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INSTRUCTIONS FOR FILLINGREQUEST FOR NEW PAN CARD OR/AND CHANGES OR CORRECTION IN PAN DATA

- (a) Form to be filled legibly in **BLOCK LETTERS** and preferably in **BLACK INK**. Form should be filled in English only
- (b) Mention 10 digit PAN correctly.
- (c) Each box, wherever provided, should contain only one character (alphabet /number / punctuation sign) leaving a blank box after each word.
- (d) 'Individual' applicants should affix two recent colour photographs with white background(size 3.5 cm x 2.5 cm) in the space provided on the form. The photographs should not be stapled or clipped to the form. The clarity of image on PAN card will depend on the quality and clarity of photograph affixed on the form.
- (e) Signature / Left hand thumb impression should be provided <u>across the photo</u> affixed on the left side of the form in such a manner that portion of signature/impression is on photo as well as on form.
- (f) Signature /Left hand thumb impression should be **within the box** provided on the right side of the form. The signature should not be on the photograph affixed on right side of the form. If there is any mark on this photograph such that it hinders the clear visibility of the face of the applicant, the application will not be accepted.
- (g) Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.
- (h) For issue of new PAN card without any changes- In case you have a PAN but no PAN card and wish to get a PAN card, fill all column of the form but do not tick any of the boxes on the left margin. In case of loss of PAN card, a copy of FIR may be submitted along with the form.
- (i) For changes or correction in PAN data, fill all column of the form and tick box on the left margin of appropriate row where change/correction is required.
- (j) Having or using more than one PAN is illegal. If you possess more than one PAN, kindly fill the details in Item No. 11 of this form and surrender the same.

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4	Gender	This field is mandatory for Individuals. Field should be left blank in case of other applicants.
5 & 6	Photo/signature Mismatch	Individuals issued a PAN card with incorrect/unclear photograph/signature should tick the box on the left margin.
7	Address for	Indicate either Residence or Office address for communication as the case may be.
	Communication– Residence and office	(1) For Individuals, HUF, AOP, BOI or AJP, either of residential or office address is mandatory.(2) In case of Firm, LLP, Company, Local Authority and Trust, Name of office and complete address of office is mandatory.
		For all categories of applicants, it is necessary to mention complete address and the details of Town/City/District, State/Union Territory, and PINCODE are mandatory.
		In case, a foreign address is provided then it is mandatory to provide Country Name along with ZIP Code of the country.
8	Update other address	If applicant wishes to update other address, besides address for communication, box on left margin should be ticked and details of address be provided on an additional sheet in similar format as prescribed in Item No. 7.
9	Telephone Number and E-mail ID	(1) Telephone number should include country code(ISD code) and STD code or Mobile No. should include Country code(ISD Code).
		For example : (i) Telephone number 23555705 of Delhi should be written as
		Country code STD Code Telephone Number / Mobile number 9 1 1 1 1 5 5 5 7 0 5
		Where '91' is the country code of India and 11 is the STD Code of Delhi.
		(ii) Mobile number 9102511111 of India should be written as
		Country code STD Code Telephone Number / Mobile number 9 1 0 2 5 1 1 1 1
		Where '91' is the country code of India.
		(2) It is mandatory for the applicants to mention either their "Telephone number" or valid "e-mail id" so that they can be contacted in case of any discrepancy in the application and/or for receiving PAN through e-mail.
		(3) Application status updates are sent using the SMS facility on the mobile numbers mentioned in the application form.
10	AADHAAR number(in case of citizen of India)	AADHAAR number, if allotted, has to be quoted (supported by copy of AADHAAR letter/card)
11	Mention other Permanent Account Number(PANs) inadvertently allotted to you	All PANs inadvertently allotted other than the one filled at the top of the form(the one currently used) should be mentioned and the copy of corresponding PAN card(s) to be submitted for cancellation with the form.
12	Signature / Thumb impression	Application must be signed by (i) the applicant; or (ii) Karta in case of HUF; or (iii) Director of a Company; or (iv) Authorised Signaturee in case of AOP, Body of Individuals, Local Authority and Artificial Juridical Person; or (v) Partner in case of Firm/LLP; or (vi) Trustee; or (vii) Representative Assessee in case of Minor/deceased/idiot/lunatic/mentally retarded.
		Applications not signed in the given manner and in the space provided are liable to be rejected.

