

Instructions for filling the Form 49A:

1. Use ONLY BLACK BALL PEN for filling the Form and the signature
2. Fill all the details in CAPITAL letters only.
3. Do not use white ink on the form. Counter sign beside any correction/cancellation.
4. Leave the Ward/circle columns blank
5. Stick (and not staple) the photograph and do not sign across the same.
6. Signature should be fully inside the box on page 3 & 4
7. Name and address should match with the proofs given.
8. Last/First/Middle Name (Point 3) to start from the blocks specified.
9. Fill all the details in points 1,2,3,4,5(R), 7, 8, 9, 10, 12,13 and15
10. The 'Office Address' should be filled as
For Salaried Individuals : Address of Employer
For Individuals having own business: Address of Principal office of the business
For others (e.g. income from other sources and unemployed): Leave blank
11. Providing E-mail address is mandatory.
12. Leave the fields for representative assesses (point 14) blank.

Documentation:

1. Separate proofs of identity and address are required for each Form 49A.
2. Address proof should be for address mentioned in point no.5 of the Form 49 A.
- 3 The identity and address proof will have to be as follows:
 - **Identity Proof:** Passport copy (for foreign citizen residing outside india - attested by indian embassy official)
 - **Address Proof:** Passport copy (for foreign citizen residing outside india - attested by indian embassy official) OR copy of bank account statement (for foreign citizen residing outside india - attested by indian embassy official). **Pls note that no other address proof as mentioned in form 49A will be accepted.**
4. Please fill the undertaking below along with the Form 49 A.
Undertaking To Be Signed By Applicant Along With Form 49A

To Whomsoever It May Concern

I, Mr./Ms. _____, resident of _____,
hereby authorize M/s. Chaturvedi & Company
having their address as under, to deal with M/s UTI Technology Services Limited in
connection with obtaining the PAN Card on my behalf. Please dispatch the PAN card
to the address mentioned below:

M/s Chaturvedi & Company,
81, Mittal Chambers,
228, Nariman Point,
Mumbai – 400 021.

Residential address as mentioned on Form 49 A:

Name: _____ Signature: _____

- a) Use BLACK INK for filling the FORM and SIGNATURE.
- b) 'Individual' applicants should paste one recent, coloured photograph (stamp size : 3.5 cms X 2.5 cms).
The photograph should not be stapled or clipped. The clarity of the image on PAN Card will depend on the quality and clarity of photograph pasted on the form.
- c) Thumb impression, if used, should be attested by a Magistrate or a Notary Public or Gazetted Officer, under official seal and stamp.
- d) Each box, wherever provided, should contain only one character (alphabets/number/punctuation sign) leaving a box blank after each word.
- e) Area and AO code should be filled by the applicant, in consultation with IT PAN Service Center, if required

Item No.	Item Details	How to fill in the form								
1.	Full name	<p>'Individuals' must state full-expanded name in CAPITAL LETTERS. Abbreviations and initials are not acceptable. Name should not be prefixed with titles such as Shri,Smt,Kumari,Late,Major Dr. or M/s and a blank box should be left between any two parts of the name.</p> <p>For example SATYA PRAKASH SHARMA should be written as :</p> <p>Surname/Last Name: SHARMA</p> <p>First Name: SATYA</p> <p>Middle Name: PRAKASH</p> <p>Other applicants must ignore this structure of name but leave a blank box after each word in the name.</p>								
2.	Name to be printed on PAN Card	<p>Since the PAN Card cannot carry name exceeding 25 characters, applicants with longer names should suitably abbreviate the name but without using any nickname or aliases.</p> <p>For example : SATYAM VENKATAIYAH M.K.REDDY,can be abbreviated as SATYAM M K REDDY</p>								
3.	Earlier Name	Applicable to Individuals only and instructions in item no.1 for writing name apply.								
4.	Father's Name	Applicable to Individuals only and instructions in item no. 1 for writing name apply. Married women applicants should also give only father's name and not husband's name.								
5.	Address-Residential & office	Indicating PIN code for both Residential and office Address is mandatory								
6.	Address for communication	All future communications will be sent at the address indicated in this column. R means residence address and O means office address								
7.	Date of Birth	<p>Date 21.9.1956 should be written as</p> <table><tr><td>2</td><td>1</td><td>0</td><td>9</td><td>1</td><td>9</td><td>5</td><td>6</td></tr></table> <p>Relevant date for different category of PAN applicants is: Individuals : Actual Date of Birth; Companies: Date of Incorporation; Association of Persons: Date of Formation/Creation; Association of Person (Trust): Date of Creation or Trust Deed; Partnership Firms: Date of Partnership Deed; and HUFs: Date of creation of HUF</p>	2	1	0	9	1	9	5	6
2	1	0	9	1	9	5	6			
8.	Registration No.	Not applicable to Individual and HUF applicants. 'Company' applicants should mention registration number issued by the Registrar of Companies. Other applicants may mention registration number issued by any State or Central Govt. Authority								
9(a)	Salaried employee	Write name of the Organisation where employed.								
9(b)	Nature and code of Business / Profession	Chose relevant code corresponding to your business / profession from the list mentioned at Point No. 6 Overleaf (General Information for PAN Applicants)								
9(c)	Others	Applicants other than those covered by column 9 (a) & 9 (b) must mention their source of income or give reason for applying for PAN								
10	Name and address of Representative Assessee	Section 160 of IT Act, 1961 provides that a non-resident, a minor, etc. can be represented through Representative Assessee .This column will contain particulars of such Representative Assessee whereas column 1 to 13 will contain details of person on whose behalf this application is submitted In such case Representative Assessee will sign the form								
11.	Enclosures	List of documents that will serve as proof of Identity and Address are available at Point No.5 overleaf (General Information for PAN Applicants)								

