



Legal Heir Registration

Legal Heir – Registration

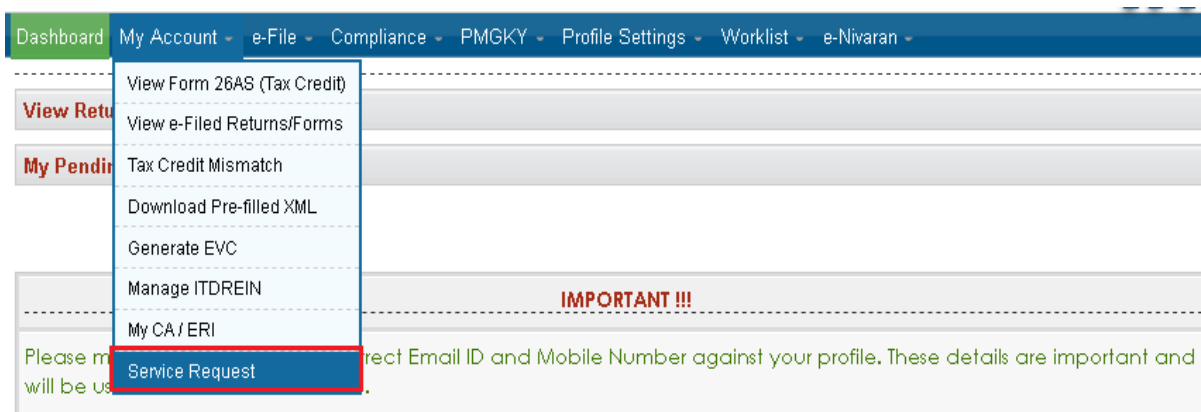
Legal Heir Registration in e-Filing

User should register as a Legal Heir to e-File on behalf of the deceased. Deceased person's PAN and Legal Heir's PAN should be registered in the e-Filing portal. If Deceased person PAN is not registered in the portal then the Legal Heir can register on behalf of the deceased person (This feature is provided for Individual user only)

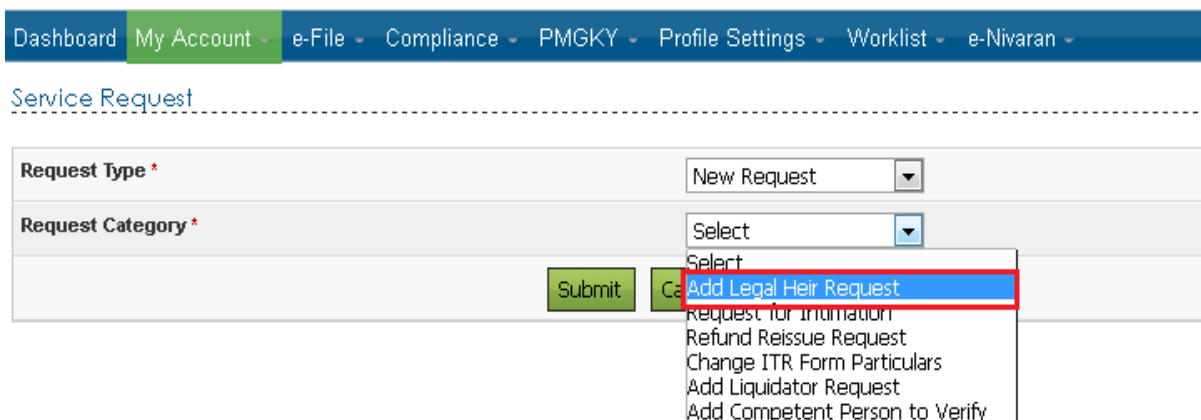
Steps involved in Legal Heir Registration – New Request

Step 1 - Login to e-Filing portal using **Legal Heir Credentials**

Step 2 - My Account > Service Request Type



Step 3 – Select Request type and Request Category – New Request and Add Legal Heir Request



Step 4 - Click on submit



Step 5 - Select the Type of Request – New Request

Step 6 - Enter the details of Deceased

- PAN
- Date of Birth
- Surname
- Middle Name
- First Name

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[Register as Legal Heir](#)

