## Easy Steps to File Online Form 10F for NRIs

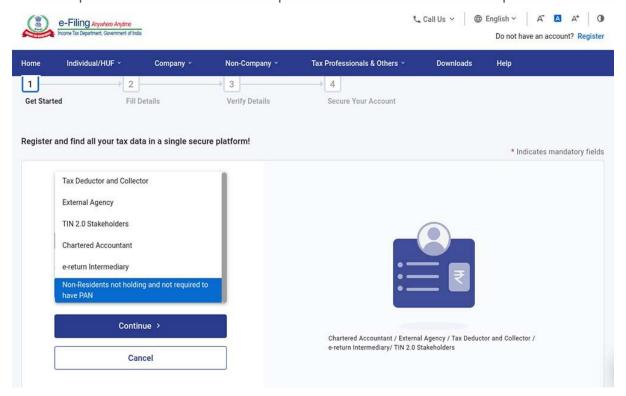
To assist non-residents in navigating the electronic filing process for Form 10F, here is a step-by-step guide:

## 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.

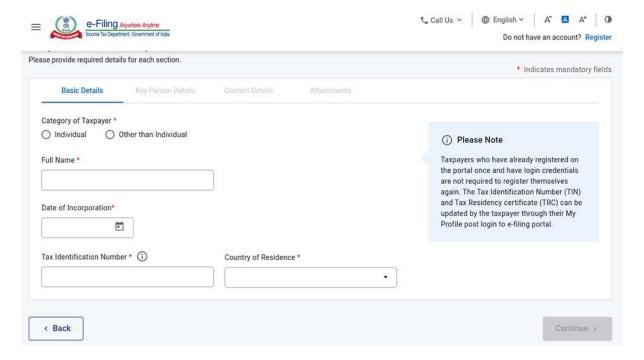
## Step 2: Registration Category

• 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.



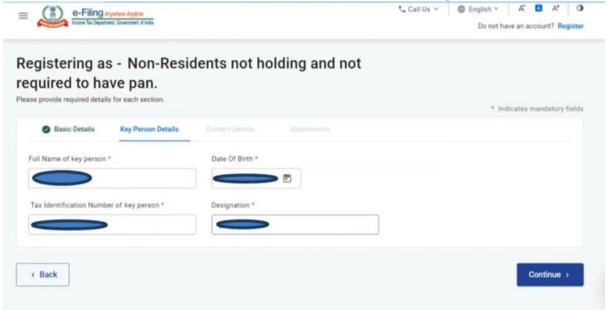
Step 3: Taxpayer Information

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



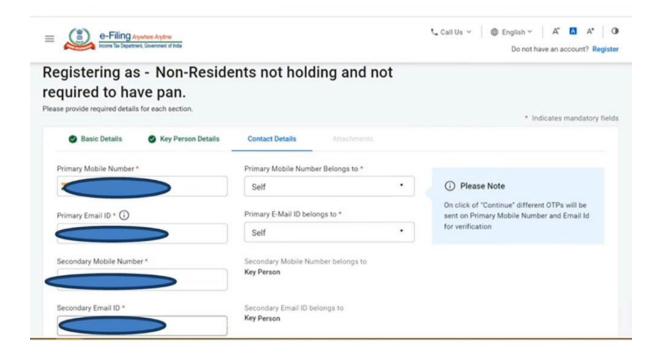
Step 4: Key Person Details

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



**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.



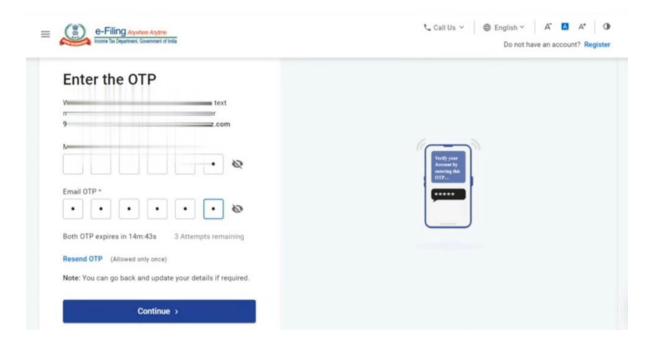
Step 6: Postal Address

Enter the company's postal address.

Call Us 
Call Us 
Call Us 
Call Us 
Call Us 
Call Us 
Continue 
Cont

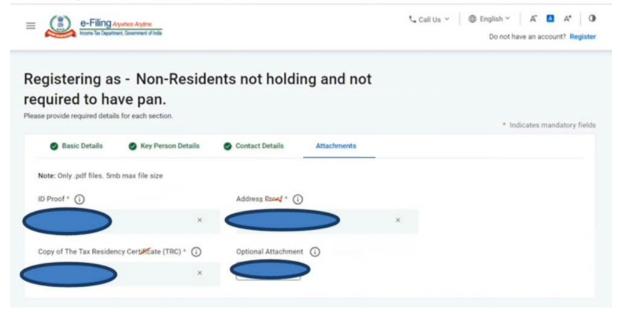
Step 7: OTP Confirmation

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



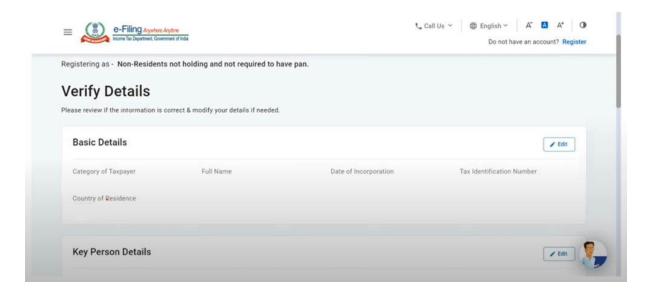
**Step 8:** Document Attachments

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



Step 9: Submission

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



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.