INSTRUCTIONS FOR FILLING FORM 49AA

- (a) Form to be filled legibly in BLOCK LETTERS and preferably in BLACK I NK. Form should be filled in English only
- (b) Each box, wherever provided, should contain only one character (alphabet /number / punctuation sign) leaving a blank box after each word.
- (c) '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.
- (d) 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.
- (e) 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.
- (f) Thumb impression, if used, should be attested by a Notary Public or an authorized officer in respective country of residence under official seal and stamp.
- (g) AO code (Area Code, AO Type, Range Code and AO Number) of the Jurisdictional Assessing Officer must be filled up by the applicant. These details can be obtained from the Income Tax Office or PAN Centre or websites of PAN Service Providers on www.utiitsl.com or www.utiitsl.com or www.utiitsl.com or www.utiitsl.com or www.utiitsl.com.

(h) Guidelines for filling the Form 49A

Item	Item Details	Guidelines for filling	the	e fo	rm																		
No. 1	Full Name	Please select appropria	te t	itle.																			
		Do not use abbreviations in the First and the Last name/Surname.																					
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	Association of Persons	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.
6	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.
7	Address – Residence and office	R - Residence Address: For Individuals, HUF, AOP, BOI or AJP, residential address is mandatory. Other applicants should leave this field blank.
		O - Office Address: (1) Name of Office and address to be mentioned in case of individuals having source of income as salary or Business/profession[Item No.13].
		(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	Address for communication	Individuals/HUFs/AOP/BOI/AJP may indicate either 'Residence' or 'Office' and other applicants should necessarily indicate 'Office' as the Address for Communication.
		All communication will be sent at the address indicated in this field.
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 2 3 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 9 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	Status of Applicant	This field is mandatory for all categories of applicants. In case of 'Limited Liability Partnership', the PAN will be allotted in 'Firm' status.
11	Registration number	Not applicable to Individuals and HUFs. Mandatory for 'Company'. Company should mention registration number issued by the Registrar of Companies or the concerned Government Authority of country of residence.
12	Country of citizenship	This field is mandatory for all categories of applicants.
13	Source of Income	It is mandatory to indicate at least one of source of incomes, as mentioned in the form. In case, the income from Business/profession is selected by the applicant then an appropriate business profession code should be mentioned Please refer the table given below to select Business/profession code:

		Code	Business/ Profession	Code	Business/ Profession			
		01	Medical Profession and Business	11	Films, TV and such other entertainment			
		02	Engineering	12	Information Technology			
		03	Architecture	13	Builders and Developers			
		04	Chartered Accountant/ Accountancy	14	Members of Stock Exchange, Share Brokers and Sub- Brokers			
		05	Interior Decoration	15	Performing Arts and Yatra			
		06 07	Technical Consultancy Company Secretary	16 17	Operation of Ships, Hovercraft, Aircrafts or Helicopters Plying Taxis, Lorries, Trucks, Buses or other Commercia			
		08	Legal Practitioner and Solicitors	18	Vehicles Ownership of Horses or Jockeys			
		09 10	Government Contractors Insurance Agency	19 20	Cinema Halls and Other Theatres Others			
4	Name and address of Representative Assessee	Represe Section minor, lu including This fiel decease	ntative Assessee. Therefore, this colum 160 of the Indian Income-tax Act, 1961 unatic or idiot, Court of Wards, Administr g Wakf. d will contain particulars of the Repre	n should to such as, rator Generators	that any person(assessee) can be represented through the filled in by representative assessee only as specified in an agent of the non-resident, guardian or manager of a tral, Official Trustee, receiver, manager, trustee of a Trust Assessee. This field is mandatory if applicant is minor, to 13 will contain details of person on whose behalf this			
	<u> </u>		Identity and Proof of address is also req					
15	Proof of Identity and Proof of Address documents	the nan			ddress with PAN application. Documents should be in we as proof of identity and address for each status of			
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	2. Copy of	of Person	of Indian Origin (PIO) card issued by	2.	Conv. of Parson of Indian Origin (DIO) aard issued by			
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For other than I	ndividuals and HUF		
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.

16	KYC Details	It is mandatory to provide KYC details in case of an application filled by a Foreign Institutional Investor or a Qualified Foreign Investor, as prescribed under the regulations issued by Securities and Exchange Board of India (SEBI). Please refer the guidelines issued by the Securities and Exchange Board of India (SEBI) and Prevention of Money Laundering Act for filling these details.
17	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 PAN APPLICANTS

- (a) Applicants may obtain the application form for PAN (Form 49A) 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(<u>www.incometaxindia.gov.in</u>)/UTIITSL website(<u>www.utiitsl.com</u>)/NSDL website (<u>www.tin-nsdl.com</u>).
- (b) The fee for processing PAN application is Rs. 85/- (plus service tax, as applicable). In case, the PAN card is to be dispatched outside India then additional dispatch charge of Rs 850 will have to be paid by applicant.
- (c) Those already allotted a ten digit alphanumeric PAN shall not apply again as having or using more than one PAN is illegal. However, request for a new PAN card with the same PAN or/and Changes or Correction in PAN data can be made by filling up 'Request for New PAN Card or/and Changes or Correction in PAN Data' form available from any source mentioned in (a) above. The cost of application and processing fee is same as in the case of Form 49A.
- (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:

	Income-tax Department	NSDL	UTIITSL
Website	www.incometaxindia.gov.in	www.tin-nsdl.com	www.utiitsl.com
Call Center	0124-2438000	020-27218080	022-67931300
Email ID		tininfo@nsdl.co.in	utiitsl.gsd@utiitsl.com

SMS	SMS NSDLPAN <space>Acknowledgement No. & send to 57575 to obtain application status.</space>	
Address	INCOME TAX PAN SERVICES UNIT (Managed by National Securities Depository Limited), 3rd Floor, Sapphire Chambers, Near Baner Telephone Exchange, Baner, Pune - 411 045.	IT PAN Service Centres(managed by UTIITSL) PB no 20, Plot no 3, Sector- 11, CBD- Belapur – Navi Mumbai 400614