Type of Request *	Select 
Details of the Deceased	Select New Request Upgrade to Permanent LH
PAN *	<input type="text"/>
Date of Birth (DD/MM/YYYY) *	<input type="text"/> 
Surname *	<input type="text"/>
Middle Name	<input type="text"/>
First Name	<input type="text"/>
Please select the files to upload	<input type="checkbox"/> Copy of Death Certificate <input type="checkbox"/> Copy of PAN card of the deceased <input type="checkbox"/> Self attested PAN card copy <input type="checkbox"/> Legal Heir Certificate <input type="checkbox"/> Affidavit in presence of a Notary Public
Attach scanned documents in ZIP format (See Notes below) *	<input type="button" value="Browse..."/> No file selected.
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Step 7 – Select the files to upload

Step 8 – Attach a Zip File with the below scanned documents

- Copy of the Death Certificate
- Copy of PAN card of the deceased
- Self-attested PAN card copy and
- Legal Heir Certificate Or Affidavit in presence of a Notary Public

Step 7 - Click Submit

Note: Following documents will be accepted as Legal Heir certificate.

- The legal heir certificate issued by court of law
- The legal heir certificate issued by the Local revenue authorities.
- The certificate of surviving family members issued by the local revenue authorities
- The registered will
- The Family pension certificate issued by the State/Central government.

Approval Process

Step 1 - Legal Heir New request will be sent to the e-Filing Administrator.

Step 2 - The e-Filing Administrator will verify the request and approve / reject as applicable.

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Note: e-Filing Administrator may approve as Temporary Legal Heir or Permanent Legal Heir, based on the documents uploaded. An e-mail is sent to the registered e-mail ID with the details of approval / rejection.

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Temporary Legal Heir

A person is treated as a Temporary Legal Heir when fails to submit any one of the five Legal Heir certificates as specified.

Permanent Legal Heir

A person is treated as a Permanent Legal Heir when the person submits any one of the five Legal Heir certificates mentioned above.

Steps involved in Legal Heir Registration – Upgrade to Permanent LH

Step 1 - Login to e-Filing portal using **Legal Heir Credentials**

Step 2 - My Account→ Service Request Type

Step 3 - Select Request type and Request Category – New Request and Add Legal Heir Request

Step 4 - Click on submit

Step 5 - Select the **Type** of Request – **Upgrade to Permanent LH**

Step 6 - Select the **Legal Heir Certificate**

Step 7 - Upload the Scan document of any one of the Legal Heir Certificate.

Step 8 - Click **Submit**

- Upgrade to Permanent Legal Heir request will be sent to the e-Filing Administrator.
- The e-Filing Administrator will verify the request and approve / reject as applicable.
- To view the status of the request
 - Login using **Legal Heir Credentials**
 - My Account → Service Request Type
 - Select Request type and Request Category – View Request and Legal Heir Request
 - Click on submit
- The Legal Heir should add his/her PAN in the verification part of the ITR Form, validate and generate the xml of the return (if using offline forms) and upload the return of the deceased using the Legal Heir login.

Key Points to be noted:

- Documents in regional language should be translated to Hindi or English. The translated document should be notarized (Both the original and translated document should be uploaded).
- The uploaded documents should be scanned in PDF format with 300 dpi.
- The **zip file attachment should not exceed 1Mb.**

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Legal Heir Services

S.N	Services available on behalf of deceased	Temporary LH	Permanent LH
1	Upload Return	Yes	Yes
2	Submit ITR online	Yes	Yes
3	Defective Returns	Yes	Yes
4	Submit Form online (self/LH)	Yes	Yes
5	My Returns/Forms	Yes	Yes
6	Rectification request/status	No	Yes
7	Refund Re-issue	No	Yes
8	Request for Intimation	No	Yes
9	Response to Outstanding Tax Demand	No	Yes
10	Tax Credit Mismatch	No	Yes
11	Add CA	Yes	Yes
12	List CA	Yes	Yes
13	Dis-engage CA	No	Yes
14	Dis-engage ERI	No	Yes
15	Helpdesk Request	No	Yes
16	Work list	No	Yes
17	Compliance	Yes	Yes
18	View Form 26AS (Tax Credit)	Yes	Yes