





	of Body of Individuals/ Association of Persons	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.																																										
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	<b>R - Residence Address:</b> For Individuals, HUF, AOP, BOI or AJP, residential address is mandatory. Other applicants should leave this field blank.  <b>O - Office Address:</b> (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  <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Country code</td> <td style="text-align: center;">STD Code</td> <td style="text-align: center;">Telephone Number / Mobile number</td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px; text-align: center;">9</td><td style="width: 20px; height: 20px; text-align: center;">1</td></tr> </table> </td> <td style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">1</td></tr> </table> </td> <td style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">2</td><td style="width: 20px; height: 20px; text-align: center;">3</td><td style="width: 20px; height: 20px; text-align: center;">5</td><td style="width: 20px; height: 20px; text-align: center;">5</td><td style="width: 20px; height: 20px; text-align: center;">5</td><td style="width: 20px; height: 20px; text-align: center;">7</td><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">5</td></tr> </table> </td> </tr> </table> <p style="margin-left: 40px;">Where '91' is the country code of India and 11 is the STD Code of Delhi.</p> (ii) Mobile number 9102511111 of India should be written as  <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Country code</td> <td style="text-align: center;">STD Code</td> <td style="text-align: center;">Telephone Number / Mobile number</td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px; text-align: center;">9</td><td style="width: 20px; height: 20px; text-align: center;">1</td></tr> </table> </td> <td style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table> </td> <td style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">9</td><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">2</td><td style="width: 20px; height: 20px; text-align: center;">5</td><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">1</td></tr> </table> </td> </tr> </table> <p style="margin-left: 40px;">Where '91' is the country code of India.</p> (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.	Country code	STD Code	Telephone Number / Mobile number	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px; text-align: center;">9</td><td style="width: 20px; height: 20px; text-align: center;">1</td></tr> </table>		9	1	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">1</td></tr> </table>		1	1	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">2</td><td style="width: 20px; height: 20px; text-align: center;">3</td><td style="width: 20px; height: 20px; text-align: center;">5</td><td style="width: 20px; height: 20px; text-align: center;">5</td><td style="width: 20px; height: 20px; text-align: center;">5</td><td style="width: 20px; height: 20px; text-align: center;">7</td><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">5</td></tr> </table>	2	3	5	5	5	7	0	5	Country code	STD Code	Telephone Number / Mobile number	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px; text-align: center;">9</td><td style="width: 20px; height: 20px; text-align: center;">1</td></tr> </table>		9	1	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>				<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">9</td><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">2</td><td style="width: 20px; height: 20px; text-align: center;">5</td><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">1</td></tr> </table>	9	1	0	2	5	1	1	1	1	1
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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	Technical Consultancy	16	Operation of Ships, Hovercraft, Aircrafts or Helicopters
07	Company Secretary	17	Plying Taxis, Lorries, Trucks, Buses or other Commercial Vehicles
08	Legal Practitioner and Solicitors	18	Ownership of Horses or Jockeys
09	Government Contractors	19	Cinema Halls and Other Theatres
10	Insurance Agency	20	Others

14	Name and address of Representative Assessee	<p>Section 160 of Indian Income Tax Act, 1961 provides that any person(assessee) can be represented through Representative Assessee. Therefore, this column should be filled in by representative assessee only as specified in Section 160 of the Indian Income-tax Act, 1961, such as, an agent of the non-resident, guardian or manager of a minor, lunatic or idiot, Court of Wards, Administrator General, Official Trustee, receiver, manager, trustee of a Trust including Wakf.</p> <p>This field will contain particulars of the Representative Assessee. This field is mandatory if applicant is minor, deceased, idiot, lunatic or mentally retarded. Column 1 to 13 will contain details of person on whose behalf this application is submitted.</p> <p>Proof of Identity and Proof of address is also required for representative assessee.</p>
15	Proof of Identity and Proof of Address documents	<p>It is <b>mandatory</b> to attach proof of identity and proof of address with PAN application. <b>Documents should be in the name of applicant.</b> List of documents which will serve as proof of identity and address for each status of applicant is as given below:</p>

Document acceptable as proof of identity and address as per Rule 114 of Income Tax Rules, 1962

#### For Individuals and HUF

	Proof of Identity (Copy of)	Proof of address (copy of)
	<ol style="list-style-type: none"> <li>Copy of passport, <b>or</b></li> <li>Copy of Person of Indian Origin (PIO) card issued by Government of India, <b>or</b></li> <li>Copy of Overseas Citizen of India (OCI) card issued by Government of India, <b>Or</b></li> <li>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.</li> </ol>	<ol style="list-style-type: none"> <li>Copy of Passport, <b>or</b></li> <li>Copy of Person of Indian Origin (PIO) card issued by Government of India, <b>or</b></li> <li>Copy of Overseas Citizen of India (OCI) card issued by Government of India, <b>or</b></li> <li>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, <b>or</b></li> <li>Copy of Bank account statement in the country of residence, <b>or</b></li> <li>Copy of Non-resident External(NRE0 bank account statement in India, <b>or</b></li> <li>Copy of Certificate of Residence in India or Residential permit issued by the State Police Authorities, <b>or</b></li> <li>Copy of Registration certificate issued by the Foreigner's Registration Office showing Indian address, <b>or</b></li> <li>Copy of Visa granted &amp; Copy of appointment letter or contract from Indian Company &amp; Certificate (in original) of Indian address issued by the employer.</li> </ol>

<b>For other than Individuals and HUF</b>		
	<p>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, <b>or</b></p> <p>2. Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.</p>	<p>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, <b>or</b></p> <p>2. Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.</p>

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	<p>Application must be signed by (i) the applicant; or (ii) Karta in case of HUF; or (iii) Director of a Company; or (iv) Authorised Signatory 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.</p> <p>Applications not signed in the given manner and in the space provided are liable to be rejected.</p>

#### 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 ([www.incometaxindia.gov.in](http://www.incometaxindia.gov.in))/UTIITSL website ([www.utiitsl.com](http://www.utiitsl.com))/NSDL website ([www.tin-nsdl.com](http://www.tin-nsdl.com)).
- (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:

	<b>Income-tax Department</b>	<b>NSDL</b>	<b>UTIITSL</b>
<b>Website</b>	<a href="http://www.incometaxindia.gov.in">www.incometaxindia.gov.in</a>	<a href="http://www.tin-nsdl.com">www.tin-nsdl.com</a>	<a href="http://www.utiitsl.com">www.utiitsl.com</a>
<b>Call Center</b>	0124-2438000	020-27218080	022-67931300
<b>Email ID</b>		<a href="mailto:tininfo@nsdl.co.in">tininfo@nsdl.co.in</a>	<a href="mailto:utiitsl.gsd@utiitsl.com">utiitsl.gsd@utiitsl.com</a>

<b>SMS</b>		SMS NSDL PAN <space> Acknowledgement No. & send to 57575 to obtain application status.	
<b>Address</b>		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