

# Online application procedure for PAN

## Application forms

Sr. No.	Type of Application	Citizenship	Prescribed form
1	For obtaining PAN (i.e. PAN is not allotted)	Indian	Application for allotment of PAN – <b>Form 49A</b>
		Foreign	Application for allotment of PAN – <b>Form 49AA</b>
2	Reprint of the PAN card	Indian	'Request for new PAN card or/and Changes or correction in PAN data'
		Foreign	
3	For Change / Correction in PAN Data	Indian	'Request for new PAN card or/and Changes or correction in PAN data'
		Foreign	

## Application Fee

Sr. No.	Type of Dispatch	Amount
1	For dispatch of PAN card within India	₹ 107 (Including Service Tax)
2	For dispatch of PAN card outside India	₹ 994 (Including Service Tax)

## Mode of Payment

- ❖ Payment may be made online using Credit / Debit card and Net-banking facility
- ❖ Alternatively, the payment may be made by Demand draft drawn in favour of '**NSDL-PAN**' payable at Mumbai.

## Supporting documents

- ❖ Proof of Identity (POI), Proof of Address (POA) and Proof of Date of Birth (PODB) as per Rule 114(4) of Income Tax Rules, 1962
- ❖ Proof of AADHAAR (Copy of AADHAAR Card), if AADHAAR is mentioned.
- ❖ Additional documents for PAN Change Request application
  - ✓ **Proof of PAN** – Copy of PAN card/allotment letter
  - ✓ **Proof of Change Requested** – Documents indicating change of name (i.e. Name/Father's name) from old name to new name

## Important Check Points while filling form

- ❖ No initials/abbreviations to be used in name/father's name (except for Middle name).
- ❖ No prefixes such as Dr, Col, Major, etc. should be mentioned in 'Name', father's name and 'Name to be printed on card' fields.
- ❖ Representative Assessee (RA) details mandatory for minor/lunatic/idiot/deceased cases.
- ❖ POI, POA and PODB should indicate exactly the same name as mentioned in the application.

## How to apply for PAN?

- ❖ Paperless online PAN application facility based on eSign (i.e. Aadhaar based e-Signature) and Digital Signature Certificate (DSC) has been provided to applicant enabling PAN applicants to furnish their application for PAN online, upload scanned images of supporting documents, photo & signature and digitally sign the application online.

**No physical documents are required to be sent by the PAN applicants for eSign and DSC based PAN applications.**

- ❖ Alternatively, applicant may opt to process online PAN application by forwarding application documents physically as given below:
  - ❖ On successful submission of online application and payment (for online mode of payment), an acknowledgement receipt is generated.
  - ❖ Save and take a print out of the acknowledgement receipt.
  - ❖ The duly signed and photos affixed acknowledgement receipt alongwith prescribed supporting documents should be sent to **'INCOME TAX PAN SERVICES UNIT (Managed by NSDL e-Governance Infrastructure Limited)'** at 5th Floor Mantri Sterling , Plot No. 341, Survey No. 997/8, Model Colony, Near Deep Bungalow Chowk, Pune-411 016.
  - ❖ The 15 digit acknowledgement no. appearing on the acknowledgement receipt can be used for tracking status of application.

## Track Status of PAN Application

Use 15-digit acknowledgement number for tracking the status of application, as under:

- ✓ Check status at TIN website –please [click here](#)
- ✓ SMS '**NSDLPAN 15 digit ack. no.**' to 57575.
- ✓ E-mail us at [tininfo@nsdl.co.in](mailto:tininfo@nsdl.co.in)
- ✓ Contact our Call Centre at (020) - 2721-8080
- ✓ Fax us your queries at (020) - 2721-8081
- ✓ Write to us at following 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

**Please read instructions and guidelines carefully before filling online application forms**