

## 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 in **BLACK INK** only.
- (b) **Mention 10 digit PAN correctly.**
- (c) 'Individual' applicant to affix a recent colour photograph (size 3.5 cm x 2.5 cm) on the form in case of change/correction in details which are printed on the PAN card (provide as item nos.1, 2, 3, 5 and 6 in the change request form). The photograph 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 thumb impression should only be within the box provided in the form. The signature should not be on the photograph. If there is any mark on the photograph such that it hinders the clear visibility of the face of the applicant, the application will not be accepted.
- (e) Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.
- (f) Having or using more than one PAN is illegal. If you possess more than one PAN or PAN card, kindly fill the details in Item No.10 of this form and surrender the same.
- (g) **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 or replace a lost PAN card, fill all columns 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. In case of Individuals, photograph to be affixed on the form.
- (h) **For changes or correction in PAN data**, fill all columns of the form and tick box on left margin of appropriate row where change/correction is required. Enclose copy of PAN card or Allotment letter issued by income tax department.

Item No.	Item Details	Guidelines for filling the form																																																																																		
1.	<p>Full Name</p> <p style="text-align: right; margin-top: 300px;">Name you would like printed on the card</p>	<p>Individuals must state full expanded name. For example <b>Jasjit Singh Anand</b> should be written as:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>Last Name/Surname</b></td> <td style="width: 33%;"><b>First Name</b></td> <td style="width: 33%;"><b>Middle Name</b></td> </tr> <tr> <td>ANAND</td> <td>JASJIT</td> <td>SINGH</td> </tr> </table> <p>Do not use abbreviations and initials. Allowed two characters initials in surname, first name &amp; father's name of applicant are mentioned below.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>OM</td><td>DE</td><td>UR</td><td>UL</td><td>AL</td><td>AH</td><td>AN</td><td>AO</td><td>AS</td><td>BE</td><td>BI</td><td>BO</td><td>BP</td><td>CH</td><td>EK</td><td>EM</td><td>ES</td><td>FA</td><td>FE</td><td>FK</td><td>GI</td><td>GU</td><td>HA</td><td>HO</td><td>ID</td><td>JJ</td><td>JO</td><td>KA</td><td></td> </tr> <tr> <td>KC</td><td>KE</td><td>KH</td><td>KJ</td><td>KS</td><td>KU</td><td>LE</td><td>LI</td><td>LO</td><td>ON</td><td>PI</td><td>PT</td><td>QI</td><td>SA</td><td>SE</td><td>SI</td><td>SM</td><td>TA</td><td>TI</td><td>TO</td><td>WO</td><td>WU</td><td>YE</td><td>YH</td><td>YI</td><td>YJ</td><td>YU</td><td>ZI</td><td></td> </tr> </table> <p>Applicants other than 'Individuals' i.e. Non-Individuals, must ignore above instructions. Non-Individuals will 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:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>Last Name/Surname</b></td> <td style="width: 33%;"><b>First Name</b></td> <td style="width: 33%;"><b>Middle Name</b></td> </tr> <tr> <td>NATIONAL SECURITIES DEPOSITORY LIMITED</td> <td></td> <td></td> </tr> </table> <p>HUFs will mention (HUF) within brackets after their full name. For example:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>Last Name/Surname</b></td> <td style="width: 33%;"><b>First Name</b></td> <td style="width: 33%;"><b>Middle Name</b></td> </tr> <tr> <td>JASJIT SINGH ANAND (HUF)</td> <td></td> <td></td> </tr> </table> <p>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 sole proprietor should use/apply PAN in his/her personal name. Name should not be prefixed with titles such as Shri, Smt, Kumari, Dr., Major, M/s etc. Individual applicants are allowed to provide abbreviated 'name to be printed on the card'. The abbreviated name should necessarily contain the expanded last name. For example:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>Last Name/Surname</b></td> <td style="width: 33%;"><b>First Name</b></td> <td style="width: 33%;"><b>Middle Name</b></td> </tr> <tr> <td>RAVAL</td> <td>RUTVIJ</td> <td>ATULBHAI</td> </tr> </table> <p>can be written as <b>RUTVIJ ATULBHAI RAVAL</b> <b>R. A. RAVAL</b> <b>RUTVIJ A. RAVAL</b></p> <p>'Name to be printed on the card' for Non-Individual applicants should be same as last name field.</p>	<b>Last Name/Surname</b>	<b>First Name</b>	<b>Middle Name</b>	ANAND	JASJIT	SINGH	OM	DE	UR	UL	AL	AH	AN	AO	AS	BE	BI	BO	BP	CH	EK	EM	ES	FA	FE	FK	GI	GU	HA	HO	ID	JJ	JO	KA		KC	KE	KH	KJ	KS	KU	LE	LI	LO	ON	PI	PT	QI	SA	SE	SI	SM	TA	TI	TO	WO	WU	YE	YH	YI	YJ	YU	ZI		<b>Last Name/Surname</b>	<b>First Name</b>	<b>Middle Name</b>	NATIONAL SECURITIES DEPOSITORY LIMITED			<b>Last Name/Surname</b>	<b>First Name</b>	<b>Middle Name</b>	JASJIT SINGH ANAND (HUF)			<b>Last Name/Surname</b>	<b>First Name</b>	<b>Middle Name</b>	RAVAL	RUTVIJ	ATULBHAI