General Information for PAN Applicants

1. Application for PAN should be made only on form supplied by UTIISL or from website <http://www.pancard.utiisl.co.in> or obtained IT PAN Service Center. Cost of the form is Rs.5/- Applications on any other form including re-printed or photocopied from original will be summarily rejected.
For forms downloaded from website <http://www.pancard.utiisl.co.in>, you have to pay Rs. 5/- in cash at the PAN Card Center as cost of the form.
2. Before submission of form, a Processing Coupon of Rs. 60/- should be obtained from the IT PAN Service Center and affixed on the top of the form.
3. Those already allotted a ten digit alphanumeric PAN shall not apply again as having or using more than one PAN are illegal. Such allottees may, however, request for the new tamper proof PAN card, with several security features, on payment of Rs.60/- at IT PAN Service Centers.
5. Documents to be submitted along with application for PAN (Column 15 of Form 49 A):

Category	Documents Required
Individual	<p>For proof of identity : Copy of school leaving certificate or matriculation certificate or degree of a recognised educational institution or depository account or credit card bank account or water bill or ration card or property tax assessment order or passport or voter identity card or driving license or certificate of identity signed by a Member of Parliament or Member of Legislative assembly or Municipal Councilor or a Gazetted Officers, as the case may be.</p> <p>For Proof of Address : Copy of electricity bill or telephone bill or depository account or credit card or bank account or ration card or employer certificate or passport or voters identity card or property tax assessment order Legislative Assembly or Municipal Councilor or Gazetted Officer, as the case may be.</p> <p>In case of a person being a minor, any documents of any of the parents or guardian of such minor shall be deemed to be the proof of identity and address.</p>
HUF	For proof of identity and address, any document prescribed in the case of individuals in respect of Karta of the HUF
Company	Copy of Certificate or Registration issued by Registrar of Companies.
Firms	Copy of Certificate of Registration issued by the Registrar or Copy of Partnership Deed.
AOP(Trusts)	Copy of the Trust deed or Copy of Certificate of Registration Number issued by Charity Commissioners.
AOP/BOI/Local Authority/ Artificial Juridical Person	Copy of Agreement or Copy of Certificate or Registration Number issued by Charity Commissioners or Registrar of Co-operative 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.

6. Business/Professions along with codes (Column 13(b) of Form 49A):

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 Ship, 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 Theaters
10 Insurance Agency	20 Others

ACKNOWLEDGEMENT

Received with thanks from Shri / Smt / Kum / M/s

1. APPLICATION FORM 49A BEARING APPLICATION SR.No.
2. DATE OF RECEIPT
3. PROCESSING COUPON NUMBER
4. PROOF OF IDENTITY
5. PROOF OF ADDRESS
6. OTHERS (please specify)

PAN Service Center Code :

PAN Service Center Name : _____

AUTHORISED SIGNATORY
(with date stamp)

(Note: The PAN card will be issued within 10 working days from the date of receipt at PAN Service Center.

