth, tax identification number, and designation.

Registering as - Non-Residents not holding and not required to have pan.

Please provide required details for each section.

* Indicates mandatory fields

Basic Details **Key Person Details** Contact Details Attachments

Full Name of key person *

Date Of Birth *


Tax Identification Number of key person *

Designation *

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Step 5: Contact Information

- Provide contact details for the key person and include a secondary email and contact details. Keep in mind that you will receive a one-time password (OTP) on your primary mobile number and email ID.



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Registering as - Non-Residents not holding and not required to have pan.

Please provide required details for each section. * Indicates mandatory fields

Basic Details
Key Person Details
Contact Details
Attachments


<p>Primary Mobile Number * <input type="text"/></p> <p>Primary Email ID * <input type="text"/></p> <p>Secondary Mobile Number * <input type="text"/></p> <p>Secondary Email ID * <input type="text"/></p>	<p>Primary Mobile Number Belongs to * <input type="text" value="Self"/></p> <p>Primary E-Mail ID belongs to * <input type="text" value="Self"/></p> <p>Secondary Mobile Number belongs to Key Person</p> <p>Secondary Email ID belongs to Key Person</p>
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Please Note

On click of "Continue" different OTPs will be sent on Primary Mobile Number and Email Id for verification

Step 6: Postal Address

- Enter the company's postal address.



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Postal Address Details

Country * <input type="text"/>	
Flat/ Door/ Building * <input type="text"/>	Road/ Street/ Block/ Sector <input type="text"/>
Pincode * <input type="text"/>	
Post Office * <input type="text"/>	Area/ Locality * <input type="text"/>
Town/City/District * <input type="text"/>	State * <input type="text"/>

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Step 7: OTP Confirmation

- Enter the One-Time Password (OTP) that you have received on your main email address and primary mobile number.

Enter the OTP

Mobile No.

Email OTP *

Both OTP expires in 14m:43s 3 Attempts remaining

[Resend OTP](#) (Allowed only once)

Note: You can go back and update your details if required.

[Continue >](#)

Step 8: Document Attachments

- Attach the necessary documents, such as the Tax Residency Certificate, as required.

Registering as - Non-Residents not holding and not required to have pan.

Please provide required details for each section.

* Indicates mandatory fields

Basic Details Key Person Details Contact Details **Attachments**

Note: Only .pdf files. 5mb max file size

ID Proof * x Address Proof * x

Copy of The Tax Residency Certificate (TRC) * x Optional Attachment x

Step 9: Submission

- Once you have completed all the previous steps, submit the Form.

Registering as - **Non-Residents not holding and not required to have pan.**

Verify Details

Please review if the information is correct & modify your details if needed.

Basic Details

Category of Taxpayer	Full Name	Date of Incorporation	Tax Identification Number
Country of Residence			

Key Person Details



By following the aforesaid instructions, non-residents can effectively submit their Form 10F on the Income Tax Portal. E-filing of Form 10F is crucial for availing of Tax Treaty benefits, and this guide provides a hassle-free process of fulfilment of all the necessary prerequisites.