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2.	Father's Name	<p>Applicable to Individuals only. Instructions in Item No.1 with respect to name apply here. Married women applicants should give only father's name and not husband's name.</p>																																																																																		
3.	Date of Birth/ Incorporation/Agreement /Partnership or Trust Deed/Formation of Body of Individuals/ Association of Persons	<p>Date cannot be a future date. Date: 2nd August 1975 should be written as</p> <table style="width: 100%; text-align: center;"> <tr> <td style="border: 1px solid black; padding: 2px;">0</td> <td style="border: 1px solid black; padding: 2px;">2</td> <td style="border: 1px solid black; padding: 2px;">0</td> <td style="border: 1px solid black; padding: 2px;">8</td> <td style="border: 1px solid black; padding: 2px;">1</td> <td style="border: 1px solid black; padding: 2px;">9</td> <td style="border: 1px solid black; padding: 2px;">7</td> <td style="border: 1px solid black; padding: 2px;">5</td> </tr> <tr> <td colspan="2"><b>DD</b></td> <td colspan="2"><b>MM</b></td> <td colspan="4"><b>YYYY</b></td> </tr> </table> <p>Relevant date for different category of applicants is: <b>Individual:</b> Date of Birth; <b>Company:</b> Date of Incorporation; <b>Association of Persons:</b> Date of Formation/Creation; <b>Association of Persons (Trusts):</b> Date of Creation of Trust Deed; <b>Partnership Firms:</b> Date of Partnership Deed; <b>HUFs:</b> Date of Creation of HUF and for ancestral HUF date can be 01010001 where the date of creation is not available.</p>	0	2	0	8	1	9	7	5	<b>DD</b>		<b>MM</b>		<b>YYYY</b>																																																																					
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4.	Sex	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 will tick the box on the left margin. Copy of PAN card with wrong photograph/signature is to be enclosed with the form.																																																																																		
7.	Address for Communication	<p>Indicate either Residence or Office address for communication as the case may be. If status of applicant is other than 'Individual' / 'HUF', office name and address is mandatory. Out of first four fields, applicant must fill up at least two fields. Town/City/District, State/Union Territory and PIN are mandatory.</p>																																																																																		
8.	Update other address	If applicant wishes to update other address, besides address for communication, box on left margin to be ticked and details of address to be provided on an additional sheet in similar format as prescribed in Item No.7.																																																																																		
9.	Telephone Number and e-mail ID	<p>(1) If Telephone Number is mentioned, STD Code is mandatory. (2) In case of mobile number, country code should be mentioned as STD Code</p> <table style="width: 100%; text-align: center;"> <tr> <td colspan="4"><b>STD Code</b></td> <td colspan="9"><b>Tel. No.</b></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;"> </td> <td style="border: 1px solid black; padding: 2px;"> </td> <td style="border: 1px solid black; padding: 2px;"> </td> <td style="border: 1px solid black; padding: 2px;"> </td> <td style="border: 1px solid black; padding: 2px;">9</td> <td style="border: 1px solid black; padding: 2px;">1</td> <td style="border: 1px solid black; padding: 2px;"> </td> <td style="border: 1px solid black; padding: 2px;"> </td> <td style="border: 1px solid black; padding: 2px;"> </td> <td style="border: 1px solid black; padding: 2px;"> </td> <td style="border: 1px solid black; padding: 2px;">9</td> <td style="border: 1px solid black; padding: 2px;">8</td> <td style="border: 1px solid black; padding: 2px;">2</td> <td style="border: 1px solid black; padding: 2px;">0</td> <td style="border: 1px solid black; padding: 2px;">0</td> <td style="border: 1px solid black; padding: 2px;">1</td> <td style="border: 1px solid black; padding: 2px;">1</td> <td style="border: 1px solid black; padding: 2px;">1</td> <td style="border: 1px solid black; padding: 2px;">1</td> <td style="border: 1px solid black; padding: 2px;">5</td> </tr> </table> <p><b>Where '91' is the country code of India.</b> (3) It is mandatory for the applicants to mention either their "Telephone number" or a valid "e-mail id" so that they can be contacted in case of any discrepancy in the application form and/or for receiving PAN through e-mail.</p>	<b>STD Code</b>				<b>Tel. No.</b>													9	1					9	8	2	0	0	1	1	1	1	5																																																	
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10.	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.																																																																																		