However, during the first six months effective from 1 st July, 2003, the PAN card will be issued in 15 working days from the date of receipt at PAN Service Center.)

Any query / correspondence in this connection may be addressed by quoting the application

& Processing Coupon Number to :

The Vice President, (GSD) Income Tax PAN Service Unit (Managed by Unit Trust of India-Investor Services Ltd.)

Navi Mumbai-4000614 **Telephone : (022) 55932300 Fax : (022) 55931099**

Application for Allotment of Permanent Account Number - FORM 49A

Under Section 139A of the Income-Tax Act, 1961

(To avoid mistake(s), please follow the accompanying instructions and examples carefully before filling up the form)

To
The Assessing Officer

Ward/Circle	
Range	
Commissioner	

Area Code	AO Type	Range Code	AO No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Only individual to
affix recent photograph
(3.5cm x 2.5cm)

Signature/Left Thumb Impression

Sir,
I/We hereby request that a permanent account number be
allotted to me/us.I/We give below necessary particulars:

1.Full Name (Full expanded name :initials are not permitted): Please tick ☒ as applicable : Shri ☐ Smt ☐ Kumari ☐ M/s ☐

Last Name/Surname : First Name : Middle Name :

2.Name you would like printed on the card

3.Have you ever been known by any other name ? Please tick ☒ as applicable Yes ☐ No ☐
If yes, please give that other name (Full expanded name : Initials are not permitted) Shri ☐ Smt ☐ Kumari ☐

Last Name / Surname First Name

Middle Name

4.Father's Name (Only 'Individual' applicants : Even married women should give father's name only)

Last Name / Surname First Name

Middle Name

5.Address**R. Residential Address :****Flat/Door/Block No.****Name of Premises/Building/Village****Road/Street/Lane/Post Office****Area/Locality/Taluka/Sub-Division****Town/City/District****State/Union Territory****Pin(Indicating PIN is mandatory)****O. Office Address: (Name of Office)****Flat/Door/Block No.****Name of Premises/Building/Village****Road/Street/Lane/Post Office****Area/Locality/Taluka/Sub-Division****Town/City/District****State/Union Territory****Pin(Indicating Pin is mandatory)**

6. Address for communication :Please tick ☒ as applicable R ☐ or O ☐

STD Code

Tel Number

e-mail ID

7.Tel.No.

8. Sex(For 'Individual Applicants only)Please ☒

as applicable.

Male ☐Female ☐9. Status of the Applicant: Please ☒☐

as applicable

Individual

☐☐☐

Firm

☐☐☐

Body of Individuals

☐

Local Authority

☐

Artificial Juridical Person

☐

Hindu Undivided Family

☐

Association of Persons

☐

Association of Persons (Trusts)

☐10. Date of Birth/Incorporate/Agreement/Partnership or Trust Deed/Formation of Body
of Individuals/Association of Persons

DD

MM

YYYY

11. Registration Number(In case of Firms, Companies etc.)

12. Whether citizen of India?

Please ☒☐

as applicable.

Yes ☐No ☐

13. (a) Are you a salaried employee?

if yes, indicate:

Government ☐Others ☐

Name of the Organization where working

(b) If you are engaged in a business/profession, indicate nature of business or profession and fill the relevant code.

(c) If you are not covered by (a) or (b) above, indicate sources of income, if any

14. Full Name, address of the Representative Assessee, who is assesable under the Income Tax Act in respect of the person whose particulars have been given in column 1 to 13.

Full Name (Full expanded name :initials are not permitted): Please tick ☒ as applicable : Shri ☐ Smt ☐ Kumari ☐ M/s ☐

Last Name / Surname

First Name

Middle Name

Address :

Flat/Door/Block No.

Name of Premises/Building/Village

Road/Street/Lane/Post Office

Area/Locality/Taluka/Sub-Division

Town/City/District

State/Union Territory

Pin(Indicating Pin is mandatory)

15. I/We have enclosed

as proof of identity and

as Proof of address.

I/We , the applicant, do hereby declare that what is stated above is true to the best of my / our information and belief.

Verified today, the

DD

MM

YYYY

Signature/Left thumb impression of Applicant (inside the box)