GENERAL INFORMATION FOR APPLICANTS

- (a) Applicants may obtain the 'Request for New PAN Card or/and Changes or Correction in PAN Data' Form in the format prescribed by Income Tax Department from any IT PAN Service Centres(managed by UTIITSL) or TIN-Facilitation Centres(TIN-FCs)/PAN Centres(managed by NSDL e-Gov), or any other stationery vendor providing such forms or download from the Income Tax Department website (www.incometaxindia.gov.in) / UTIITSL website (www.utiitsl.com) / NSDL e-Gov website (www.tin-nsdl.com).
- (b) The fee for processing PAN application is ₹105/- (including service tax). In case, the PAN card is to be dispatched outside India then additional dispatch charge of ₹866/- will have to be paid by applicant.
- (c) It is mandatory to attach proof of identity, proof of address and proof of date of birth with PAN application. Changes or corrections desired in PAN particulars should be supported by any one or combination of the relevant documents mentioned below:

		of Income Tax Rules, 1962
Proof of Identity	Proof of Address	Proof of date of birth
Indian Citizens (including those located out	side India)	
Individuals & HUF	•	
(i) Copy of	(i) Copy of	Copy of the following
a. Aadhaar Card issued by the Unique	a. Aadhaar Card issued by the Unique	documents if they bear the
Identification Authority of India; or	Identification Authority of India; or	name, date, month and year
b. Elector's photo identity card; or	b. Elector's photo identity card; or	of birth of the applicant,
c. Driving License; or	c. Driving License; or	namely:-
d. Passport; or	d. Passport; or	a. Aadhaar Card issued by the
e. Ration card having photograph of the	e. Passport of the spouse; or	Unique Identification
applicant; or	f. Post office passbook having address of	Authority of India; or
f. Arm's license; or	the applicant; or	b. Elector's photo identity card;
g. Photo identity card issued by the Central	g. Latest property tax assessment order; or	or
Government or State Government or	h. Domicile certificate issued by the	c. Driving License; or
Public Sector Undertaking; or	Government; or	d. Passport; or
h. Pensioner card having photograph of the	i. Allotment letter of accommodation	e. Matriculation Certificate or
applicant; or	issued by Central or State Government of	Mark Sheet of recognized
i. Central Government Health Service	not more than three years old; or	board; or
Scheme Card or Ex-Servicemen	j. Property Registration Document; or	f. Birth Certificate issued by
Contributory Health Scheme photo card	(ii) Command of fall continue de commando of cont	the Municipal Authority or
	(ii) Copy of following documents of not more than three months old	any office authorized to
(ii) Certificate of identity in Original signed by a Member of Parliament or Member of	(a) Electricity Bill; or	issue Birth and Death Certificate by the Registrar
	(b) Landline Telephone or Broadband	of Birth and Death or the
Councilor or a Gazetted officer, as the case	connection bill; or	Indian Consulate as defined
	(c) Water Bill; or	in clause (d) of sub-section
	(d) Consumer gas connection card or book or	(1) of session 2 of the
(iii) Bank certificate in Original on letter	piped gas bill; or	Citizenship Act, 1955 (57 of
	(e) Bank account statementor as per Note 2;	1955); or
and stamp of the issuing officer)	or	g. Photo identity card issued
	(f) Depository account statement; or	by the Central Government
	(g) Credit card statement; or	or State Government or
		Public Sector Undertaking or
	(iii) Certificate of identity in Original signed	State Public Sector
	by a Member of Parliament or Member	Undertaking; or
	of Legislative Assembly or Municipal	h. Domicile Certificate issued
	Councilor or a Gazetted officer, as the	by the Government; or
	case may be; or	i. Central Government Health
		Service Scheme photo Card
	(iv) Employer certificate in original.	or Ex-Servicemen
		Contributory Health Scheme
		photo card; or
		j. Pension payment order; or
		k. Marriage certificate issued
		by Registrar of Marriages; or
		l. Affidavit sworn before a
		magistrate stating the date
		of birth.

