INSTRUCTIONS FOR FILLING REQUEST 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 **across the photo** 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.

Item No.	Item Details	Guidelines for filling the form
1	Full Name	Please select appropriate title. Do not use abbreviations in the First and the Last name/Surname. For example **RAVIKANT** should be written as :

Last Name/Surname: R A V I K A N T

First Name:

Middle Name:

For example **SURESH SARDA** should be written as :

Last Name/Surname: S A R D A

First Name: S U R E S H

Middle Name:

For example **POONAM RAVI NARAYAN** should be written as:

Last Name/Surname: N A R A Y A N

First Name: P O O N A M

Middle Name: R A V I

For example **SATYAM VENKAT M. K. RAO** should be written as :

Last Name/Surname: R A O

First Name: S A T Y A M

Middle Name: V E N K A T   M   K

For example **M. S. KANDASWAMY(MADURAI SOMASUNDRAM KANDASWAMY)** should be written as :

Last Name/Surname: K A N D A S W A M Y

First Name: M A D U R A I

Middle Name: S O M A S U N D R A M

Applicants other than 'Individuals' may ignore above instructions.

Non-Individuals should write their full name starting from the first block of Last Name/Surname. If the name is longer than the space provided for the last name, it can be continued in the space provided for First and Middle Name.

For example **XYZ DATA CORPORATION (INDIA) PRIVATE LIMITED** should be written as :

Last Name/Surname	X	Y	Z		D	A	T	A		C	O	R	P	O	R	A	T	I	O	N		(	I	N	D
First Name	I	A	)		P	R	I	V	A	T	E		L	I	M	I	T	E	D						
Middle Name																									

For example **MANOJ MAFATLAL DAVE (HUF)** should be written as :

Last Name/Surname	M	A	N	O	J		M	A	F	A	T	L	A	L		D	A	V	E		(	H	U	F	)
First Name																									
Middle Name																									

In case of Company, the name should be provided without any abbreviations. For example, different variations of 'Private Limited' viz. Pvt Ltd, Private Ltd, Pvt Limited, P Ltd, P. Ltd., P. Ltd are not allowed. It should be 'Private Limited' only.

In case of sole proprietorship concern, the proprietor should apply for PAN in his/her own name.

Name should not be prefixed with any title such as Shri, Smt, Kumari, Dr., Major, M/s etc.

	Abbreviation of the full name to be printed on the PAN card	Individual applicants should provide full/abbreviated name to be printed on the PAN card. Name, if abbreviated, should necessarily contain the last name. For example: **SATYAM VENKAT M. K. RAO** which is written in the Name field as :

Last Name/Surname	R	A	O																	
First Name	S	A	T	Y	A	M														
Middle Name	V	E	N	K	A	T		M		K										

Can be written as in 'Name to be printed on the PAN Card' column as
SATYAM VENKAT M. K. RAO or
S. V. M. K. RAO   or
SATYAM V. M. K. RAO

For non-individual applicants, this should be same as last name field in item no. 1 above.

2	Father's Name	Applicable to Individuals only. Instructions in Item No.1 with respect to name apply here. Married woman applicant should give father's name and not husband's name.
3	Date of Birth/Incorporation/ Agreement /Partnership or Trust Deed/Formation of Body of Individuals/ Association of Persons	Date cannot be a future date. Date: 2nd August 1975 should be written as:

D	D	M	M	Y	Y	Y	Y
0	2	0	8	1	9	7	5

Relevant date for different categories of applicants is:

Individual: Actual Date of Birth; Company: Date of Incorporation; Association of Persons: Date of formation/creation; Trusts: Date of creation of Trust Deed; Partnership Firms: Date of Partnership Deed; LLPs: Date of Incorporation/Registration; HUFs: Date of creation of HUF and for ancestral HUF date can be 01-01-0001 where the date of creation is not available.

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 Communication– Residence and office	**Indicate either Residence or Office address for communication as the case may be.** (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	2	3	5	5	5	7	0	5

<table>
<tr><td colspan="2"></td><td>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</td></tr>
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Country code	STD Code	Telephone Number / Mobile number
9 1		9 1 0 2 5 1 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), 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 website (**www.tin-nsdl.com**).