	No	te:
	1.	In case of Minor, any of the above
		mentioned documents as proof of
		identity and address of any of
		parents/guardians of such minor shall be
		deemed to be the proof of identity and
		address for the minor applicant.
ı		

2. For HUF, an affidavit made by the Karta of Hindu Undivided Family stating name, father's name and address of all the coparceners on the date of application and copy of any of the above documents in the name of Karta of HUF is required required as proof of identity, address and date of birth..

Note:

- $\begin{array}{lll} \hbox{1.} & \hbox{Proof of Address is required for} \\ & \hbox{residence address mentioned in item} \\ & \hbox{no.} \ 7. \end{array}$
- In case of an Indian citizen residing outside India, copy of Bank Account Statement in country of residence or copy of Non-resident External (NRE) bank account statements (not more than three months old) shall be the proof of address.

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Oth	er than Individuals and HUF	
1	Company	Copy of Certificate of Registration issued by the Registrar of Companies.
2	Partnership Firm	Copy of Certificate of Registration issued by the Registrar of Firms or Copy of
		partnership deed.
3	Limited Liability Partnership	Copy of Certificate of Registration issued by the Registrar of LLPs
4	Association of Persons (Trust)	Copy of trust deed or copy of certificate of registration number issued by Charity
		Commissioner.
5	Association of Person, Body of	Copy of Agreement or copy of certificate of registration number issued by charity
	Individuals, Local Authority, or	commissioner or registrar of cooperative society or any other competent authority
	Artificial Juridical Person	or any other document originating from any Central or State Government
		Department establishing identity and address of such person.

For other than Individuals (Foreign companies/Entities incorporated outside India/Unincorporated entities formed outside India)

- (a) Copy of Certificate of Registration issued in the country where the applicant is located, duly attested by "Apostille" (in respect of the countries which are signatories to the Hague Convention of 1961) or by the Indian Embassy or High Commission or Consulate in the country where the applicant is located, or authorised officials of overseas branches of Scheduled Banks registered in India.
- **(b)** Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.
- (a) Copy of Certificate of Registration issued in the country where the applicant is located, duly attested by "Apostille" (in respect of the countries which are signatories to the Hague Convention of 1961) or by the Indian Embassy or High Commission or Consulate in the country where the applicant is located, or authorised officials of overseas branches of Scheduled Banks registered in India.
- **(b)** Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.

Proof of PAN

- (a) Copy of PAN Card; or
- (b) Copy of PAN Allotment Letter

Note: No other document shall be accepted as Proof of PAN. If proof is not provided then application shall be accepted on a 'good effort basis'.

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Supporting document required for changes in PAN data	
Case/Applicant type	Document acceptable for change of name/father's name
Married ladies - change of name on account of marriage	- Marriage certificate or - Marriage invitation card or
	 Copy of passport showing husband's name Publication of name change in official gazette or Certificate issued by a Gazetted officer (only for change in applicant's name)
Individual applicants other than married ladies	 Publication of name change in official gazette or Certificate issued by a Gazetted officer (only for change in applicant's name)
Companies	- ROC's certificate for name change
Firms / Limited Liability Partnerships	Revised partnership deedRegistrar of Firm/LLP's certificate for name change
AOP/Trust/BOI/AJP/LOCAL authority	Revised Deed/ AgreementRevised registration certificate

- (d) Applicant will receive an acknowledgement containing a unique number on acceptance of this form. This **acknowledgement number** can be used for tracking the status of the application.
- (e) For more information / Application status enquiry contact:

Mode	Income-tax Department	NSDL e-Gov
Website	www.incometaxindia.gov.in	www.tin-nsdl.com
Call Center	1800-180-1961	020-27218080
Email ID		tininfo@nsdl.co.in
SMS		SMS NSDLPAN <space> Acknowledgement No. & send to 57575 to obtain application status. For example → Type 'NSDLPAN 8810101010100' and send to 57575</space>
Address		INCOME TAX PAN SERVICES UNIT (Managed by NSDL e-Governance Infrastructure Limited), 5th Floor, Mantri Sterling, Plot No. 341, Survey No. 997/8, Model Colony, Near Deep Bungalow Chowk, Pune - 411 016.