(b) The fee for processing PAN application is ₹ 85/- (plus service tax, as applicable). 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 and address with PAN application. Changes or corrections desired in PAN particulars should be supported by any one or combination of the relevant documents mentioned below :

Document acceptable as proof of identity and address as per Rule 114 of Income Tax Rules, 1962		
For Individuals and HUF(Citizen of India)		
Sr. No **Proof of Identity (Copy of)**	**Proof of address (copy of)**	**Proof of Issuance of PAN(copy of)**
1 School Leaving Certificate	Electricity Bill^	PAN Card
2 Matriculation Certificate	Telephone Bill^	PAN Allotment Letter
3 Degree of recognised educational institution	Employer Certificate^	No other document is acceptable as proof of issuance of PAN. If proof is not provided then application shall be accepted on a 'good effort basis'
4 Depository Account Statement	Depository Account Statement^	
5 Bank Account Statement / Passbook	Bank Account Statement / Passbook^	
6 Credit Card	Credit Card Statement^	
7 Water Bill	Rent Receipt^	
8 Ration Card	Ration Card	
9 Property Tax Assessment Order	Property Tax Assessment Order	
10 Passport	Passport	
11 Voter Identity Card	Voter Identity Card	
12 Driving License	Driving License	
13 Certificate of identity signed by Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.	Certificate of address signed by Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.	
Note:	Note:	

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.	1.	Proof of Address is required for residence address mentioned in item no. 7.	
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.	2.	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.	

Other than Individuals and HUF(Indian companies/Entities incorporated in India/Unincorporated entities formed in India)		
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	Trust	Copy of trust deed or copy of certificate of registration number issued by Charity Commissioner.
5	Association of Person, Body of Individuals, Local Authority, or Artificial Juridical Person	Copy of Agreement or copy of certificate of registration number issued by charity commissioner or registrar of cooperative society or any other competent authority or any other document originating from any Central or State Government Department establishing identity and address of such person.

For Individuals and HUF (Not being a Citizen of India)	
Proof of Identity (Copy of)	**Proof of address (copy of)**
1. Copy of passport, **or**	1. Copy of Passport, **or**
2. Copy of Person of Indian Origin (PIO) card issued by Government of India, **or**	2. Copy of Person of Indian Origin (PIO) card issued by Government of India, **or**
3. Copy of Overseas Citizen of India (OCI) card issued by Government of India, **Or**	3. Copy of Overseas Citizen of India (OCI) card issued by Government of India, **or**
4. Copy of other national or citizenship Identification Number or Taxpayer Identification Number duly attested by "Apostille" (in respect of 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.	4. Copy of other national or citizenship Identification Number or Taxpayer Identification Number 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**
	5. Copy of Bank account statement in the country of residence, **or**
	6. Copy of Non-resident External(NRE) bank account statement in India, **or**
	7. Copy of Certificate of Residence in India or Residential permit issued by the State Police Authorities, **or**
	8. Copy of Registration certificate issued by the Foreigner's Registration Office showing Indian address, **or**
	9. Copy of Visa granted **&** Copy of appointment letter or contract from Indian Company **&** Certificate (in original) of Indian address issued by the employer.

For other than Individuals and HUF(Foreign companies/Entities incorporated outside India/Unincorporated entities formed outside India)	
1. 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**	1. 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**
2. Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.	2. Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.

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 publication of name change in official gazette or copy of passport showing husband's name	A certificate issued by a gazetted officer
Individual applicants other than married ladies	Publication of name change in official gazette	
Companies	ROC's certificate for name change	
Firms	**Revised partnership deed**	
LLP	Registrar of LLP's certificate for name change	
AOP/Trust/BOI/AJP/LOCAL authority	Revised registration certificate/deed or agreement as applicable	

Document acceptable for change of Date of Birth/incorporation	
Applicant type	**Document acceptable for change of Date of Birth/Incorporation**
Individuals	Relevant proof of identity having correct date of birth.
Non-individuals	Relevant proof of identity having correct date of incorporation.

(d) Applicant will receive an acknowledgment containing a unique number on acceptance of this form. This **acknowledgment number** can be used for tracking the status of the application.

(e) For more information / Application status enquiry contact:

Mode	Income-tax Department	NSDL
Website	**www.incometaxindia.gov.in**	**www.tin-nsdl.com**
Call Center	0124-2438000	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 881010101010100' and send to 57575
Address		**INCOME TAX PAN SERVICES UNIT** (Managed by National Securities Depository Limited), 3rd Floor, Sapphire Chambers, Near Baner Telephone Exchange, Baner, Pune - 411 045.